

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES  
**Wednesday, May 23, 2018**

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, May 23, 2018** 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 **2:01 p.m.**

**ROLL CALL**

**Board members present (4):**

Springfield: Pam Blackorby, present  
Tad Huskey, present

Chicago: Karla Schreiber, present  
Sam Dorger, present

Other staff: Rocco LaSalvia, State Purchasing Officer  
Eileen Baumstark-Pratt, Board Secretary

**Approval of minutes from the meeting held on May 10, 2018**

Karla Schreiber, Chairperson asked the Board to review and approve the **Thursday, May 10, 2018**, Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Pam Blackorby moved and Tad Huskey seconded the motion and by unanimous vote, the minutes from the meeting held **Thursday, May 10, 2018**, were approved.

The motion carried on the following voice vote:

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

## **Old Business**

### **Review of Cellebrite UFED Equipment Software License / Support Renewal for FY2019**

Rocco LaSalvia, SPO explained on May 10, 2018, he presented a review packet to the Board that addressed a request from High Tech Crimes Bureau 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.

Office Services reached out to four (4) vendors: Cellebrite, Carahsoft, Forensic Store, and SHI; and my recommendation to secure a contract with Cellebrite, the vendor that provided the lowest cost was approved.

During the contract review process Cellebrite indicated that they were unable to execute a contract containing all the certifications and representations required by the Procurement Code. Therefore, Office Services will pursue a contract with Forensic Store, the vendor that provided the next lowest cost of \$13,328.00, a difference of \$44.72.

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

## **New Business**

### **FY2018: Kodak Scanner Purchase**

Rocco LaSalvia, SPO explained, the Chief Technology Officer requested the purchase of four (4) Kodak i3400 Scanners and preventive maintenance kits. Office Services secured cost information from the following reseller sources: Connection Public Sector Solutions, Daly, and DelFin Trading Company. Based on the cost information received, Office Services will pursue a contract with Connections Public Sector Solutions, the vendor that provided the lowest cost of \$16,625.80.

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

### **FY2018: SANE Training Materials Purchase**

Rocco LaSalvia, SPO explained, the Division Chief Crime Victim Services and the SANE Coordinator submitted a request to purchase resource materials for individuals that attend the Adult/Adolescent Sexual Assault Nurse Examiner training sessions and for individuals that complete the clinical training requirements. Three (3) quotes were secured from STM Learning, Inc., International Association Forensic Nurses, and Barnes & Noble Booksellers.

Office Services will execute a purchase order with STM Learning, the vendor that provided the lowest quotes cost of \$9,010.00.

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

### **AGO / DELL Master Contract**

Rocco LaSalvia, SPO explained, the Director of Information Technology (IT) requested that the Office establish a master contract with Dell to allow for various hardware, peripherals and accessory purchases that are outlined on the attached purchase order. The Office has established a master contract with Dell for the past several years allowing Information Technology to initiate purchases throughout the year from a single vendor source.

Office Services posted a Sole Source Notice on the Illinois Procurement Bulletin and did not receive any protests. Office Services included a list that contained various categories of goods and services that would be captured under this master contract and the corresponding percent discount the office will receive off Dell's list price during the term of the contract. The minimum term of this master contract would be three (3) years with an AGO option to renew for up to two (2) additional years.

Office Services will enter into contract with Dell. The maximum amount payable under the term, including the renewal options would be \$2,200,000.00.

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

### **Microsoft SQL License True-Up Renewal**

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to secure annual true-up maintenance for Microsoft SQL Enterprise Software Products. This maintenance will be procured through CDW-G, an authorized Microsoft reseller under a CMS Master Contract #6945110. Microsoft products are the backbone of the network, and the Office needs to secure this maintenance in order to properly support the network infrastructure. The current master contract between CMS and CDW-G will expire on September 30, 2019.

Office Services will execute a purchase order with CDW-G. The total cost for this true-up renewal is \$10,005.79.

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

### **FY2019: Network Access Annual Maintenance**

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to renew the annual support/maintenance for the Network Access Control software and application server (VMware) that would accommodate 1,500 concurrent users. This software and VM application server improved the network security and provides total visibility and control over every user and device accessing the OAG network which allows IT staff to block any foreign / unauthorized device from connecting to our network. This tool provides IT staff with a real-time view of the network infrastructure ensuring that they can detect and prevent any changes that would introduce risk.

