

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Thursday, May 10, 2018

The Procurement Policy and Compliance Monitoring Board met in public session On **Thursday, May 10, 2018** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at **11:03 a.m.**

ROLL CALL

Board members present (4):

Springfield: Pam Blackorby, present
Tad Huskey, present

Chicago: Karla Schreiber, present
Sam Dorger, present

Other staff: Melissa Mahoney, Deputy Chief of Staff, Administration
Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary

Approval of minutes from the meeting held on April 25, 2018

Karla Schreiber, Chairperson asked the Board to review and approve the **Wednesday, April 25, 2018**, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote, the minutes from the meeting held **Wednesday, April 25, 2018**, were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Sam Dorger, Pam Blackorby and Tad Huskey

Old Business

Sleeping Rooms Purchase for ICAC Training Event in June 2018

Eileen Baumstark-Pratt explained, the ICAC Commander submitted a requested to secure sleeping rooms for staff and members of the Illinois Internet Crimes Against Children Task Force to attend the 2018 National Law Enforcement Training on Child Exploitation that will be held in Atlanta Georgia on June 12-14, 2018. A total of 54 sleeping rooms are required to accommodate staff and non-employees, 18 rooms for each of the following dates, June 11, June 12 and June 13, 2018.

Information was distributed regarding this purchase to the Procurement Policy and Compliance Monitoring Board (PPCMB) and it was discussed during the April 25, 2018 meeting. There were no questions or objections from the board.

Eileen further explained, the Hilton Atlanta agreed to direct bill the rooms and provided their W-9 to be certified by the Illinois Comptroller's Office, the Illinois Comptroller's Office has notified the Accounting Department that they are unable to certify them as a vendor due to a question regarding their W-9.

As a result, the individual attendees will provide payment for their rooms directly to the Hilton Atlanta and the individual attendees will be reimbursed by the Attorney General's Office for these travel expenses. Travel Request Forms will be completed for the 18 individual attendees and Travel Vouchers will be completed after the training for each individual attendee. The room rate will remain at the agreed upon rate and in total this expenditure will remain the same at \$9,613.08.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

New Business

Karla Schreiber, Chairperson asked the Board to review and approve the Procurement Policy and Compliance Monitoring Board 2018-2019 meeting schedule. Karla Schreiber asked if there were any comments pertaining to the meeting schedule. No comments were received by the Board members.

Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote, the PPCMB 2018-2019 meeting schedule, was approved.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Sam Dorger, Pam Blackorby and Tad Huskey

Annual Meeting Schedule 2018-2019

July 25, 2018 at 2:00 p.m.
August 22, 2018 at 2:00 p.m.
September 26, 2018 at 2:00 p.m.
October 24, 2018 at 2:00 p.m.
November 28, 2018 at 2:00 p.m.
December 26, 2018 at 2:00 p.m.
January 23, 2019 at 2:00 p.m.
February 27, 2019 at 2:00 p.m.
March 27, 2019 at 2:00 p.m.
April 24, 2019 at 2:00 p.m.
May 22, 2019 at 2:00 p.m.
June 5, 2019 at 2:00 p.m.
June 12, 2019 at 2:00 p.m.

Meetings Locations:

Chicago: James R. Thompson Center, 100 W. Randolph St., Room 11-722A, Chicago IL. 60601

Springfield: Attorney General's Office, 500 S. Second Street, 2nd Floor Conference Room, Springfield IL. 62706

FY2019 - Annual Maintenance Renewal Life Safety Equipment

Rocco LaSalvia, SPO explained, Office Services requested that to renew the maintenance program for the life safety equipment located at 500 S. Second Street. The equipment is manufactured and maintained by Simplex Grinnell and the maintenance program includes monitoring, repair, replacement parts for the fire panel, and during this term, testing all smoke detector devices throughout the facility.

The SimplexGrinnell 4020 Fire Alarm panel is a programmable software-based system that is proprietary, which prohibits any other third party from providing any maintenance, service and/or repairs. All replacement parts are exclusively provided by SimplexGrinnell. In addition, any tampering by a third-party vendor will void the Underwriter Laboratories product safety designation/certification.

Office Services will enter into a contract to renew our maintenance and to conduct required fire alarm sensitivity testing for FY2019 at a total cost of \$10,344.40.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Renewal of Security Center Continuous View Maintenance for FY2019

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to renew maintenance for Security Center Continuous View OnPrem 500 IP's for Fiscal Year 2019.

SecurityCenter Continuous View (SecurityCenter CV) collects data from multiple sources to provide advanced analysis of vulnerability, threat, network traffic and event information and deliver a continuous view of IT security across the network environment. These tools allow IT staff to receive continuous information such as an attacker's view of the network to manage vulnerabilities throughout the network, enhancing the network security and protecting the environment.

