

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
April 24, 2013

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, April 24, 2013** in the James R. Thompson Center, 100 West Randolph, 11-722A and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Rocco LaSalvia, Acting State Purchasing Officer (SPO) called the meeting to order at 2:00 p.m.

ROLL CALL

Board members present (5):

Springfield: Dave Boots, present
Joe Small, present
Pam Blackorby, present

Chicago: Karla Schreiber, present

Via Teleconference: Sam Dorger, present

Other staff: Melissa Mahoney, Chief Procurement Officer
Rocco LaSalvia, Acting State Purchasing Officer
Lynn Patton, Chief, Public Access and Opinions Division
Leslie Morgan, Chief Internal Auditor
Emily Vivian, AAG, Opinions Bureau
Eileen Baumstark-Pratt, Special Events Director
Iris Delgado, Purchasing Supervisor

Approval of minutes from the meeting held on March 27, 2013

The SPO asked the Board to review the minutes from the March 27, 2013 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Joe Small moved, Dave Boots seconded the motion and by unanimous vote, the minutes from the meeting held on March 27, 2013 were approved.

The motion carried on the following voice vote:

Yeas: Dave Boots, Joe Small, Pam Blackorby, Karla Schreiber and Sam Dorger

Old Business:

Open Meetings Act Discussion:

For clarification purposes Lynn Patton confirmed all members of the PPCMB must take the Open Meetings Act (OMA) training at least once. As the OMA designee for the Board, Dave Boots must successfully complete the electronic OMA training on an annual basis.

New Business:

Appointment of the Board Chair:

Board member Joe Small moved approval of Karla Schreiber as the PPCMB Chair, Dave Boots seconded the motion and by unanimous vote, Karla Schreiber was appointed Chair of the Procurement Policy Compliance and Monitoring Board.

The motion carried on the following voice vote:

Yeas: Dave Boots, Joe Small, Pam Blackorby, Karla Schreiber and Sam Dorger

Appointment of the Board Freedom of Information Act (FOIA) Officer:

Board member Dave Boots moved approval of Caitlin Knutte as the PPCMB FOIA Officer, Karla Schreiber seconded the motion and by unanimous vote, Caitlin Knutte was appointed FOIA Officer of the Procurement Policy Compliance and Monitoring Board.

The motion carried on the following voice vote:

Yeas: Dave Boots, Joe Small, Pam Blackorby, Karla Schreiber and Sam Dorger

Appointment of the Secretary:

Board member Dave Boots moved approval of Eileen Baumstark-Pratt as the PPCMB Board Secretary, Karla Schreiber seconded the motion and by unanimous vote, Eileen Baumstark-Pratt was appointed Board Secretary of the Procurement Policy Compliance and Monitoring Board. Ann Roche will serve as the back-up PPCMB Board Secretary.

The motion carried on the following voice vote:

Yeas: Dave Boots, Joe Small, Pam Blackorby, Karla Schreiber and Sam Dorger

FY13 Vehicle purchase

Office Services posted an Invitation for Bid (IFB) on the Illinois Procurement Bulletin for the purchase of two passenger vehicles. The office received one qualified response from BCR Automotive Group, DBA Roesch Ford. The price information submitted by the vendor meets the specifications outlined in the IFB.

Office service is purchasing two (2) Ford Taurus SEL Sedans for a total purchase cost of \$50,590.00 (\$25,295.00 per vehicle).

FY13 /FY14 Laserfische Licenses & Software Assurance/Maintenance

The Chief Procurement Officer indicated the need to purchase forty-four (44) additional Laserfische RIO Enterprise Licenses to accommodate the needs of the Workers Compensation Bureau. The additional licenses are necessary to allow the Worker's Comp staff to efficiently scan documentation related to workers compensation claims into the new paperless system operated by Tri-Star, the vendor CMS selected to process all state workers compensation claims.

Additionally, the office will secure the renewal of software/maintenance coverage for all of our Laserfische licenses for fiscal year 2014. A sole source notice to continue this software maintenance coverage was posted on the Illinois Procurement Bulletin.

Barring any protests to the sole source posting, Office Service will execute a contract with BusComm Incorporated for a total cost of \$91,591.36.

FY14 Hosting and Maintenance of OAG Website (renewal)

The office will renew the intergovernmental agreement with Western Illinois University to host and maintain our OAG Website during Fiscal Year 2014.

Staff at Western Illinois University have been hosting our office's website and providing support and maintenance for more than ten (10) years.

Office Service will renew the intergovernmental agreement for support/maintenance for Fiscal Year 2014 for a total cost of \$47,550.00

FY14 Maintenance for Cisco Switches (renewal)

The office will renew the hardware support and maintenance for our Cisco switches. The office routinely secures support and maintenance for our switches.

Cisco switches are the backbone to our network and IT must have the ability to replace faulty switches quickly to ensure minimal disruption to the network operations and have the resources to provide technical support to trouble shoot communication problems as they occur.

Office Services will secure these services for Fiscal Year 2014 through the CMS Master Contract #8293460 with AT&T at a cost of \$66,247.30.

FY14 Software Support for Virtual Machine (VM) software (renewal)

The office will renew the software support for the Virtual Machine (VM) Enterprise Software products for Fiscal Year 2014.

The renewal of this software support contract will provide flexibility for IT, allowing them to efficiently manage our hardware assets by creating virtual servers to create storage space within our network without incurring an additional expense for hardware.

Office Services will secure these services for Fiscal Year 2014 through the CMS Master Contract #2652930 awarded to Presido at a cost of \$6,361.74.

FY14 Airtime Services for StarComm21 System (renewal)

The Chief Procurement Officer indicated the need to renew airtime services associated with the STARCOMM21 System. This system consists of a statewide digital trunked, land-mobile radio network for the use of state agencies, offices and other law enforcement entities throughout the state.

The service allows for direct contact with IEMA (Illinois Emergency Management Agency) and the IJTTF (Illinois Joint Terrorism Task Force) as well as access to common communications channels used by other county and local law enforcement agencies which includes ISPERN (Illinois State Police Emergency Radio Network), IREACH (Illinois Radio Emergency Aid Channel) and other inter-jurisdictional radio communications.

Office Services will secure these services for Fiscal Year 2014 through the CMS Master Contract #361885 with Motorola at a cost of \$18,720.00.

Public Comment:

No public comment

Adjournment:

Dave Boots made a motion to adjourn, Karla Schreiber seconded the motion and the PPCMB meeting was adjourned at 2:24 p.m.