

**OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board**

SPECIAL MEETING MINUTES

Thursday, May 21, 2020

The Procurement Policy and Compliance Monitoring Board met in a special session On **Thursday, May 21, 2020 via conference call**

Karla Schreiber, Chairperson called the meeting to order at 10:01 a.m.

ROLL CALL

Board members present (3):

Springfield: Pam Blackorby, present
Tad Huskey, present
Lisa Kaigh, present

Chicago: Karla Schreiber, present
Jessica O’Leary, present

Other staff: Eileen Baumstark-Pratt, SPO
Kathy Leiser

Old Business

There was no Old Business

New Business

Postage Mailing Systems

Eileen Baumstark-Pratt, SPO, stated Office Services is requesting to lease new mailing systems to replace the existing mailing systems that have become obsolete in our Carbondale (2), Metro East, Northern Illinois, East Central Illinois, Montvale and West Central Illinois Offices. They recently needed service on the mailing machines and had to wait a significant amount of time for replacement parts. Maintenance is no longer available on these machines.

They requested information from our Pitney Bowes representative, asking for a comparable replacement; they provided us with cost information on a SendPro C200 Mailing system.

The propose pricing was off an established CMS master contract with Pitney Bowes, (CMS Contract # 18-510CPOGS-P-1799).

A lease will be enterend into for the amount of \$19,954.20 for 60 months to include the mailing system machine, software, meter rental and delivery/installation maintenance.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the lease.

No comments were received.

Janitorial Services for Metro East/Belleville

Eileen Baumstark-Pratt, SPO, stated that Office Services is seeking to enter into an agreement with SAVE, Inc. to provide janitorial services for our Metro East Regional Belleville Office for FY2021. SAVE, Inc. is listed as a CMS approved vendor under the State Use Program.

A Purchase Request is being secured in the amount of \$8,840.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Janitorial Services, Carbondale Offices

Eileen Baumstark-Pratt, SPO, stated Office Services is seeking to renew their agreement with START, Inc. to provide janitorial services for our Carbondale Offices during Fiscal Year 2021. This vendor has been providing janitorial services in our Carbondale Offices for several years and is listed as a CMS approved vendor under the State Use Program.

A purchase request for janitorial services three times a week is being executed with START, Inc. in the amount of \$22,542.96.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Janitorial Services, Chicago Satellite Offices

Eileen Baumstark-Pratt, SPO, stated Office Services is seeking to renew their agreement with Ada S. McKinley and Darren Rogers, the vendor that provides janitorial services for our Chicago West and Chicago South Satellite Offices, who are listed as a CMS approved vendor under the State Use Program.

A purchase order is being executed with Ada S. McKinley and Darren Rogers to secure janitorial services four times monthly at each location at a total cost of \$7,602.40.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Veritas

Eileen Baumstark-Pratt, SPO, stated that the Chief Technology Officer submitted a request to renew their annual software maintenance for VERITAS Enterprise Vault Email, Vault E-

Discovery licenses and Vault File System Archiving.

VERITAS Enterprise Vault is a market-leading archiving product for both emails and attachment files, these licenses help our IT staff securely store, manage and find information across our network.

Office Services determined that this renewal could be secured through a CMS Master Contract # CIT949890, awarded to CDW-G for \$18,704.67.

A contract is being executed with CDW-G for \$18,704.67.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Cisco Switches and Firewall

Eileen Baumstark-Pratt, SPO, stated that the Chief Technology Officer asked for a contract to be renewed the hardware support and maintenance for Cisco Sswitches, which are the backbone to our network; these devices allow our computers, printers, scanners, etc. to communicate with each other.

The office routinely secures support and maintenance for our switches. Information Technology staff must have the ability to replace faulty switches quickly to ensure minimal disruption to network operations and have a resource to provide technical support to troubleshoot communication problems as they occur.

This renewal is available through CMS Master Contract with CDW (CMS20079327) which is set to expire June 30, 2021.

A purchase order is being executed with CDW in the amount of \$47,151.27

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Starcomm 21 System

Eileen Baumstark-Pratt, SPO, stated The Investigations Division is seeking to renew airtime services associated with the STARCOMM21 System. This system consists of a statewide, digital trunked, land-mobile radio network used by state agencies, offices and other law enforcement entities throughout the state.

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

CMS established a Master Contract #180448DOIT-Telec-P-465 with Motorola in July of 2012 which is in effect through June 30, 2022. We recommend that we secure these services for Fiscal Year 2021 at a cost of \$13,800.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

SAGE/HRMS Business Care Gold Software

Eileen Baumstark-Pratt, SPO, stated the Chief Technology Officer has requested that their annual maintenance / support for Sage HRMS Business Care Gold software system application be renewed.

This application is utilized by Human Resources (HR) to store, track and report on all types of personnel information.

Sage Software, Inc. is propriety software and there is only one source available to provide maintenance and support. A contract is being executed with Sage for \$12,692.50

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Adobe Pro DC and Creative Cloud

Eileen Baumstark-Pratt, SPO, stated the Chief Technology Officer has submitted a request to purchase/renew Adobe Acrobat DC Enterprise License Subscriptions (850) and four (4) Creative Cloud Desktop license and maintenance support. Adobe Acrobat Pro DC is a PDF tool that allows users to create, edit, sign, and track PDF documents. It also will allow our users to restrict access and apply security features that prevent copying, editing, or printing of sensitive case information further enhancing our ability to manage documents and case files.

This purchase will be made under the CMS Master Blanket Order Contract 20-448DOIT-INFOT-P-17039 with CDW.

A purchase order is being secured with CDW in the amount of \$42,309.66

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Springfield Record Storage

Eileen Baumstark-Pratt, SPO, stated Office Services is seeking to secure a one-year contract with Capitol Filekeepers, LLC, our current vendor, to continue to provide records/file storage and services during Fiscal Year 2021

Other local vendor options to store our file boxes were reviewed. Capitol Filekeepers is the only economically feasible source that could provide the full array of services we require in Springfield, which include storage, pick-up, delivery, refiling, and transportation services at a flat monthly rate of \$2,050.00 and box shredding services as requested for an anticipated amount of \$2,750.00

A contract is being secured with Capitol Filekeepers, LLC for a total amount of \$27,350.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Primelink Copier and Maintenance

Eileen Baumstark-Pratt, SPO, stated Office Services is seeking to purchase a digital copier to replace the existing Xerox DocuTech 6100 copier, which has exceeded the projected life expectancy and has become obsolete and vendors are having difficulty properly maintaining the machine due to difficulty finding parts, which creates extended down time.

Information was requested from our Xerox representative, asking for a comparable replacement; they provided us with cost information on the Primelink B9136 copier/printer/scanner.

The proposed pricing was from an established CMS master contract with Xerox, for the purchase of the Primelink B9136. The anticipated cost for purchase of the copier is \$109,085.00.

The projected maintenance costs for FY21 for the Primelink B9136 copier to be approximately \$9,120.00. Xerox does not sell or provide the diagnostic software to other service providers; therefore, no other vendor would be able to properly maintain the machine or perform the frequent operating system software updates.

A Purchase Order is being executed to secure the purchase and maintenance services from the CMS contracts #20-448DOIT-ADMIN-P-15212 / CMT0152120 for a total cost of \$118,205.00

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

Public Comments

There were no Public Comments at this meeting.

Adjournment:

There being no further business to come before the PPCMB Board, Pam Blackerby moved and Tad Huskey seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Lisa, Jessica and Karla Schreiber

The meeting adjourned at 10:20 am