Office Services contacted three (3) vendors, Connection Public Sector Solutions, SHI, and Bluewave Micro, Inc to secure cost information. Office Services will secure a purchase order with Connection Public Sector Solutions, the vendor that provided the lowest cost information. The total cost to secure maintenance for FY2019 is \$9,178.94.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Parking Space(s) Rental for Downtown Chicago – FY2018 & FY2019

Rocco LaSalvia, SPO explained, Office Services is seeking to secure parking during the month of June 2018 and for FY2019. The current CMS Master Agreement with InterPark Corporation commenced June 1, 2017 and is set to expire on May 31, 2020. The rates available under this agreement provide a greater savings than could be achieved independently. Two purchase orders were submitted, one that will cover the forty-four (44) parking spaces the remainder of FY2018 in the amount of \$6,288.04. The second purchase order covers FY2019 in the amount of \$75,456.48.

Tad Huskey expressed his concern that the vendor was experiencing a delay in receiving payments for service. Rocco explained, Office Services and the Accounting Department worked to provide proof to the vendor that the appropriate payment paperwork was submitted to the Comptroller's Office. Rocco believes this satisfied the vendor's inquiry and concern.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Continuation of Intergovernmental Agreement with PACER Service Center for Fiscal Year 2019

Rocco LaSalvia, SPO explained, Library Services requested that the Office continue the Intergovernmental Agreement with PACER Service Center. PACER provides the office with monthly online access to electronic court records. Users are able to obtain case files and docket information from federal appellate, district and bankruptcy courts and the U.S. Party/Case index. PACER is used to access court docket information from multiple districts. In addition to accessing the information, PACER is now used to file court docket information in many districts.

Office Services will secure a purchase order under the intergovernmental agreement. The anticipated amount required for FY2019 is \$85,200.00

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Increase Funding for our Intergovernmental Agreement with PACER Service Center for Fiscal Year 2018

Rocco LaSalvia, SPO explained, Library Services requested an increase in the FY2018 funding for the Intergovernmental Agreement with PACER Service Center. PACER provides the office with monthly online access to electronic court records. Users are able to obtain case files and docket information from federal appellate, district and bankruptcy courts and the U.S. Party/Case index. PACER is used to access court docket information from multiple districts. In addition to accessing the information, PACER is now used to file court docket information in many districts. The original purchase order issued for FY2018 was in the amount of \$65,004.00. Those funds are nearly exhausted through the third quarter billing cycle.

Office Services will secure a supplemental purchase order in the amount of \$20,000.00 under this intergovernmental agreement to meet the demands for the remainder of FY2018.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

AVN Offender Watch Software Maintenance/Support

Rocco LaSalvia, SPO explained, the Division Chief of Crime Victims Services submitted a request to secure maintenance / support services for the Offender Watch software, through Watch Systems, LLC, the sole source provider of these services for FY2019.

In 2009 the office received a grant from the Department of Justice (DOJ) to enhance the Automated Victims Notification (AVN) system by developing a mechanism to notify victims when sex offenders change residence. At that time, the Office authorized Apriss, the sole source provider of the AVN system, to take steps to expand their notification features. Apriss partnered with Watch Systems, LLC to integrate and customize their Offender Watch software. The original DOJ grant covered the cost for maintenance / support until 2012; then the Sheriff's Association stepped in to cover maintenance costs. Unfortunately, the Sheriff's Association was unable to continue covering maintenance costs beyond October 31, 2016. After that time the Office entered into contract with Watch Systems, LLC to cover ongoing maintenance needs.

Rocco further explained, Office Services posted a sole source notice on the Illinois Procurement Bulletin outlining the intent to enter into contract with Watch Systems, LLC, the posting period concluded and no protests were received. Office Services will enter into a contract with Watch Systems, LLC. The amount payable under this contract term is \$300,000.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Purchase of Deskstar NAS Hard Drives and Seagate Backup Devices

Rocco LaSalvia, SPO explained, the Chief of the High Tech Crimes Bureau submitted a request to secure twelve (12) HGST Deskstar hard Drives and twelve (12) Seagate Backup Plus devices. These devices are known for exceptional reliability, speed, performance, and storage capacity

covering multiple media sources. The hard drives and backup devices are used to store evidence, images and case data for Internet Crimes Against Children, Child Exploitation cases. These particular units meet the specifications / requirements of the HTC's forensic workstations.

Office Services contacted three (3) vendors to secure cost information: Connection Public Sector Solutions, Daly and CDW. Office Services will execute a purchase order with Connection Public Sector Solutions, the vendor that provided the lowest overall cost of \$5,254.20.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Purchase of HP LaserJet Color Printers

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to purchase three (3) HP LaserJet Enterprise M750dn color printers to supplement existing printers to meet operational needs.

