

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

PPCMB Board Meeting Minutes

Wednesday, April 17, 2024

**** Began Recording****

Karla Schreiber, Chairperson, called the meeting to order at 2:03 p.m., and made a prefatory statement that the regularly scheduled meeting was being conducted pursuant to the PPCMB's Remote Attendance Policy, as posted on the website of the Office of the Attorney General.

Roll Call

Board Members Springfield:

Tad Huskey- Present in Springfield Office
Lisa Kaigh – Absent
Pam Blackorby – Present via phone

Board Members Chicago:

Karla Schreiber – Present via phone
Matt Rogina- Present via phone

Non-Board Members Chicago:

Kathy Tedesco- Present in Chicago Office
Eileen Baumstark-Pratt- Present via phone

Jay Wagner and Max Schmidt were also on the call.

A quorum of the PPCMB was in attendance.

Review of meeting minutes from March 28, 2024 Special Meeting

Karla Schreiber asked the Board if there were any comments, questions or concerns regarding the draft minutes of the special meeting, held on March 28, 2024. No comments, questions or concerns were received from the Board. Karla Schreiber asked that the minutes of this meeting be approved as presented. Pam Blackorby so moved and Matt Rogina seconded the motion. A roll call vote of the Board members was taken, and “yes” votes were received from Karla Schreiber, Tad Huskey, Pam Blackorby and Matt Rogina. The motion to approve the minutes passed unanimously.

Old Business

There was no Old Business to come before the Board.

New Business

Agenda item 1: FY24 Purchase of HR on Boarding Software and Services

Eileen Baumstark-Pratt, PO stated that the Chief Technology Officer and the Director of Human Resources have submitted a request to purchase software, subscription, and services consisting of three integrated, cloud-based modules - Recruit, Develop and Manage, which meet the unique needs of our HR Bureau. The software will automate and support the entire employee lifecycle, streamlining processes from one centralized platform. The software will make work easier by streamlining the everyday HR processes in one integrated system. This system will be built based on public sector best practices. In addition, we will customizable platforms to meet our specific needs.

Office Services will execute a purchase order thru SHI from a SHI NASPO Cloud Contract (AR2488). The term of this purchase will be from May 1, 2024 through May 30, 2027, for the amount of \$357,766.00.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Agenda item 2: FY25 Robert Half Legal Staffing Contract

Eileen Baumstark-Pratt, PO stated that the Attorney Recruiter has submitted a request to secure additional recruitment and staffing services from Robert Half International, a part of the Choice Partners Purchasing Cooperative approved by the Illinois Chief Procurement Office. They will provide temporary or permanent staff assignments, attorney positions and other positions within our office.

Office Services will process a purchase order for these services from the Robert Half contract 21/063SG-06 in the amount of \$1,200,000.00 from is June 1, 2023, through August 17, 2024.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Agenda item 3: FY25 Chicago Annual Postage

Eileen Baumstark-Pratt, PO stated that Office Services requires FY25 funding for our Chicago Pitney Bowes Postage Meter Reserve Account. Periodically, throughout each fiscal year, Office Services initiates requests to secure funds for our meter to accommodate anticipated postage needs.

Office Services will be processing a purchase order with Pitney Bowes to secure postage for the Chicago Office. The total anticipated amount needed for the Chicago account is \$135,000.00.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Before reading scheduled new business #4, Eileen Baumstark Pratt asked Madam Chair if we could come back to #4 at the end of the new items. Madam Chair agreed and the meeting was continued.

Agenda item 5: FY25 Renewal of Pacer

Eileen Baumstark-Pratt, PO stated that Library Services has requested that we continue our Intergovernmental Agreement with PACER Service Center for FY2025. PACER provides our office with monthly online access to electronic court records.

Our 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 anticipated expenditure for FY2025 is \$165,000.00.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Agenda item 6: FY25 Renewal of Lexis Nexis

Eileen Baumstark-Pratt, PO stated that Library Services has submitted a request to procure various standard online legal research products/ subscription services and purchase various titles offered under the new CMS Master contract awarded to Lexis Nexis. This contract is 20-416CMS-BOSS4-P-25806.

We will be seeking approval to secure access for 600 users to the following products: Lexis Nexis Standard Research Package, Lexis for Microsoft Office, Courtlink and various Matthew Bender titles. The anticipated cost for these services is \$16,771.75 per month.

Office Services will secure a purchase order under the Master Contract with Lexis Nexis for a period of three years commencing August 1, 2024 through July 31, 2027. The anticipated cost during that term is \$603,783.00.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Agenda item 7: FY25 Renewal of CLEAR Investigative Tool

Eileen Baumstark-Pratt, PO stated that Library Services has submitted a request to renew licenses and services for West Publishing CLEAR, PROFLEX Investigative Research Tool. The office requires investigative research services for the Medicaid Fraud Control Unit (MFCU) and the Investigations Bureau as well as other bureaus throughout the office.

These products and services will be procured from a CMS Master contract 20-416-CMS-Boss4-P25807, which runs from July 27, 2021 through July 27, 2027.

Office Services will secure a purchase order with West Publishing for an amount of \$816,533.76 for fiscal years 2025, 2026 and 2027.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Agenda item 8: FY25 Renewal of Carahsoft Authentication Software, Licenses and Services

Eileen Baumstark-Pratt, PO stated that the Bureau Chief of IT, has submitted a request to renew licenses and Services, which provides cloud software that helps manage and secure user authentication into applications, and for IT to test and build controls into applications, website web services and devices. This allows protection for the network for the internal and external access to the network applications.

Office Services will process a purchase order for the software and services through a Carahsoft NASPO Contract (NVP-2018-CLOUD-0006 Master contract number AR2472) for an amount of \$474,618.11 for a term of June 1, 2024 through May 31, 2025.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

At this time, New Business #4 was read.

Agenda item 4: FY25 Renewal of Laserfiche Program

Eileen Baumstark-Pratt, PO stated that the

Chief Technology Officer has requested that we secure the Laserfiche program, comprehensive maintenance including the LSAP for document management and scanning solutions (Scanning Software) for FY2025.

The agreement between Laserfiche and its resellers states that once a partnership is established between the reseller and customer, no other reseller can sell products or services to the customer unless irreconcilable issues exist between the reseller and the customer. Laserfiche must approve any change between a reseller and customer.

We posted a Sole Source Notice on BIDBUY (the Illinois Procurement Bulletin) indicating our intent to procure the Laserfiche program, comprehensive maintenance including the LSAP for document management and scanning solutions (Scanning Software).

The sole source notice is scheduled to conclude on April 23, 2024. Contingent on the fact that OAG does not have any protests pursuant to the Sole Source Notice, we will enter into a contract with BusComm for the services described above for a total cost of \$306,906.55.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Public Comments

Karla Schreiber asked if any members of the public were present at the telephonic meeting and wished to make a public comment. No public comments were received.

Karla Schreiber called for a motion to adjourn the meeting. Pam Blackorby so moved and Matt Rogina seconded the motion. A roll call vote of the Board members was taken, and “yes” votes were received from Karla Schreiber, Tad Huskey, Pam Blackorby and Matt Rogina. The motion to adjourn passed unanimously.

The meeting adjourned at 2:21 p.m.

*Recording ended**