

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES

Wednesday, September 25, 2019

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, September 25, 2019** 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 2:00 p.m.

ROLL CALL

Board members present (5):

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

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

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

Approval of minutes from the meeting held on Wednesday, August 28 and Friday, September 6, 2019

Karla Schreiber, Chairperson asked the Board to review and approve the **Wednesday, August 28 and Friday, September 6, 2019** 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 **Wednesday, August 28 and Friday, September 6, 2019** were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Jessica O'Leary, Pam Blackorby, Tad Huskey and Lisa Kaigh

Old Business

Karla Schreiber, Chairperson asked if there was any old business to report.
No comments were received.

New Business

Video Conferencing Equipment Lease Purchase

Rocco LaSalvia, SPO, explained the office is pursuing a lease agreement for three (3) WebEx Room 55 Video Conferencing systems to replace a CMS/DoIT loaner in Chicago, a DoIT loaner in Springfield and the third system will be installed in our Carbondale office. The systems are owned by CMS-DoIT and the office will have to pay a monthly lease fee that will include full maintenance and support and access to the statewide video network supported by CMS-DoIT. The office will pay a one-time installation/set-up fee. Office Services will execute a purchase order for \$15,200.55.

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

Kodak Scanner and Maintenance Purchase

Rocco LaSalvia, SPO, explained the Chief Technology Officer submitted a request to purchase three (3) Kodak i4650 scanners. These scanners will primarily be used to accommodate office expansions in the Metro-East and Carbondale offices. Office Services solicited cost information from Connection Public Sector Solutions, HMB, Tallgrass Systems, Ltd., and PCNation. These scanners will include a one-year maintenance and care-kit plan.

Office Services will secure a contract with Connection Public Sector, the vendor that provided the lowest overall cost of \$30,853.71.

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

Purchase of Quorum Legislative/Public Affairs Tracking System

Rocco LaSalvia, SPO, explained the Chief Technology Officer and the Chief of Legislative Affairs submitted a request to purchase access to a Legislative and Public Affairs software platform that will not only track legislation but will allow staff to access public statements made by policy makers and legislative officials in the traditional media outlets, including all social media outlets. The software will have the ability to track all activity related to specific policy and/or legislation, view bill text and view votes.

IT and Legislative Affairs reached out to Quorum Analytics and Track Bill, LLC. After review all the features and specifications, it was determined that Quorum is the only vendor that can provide the office with the full array of features required. Therefore, Office Services will secure a contract with Quorum Analytics to accommodate 10-20 end-users; the annual cost for this platform plan is \$43,200.00.

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

Purchase of Color Copiers & Maintenance for FY2020

Rocco LaSalvia, SPO, explained Office Services is seeking to purchase seven (7) digital copiers to replace existing copiers that have either reached or exceeded the projected life expectancy. Some copier models have become obsolete and vendors are having difficulty properly maintaining the machine due to difficulty finding parts, which creates, extended down time.

Office Services solicited cost information from several vendors. After reviewing the vendor responses, Office Services will purchase all of the machines from CDS, the vendor that provided the lowest purchase cost of \$79,093.00. Rocco further explained the combined maintenance costs for the remainder of FY20 to be to be approximately \$19,100.00. The total overall projected cost is \$98,193.00.

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

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, Pam Blackorby moved and Tad Huskey seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Jessica O’Leary, Pam Blackorby, Tad Huskey and Lisa Kaigh

The meeting adjourned at 2:13 p.m.