Office Services secured cost information from Staples, SHI, and Daly. Office Services will execute a purchase order with Staples, the vendor that provided the lowest purchase price of \$7,199.97.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

GAAP Package Consultant Services for Fiscal Year 2018 GAAP Reporting

Rocco LaSalvia, SPO explained, the Chief Fiscal Officer submitted a request to procure GAAP package consulting services to prepare Fiscal Year 2018 GAAP packages and other GAAP forms required by the Illinois Comptroller's Office. Office Services confirmed that these services can be performed under an existing CMS Master Contract with Crowe-Horwath, LLC (CMS802755A) which is in effect until June 30, 2020.

Office Services will execute a purchase order with Crowe-Horwath, LLC for an estimated amount of \$35,000.00. It is anticipated that these services will commence on or around July 1, 2018 and conclude by August 31, 2018. These services will be paid out of Fiscal Year 2019 funds.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Daily Newspaper Subscriptions for the Chicago Office during Fiscal Year 2019

Rocco LaSalvia, SPO explained, Office Services is seeking to secure various daily newspaper subscriptions that will be distributed to key staff members throughout the Chicago Office who monitor current events and news trends that impact the daily activities of the office.

Only one of the three newsstands located in the JRTC will accept a purchase order and direct bill the OAG for the cost of each subscription outlined on the attached purchase order throughout FY2019.

Office Services will secure a purchase order with the Lobby Newsstand in the amount of \$7,988.50.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Renewal of Concordance Enterprise Software Assurance/Maintenance for FY2019

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to renew the Concordance Enterprise Software Assurance/Maintenance coverage for Fiscal Year 2019. Concordance software eases the complexity of managing discovery and allows staff to search, review, organize, produce and share litigation documents— scanned paper, email and other e-discovery generated during litigation case discovery

Office Services had contacted three (3) vendors to secure cost information, Carahsoft, SIRC and SHI. Office Services will execute a one-year contract with Carahsoft, the vendor that submitted the lowest cost of \$20,332.91.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2019 Maintenance for Cisco Firewall Appliances

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to secure maintenance on the Cisco ASA 5545-X midrange security appliances that are components of the Cisco firewall. This service is available for purchase under a CMS Master Contract (CMS7891190) with CDW. Office Services will process a purchase order with CDW. The total cost is \$21,756.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY 2019 Janitorial Services for the Chicago Satellite Offices

Rocco LaSalvia, SPO explained, Office Services is seeking to renew the agreement with Ada S. McKinley and Darren Rogers, the vendor that provides janitorial services for the Chicago West and Chicago South Satellite Offices. This vendor has been providing janitorial services for several years and the Office is satisfied with their performance. Ada S. McKinley and Darren Rogers are listed as a CMS approved vendor under the State Use Program.

Office Services will execute a purchase order with Ada S. McKinley and Darren Rogers to secure janitorial services four times monthly at each location at a total cost of \$7,166.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

AVN Maintenance Contract with Apriss, Inc

Rocco LaSalvia, SPO explained the Division Chief of Crime Victims Services submitted a request to enter into a new three year maintenance contract with Apriss, Inc. The current contract is set to expire June 30, 2018. The Office requires the services of Apriss, Inc to maintain the Automated Victim Notification (AVN) System. This system notifies crime victims of changes in an offender's custodial status and changes in status of the criminal case.

The Office has had several contracts with Apriss for maintenance services dating back to 2001. The AVN system is proprietary and Apriss, Inc. holds the license. The AVN system (referred to as VINE in others states) is considered to be the industry leader and primary source for victim notifications nationwide. The AVN maintenance contract will include the following support services: maintaining existing interfaces with many databases, located at various County Sheriffs', Circuit Clerks', IDOC and the Prisoner Review Board throughout the State. Additionally, this contract will include routine system enhancements and Apriss will maintain Call Center operations 24/7 throughout the term of this contract.

Office Services posted a Sole Source Notice on the Illinois Procurement Bulletin; no protests were received. Office Services will enter into a three year contract with Apriss Inc. The overall contract obligation will be \$2,554,781.08 disbursed over fiscal years 2019, 2020 and 2021 as outlined on the enclosed purchase order.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Renewal of Solar Winds Log & Event Manager Software Maintenance for FY2019

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to renew annual support/maintenance for Solar Winds Log & Event Manager software.