Office Services secured cost information from SHI, Connection Public Sector Solutions and Bluewave Micro. Office Services received a response from SHI and Connection Public Sector Solutions. Office Services will execute a purchase order with SHI, the vendor that provided the lowest overall cost of \$5,749.00.

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

**FY2019: SAGE HRMS Annual Maintenance**

Rocco LaSalvia, SPO explained, the Chief Technology Officer requested that the Office renew the annual maintenance / support for Sage HRMS Business Care Gold software system application. This application is utilized by Human Resources (HR) to store, track and report on all types of personnel information. Four years ago the Office upgraded to the newest software version available, the previous software version was outdated and the vendor could no longer provide maintenance and support. By securing that upgrade, the Office was able to continue to utilize the customization built into the original application and successfully transitioned to our current platform. Sage Software, Inc. is propriety software and there is only one source available to provide maintenance and support. Office Services will execute a contract with Sage in the amount of \$13,200.00.

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

**FY2019: Team Connect Annual Maintenance**

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to renew the software maintenance with Mitrtech for TeamConnect case management system application for FY2019. This application is utilized by OAG attorneys and support staff to docket and track investigations and litigation throughout the office. The TeamConnect Software Licenses and Support is proprietary, services are only available through Mitrtech. Office Services posted a Sole Source Notice on the Illinois Procurement Bulletin; and concluded without protest. Tad Huskey, question if this purchase was for licensing only or and licensing and support. Rocco clarified this was for licensing, support and maintenance. Office Services will execute a contract with Mitrtech to renew our software maintenance for FY2019. The total cost is \$332,458.00.

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

**FY2019: Western Illinois Intergovernmental Agreement to host AG Website**

Rocco LaSalvia, SPO explained, the Chief Technology Officer submitted a request to continue to utilize the intergovernmental agreement with Western Illinois University to host and maintain the OAG Website during Fiscal Year 2019. Western Illinois University has been hosting the website and providing support/maintenance for more than twelve (13) years and the rates have remained the same for the last few years. The total anticipated cost is \$38,700.00.

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

**FY2019: Law Bulletin Subscriptions**

Rocco LaSalvia, SPO explained, Office Services received a request from Library Services to renew the various subscriptions with the Law Bulletin Publishing Company for Fiscal Year 2019. The office will be subscribing to Lawyer Port, a web-based service that will allow all Chicago staff members access to Law Bulletin Publishing news sources and directories, including lawyer port case research; appellate case summaries for designated users. In addition, the Office will secure six printed copies of the daily law newspaper, two Lawyers Handbooks, one Chicago Law Journal and one Chicago Lawyer Magazine.

Office Services will secure a contract with Law Bulletin Publishing Company to secure these proprietary products and services for a total cost of \$9,980.00.

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

**FY2019: TLOxp Trans Union Subscription**

Rocco LaSalvia, SPO explained, Library Services submitted a request to renew the online subscription with Transunion Risk and Alternative Data Solutions, Inc. for FY2019. The Investigations Division began using the TLOxp – online research service in July, 2015. This service is one of the most powerful reference tools available in the market for locating and researching connections between individuals, businesses and assets. The monthly rate plan includes 1,000 searches at a flat rate of \$280.00 per month. This plan includes all searches and reports with the exception of super reverse lookup reports, vehicle sightings reports and social media searches. If staff uses services and/or request reports that are excepted, the Office is charged additional fees. The cost for these additional services are as follows: super reverse phone lookup, vehicle sightings report (current, recent or historical), and social media search. .

Library Services anticipates that the overall expenditure for FY2019 will remain at the same level. Therefore, I will Office Services will execute a purchase order in the amount of \$6,960.00 to cover the anticipated expenditures.

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

**FY2019: National Consumer Law Center Subscription**

Rocco LaSalvia, SPO explained, Office Services received a purchase request from Library Services to renew the subscription for an online and publication subscription from the National Consumer Law Center. This subscription includes several publications under the title of “The Consumer Credit and Sales Legal Practice Series.” There are approximately twenty (20) treatises in this series that our Consumer Fraud staff use on a regular basis.

Office Services will execute a purchase order with National Consumer Law Center in the amount of \$5,760.00.

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

**FY2019: Minor Publishers Obligatory Purchase Request**

Rocco LaSalvia, SPO explained,

Library Services has requested that we establish an obligatory Purchase Order to allow the purchase of various minor publisher print materials, subscriptions and various bulletins throughout Fiscal Year 2019. The obligatory Purchase Order details the various anticipated needs for the OAG. This routine practice will allow Library Services to process individual purchase orders for each request as needed throughout the fiscal year. Therefore, we will be processing an obligatory Purchase Order in the amount of: \$19,220.00.

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

**FY2019: West Publishing Annual Text Purchase Requests**

Rocco LaSalvia, SPO explained, Library Services requested that Office Services execute an obligatory purchase order to purchase print products and subscription updates under the Special Offer Agreement between West Publishing and the OAG as set forth under CMS Master Contract # 5846280 effective July 1, 2014 through June 30, 2019. Under our Special Offer Agreement we are able to subscribe to Westlaw on-line resources but also secure various print products at a thirty percent (30%) discounted rate. Library Service typically acquires the following titles: Illinois Trial Handbook, Bankruptcy Code & Rules Illinois Court Rules, Illinois Compiled Statutes, Federal Civil Judicial Procedures & Rules, Federal Criminal Code & Rules, Illinois Criminal Law & Procedures, Illinois Probation Act & Laws, Family Law & Court Rules, Federal Procedures, Federal Trial Handbook

Office Services will execute an obligatory purchase order in the amount of \$70,000.00, allowing Library Services to acquire those titles that are requested throughout FY2019.

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

**FY2019: HTC's UFED Annual Maintenance**

Rocco LaSalvia, SPO explained, the High Tech Crimes Bureau has 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, Office Services discovered that Cellebrite had established additional sources / authorized resellers that can provide license renewal and software support. Office Services secured three (3) viable quotes from: Carahsoft, Forensic Store, and SHI.

Office Services will secure a contract with Forensic Store, the vendor that provided the lowest price of \$13,328.00.

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

**FY2019: Press Office Annual Subscription for Vocus**

Rocco LaSalvia, SPO explained, the Communications Director requested that the Office enter into contract with Cision U.S., Inc, formerly known as Vocus, Inc for Fiscal Year 2019 the current contract expires on June 30, 2018. The Press Office requires the use of the computerized public relations and news clipping system that goes beyond the standard media source solution.

Cision is the only known service provider that maintains a national media directory of over 400,000 contacts working at newspapers, magazines, radio, television, cable and internet publications. They have over 25,000 news sources that are accessible to our staff for monitoring breaking news, ongoing events and trends. The Cision software allows the Office to share the information throughout the office and provides unlimited search capabilities enabling staff to monitor news by a myriad of terms such as by product, spokespersons, issues, etc. Continuing this service will allow the Press Office to maintain unlimited news-clips and archive them permanently, share clip books with others, and request on-going monitoring of specific subject matters. Any associated clips will be delivered automatically to staff providing immediate insight on how particular stories are developing and/or are being covered. The staff will be able to maintain an extensive listing of media contacts and the resources available providing a wide reaching venue for disseminating data to media outlets in an efficient manner.

Because there is no other single source provider known to exist, Office Services has designated Cision U.S., Inc. as a Sole Source provider for these services. Office Services will a contract with Cision to provide services at a cost of \$15,612.00.

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

**FY2019: Annual Maintenance for Xerox Docutech**

Rocco LaSalvia, SPO explained, Office Services requested to renew maintenance coverage for the high-volume Xerox 6100 copier. Xerox is the only vendor who can properly maintain the machine; they own the diagnostic software that guides the technicians in pinpointing the exact requirements for servicing the machine. Xerox does not sell or provide this 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. As long as Xerox maintains the machine, the Office will be covered by a like-for-like replacement plan if a catastrophic service event does occur. Office Services will secure a contract with Xerox to provide maintenance services for FY2019 at an anticipated cost of \$23,040.00.

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 2:26 p.m.