This software is a comprehensive security information and event management package that combines log management, correlation, reporting, file integrity monitoring, user activity monitoring, USB detection and prevention, threat intelligence, and active response in a virtual appliance that is easy to deploy. It allows IT staff members to collect, consolidate, and analyzes logs and events from firewalls, devices and applications, switches, routers, servers, operating system logs, and includes: Real-time correlation to identify attacks, Detect breaches with threat intelligence, Supports root cause analysis with built-in intelligence that applies to networks, applications, and security management, Blocks and quarantines malicious and suspicious activity, including inappropriate USB usage, Delivers deeper intelligence and broader compliance support through embedded File Integrity Monitoring (FIM) and Produces out-of-the-box compliance reports.

Solar Winds software collects and catalogs log and event data in real-time from anywhere data is generated within the IT infrastructure. It delivers true real-time log and event correlation, enabling IT staff to immediately troubleshoot and investigate security breaches and other critical issues

Office Services solicited cost information from four vendors Connections Public Sector Solutions, SHI, Insight Public Sector and Netrix. Office Services will execute a purchase order with Connection Public Sector Solutions, the vendor that provided the lowest overall cost of \$5,155.79.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Renewal of VM Enterprise Software Support FY2019

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to renew software support for the Virtual Machine (VM) Enterprise Software products for fiscal year 2019. This software provides flexibility for IT staff, allowing them to efficiently manage our hardware assets by creating virtual servers to create additional storage space within the network without incurring an additional expense for hardware.

Office Services secured cost information from three (3) vendors: August Schell Enterprises, Connection Public Sector Solutions, and Virtual Graffiti. Office Services will secure this software support through August Schell Enterprises, the vendor that provided the lowest cost of \$6,253.57

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

AirWatch Blue Management Software Licenses Annual Maintenance Renewal for FY2019

Rocco LaSalvia, SPO explained, the Chief Technology Officer of Information Technology (IT) requested that we renew annual maintenance for 300 AirWatch Blue Management Suite Licenses and 300 AirWatch Content Locker Subscription Licenses. This mobile device management software enables IT to address challenges associated with mobility by providing a simplified, efficient way to view and manage and support all mobile devices from the central administrative console.

Office Services secured cost information from four (4) vendors: Insight Public Sector, SHI, Presidio, and Zones. Office Services will execute a contract with Insight Public Sector, the vendor that provided the lowest cost at \$24,816.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Cellebrite UFED Touch Device Upgrade FY2018

Rocco LaSalvia, SPO explained, the High Tech Crimes Bureau submitted a request to purchase an upgrade from the existing UFED Touch devices to the new UFED Touch 2 devices. A total of four (4) units will be upgraded under this request. As of June 2018, the current Touch devices will reach the end of the life cycle and will no longer be supported Cellebrite. The Forensic Store provides maintenance for the existing Touch devices. Forensic Store has agreed to extend coverage to the upgraded Touch 2 devices at no additional cost through the balance of this fiscal year.

Office Services reached out to three (3) vendors to solicit cost information for the upgrade purchase: SHI, Forensic Store and Carahsoft. Office Services will secure a contract to purchase four UFED Touch 2 devices from SHI, the vendor that provided the lowest cost of \$11,980.00

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Cellebrite UFED Touch 2 Maintenance FY2019

Rocco LaSalvia, SPO explained, he High Tech Crimes Bureau submitted a request to renew software license /support on four (4) Universal Forensic Extraction Touch 2 Devices (UFED's). These devices are used to conduct forensic examinations and data extractions on various mobile devices such as cell phones, tablets, GPS units, etc. In the past, CelleBrite USA, the developer, was the only source for UFED devices and the associated support services. Just prior to FY2017, it was discovered that Cellebrite had established additional sources / authorized resellers that can provide license renewal and software support.

Office Services reached out to four (40 vendors: Cellebrite, Carahsoft, Forensic Store, and SHI. Office Services will execute a contract with Cellebrite, the vendor that provided the lowest price of \$13,283.28

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

SysAid Software Purchase FY2018

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to purchase SysAid, On Premise software that will accommodate up to twelve (12) administrators that will allow IT staff to monitor unlimited end users and up to 1000 devices. This software will be used to track helpdesk issues for the office email address: RMS@ATG.STATE.IL.US This software provides a single IT system / asset management helpdesk tool allows IT to further automate the helpdesk service to deal with the day-to-day challenges and tasks with a robust incident / service request and asset management module. Office Services solicited cost information from six (6) vendors: SysAid, Insight Public Sector, SHI, Bluewave, CDW and Daly. Only SysAid and Insight Public Sector responded.

Office Services will secure a purchase order to purchase this software through SysAid, the vendor that provided the lowest cost of \$8,280.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Sam Dorger, Pam Blackorby and Tad Huskey

The meeting adjourned at 11:25 a.m.