

OFFICE OF THE ILLINOIS ATTORNEY GENERAL

Procurement Policy Compliance and Monitoring Board

PPCMB Board Meeting Minutes

Wednesday, December 18, 2024

**** Began Recording****

Karla Schreiber, Chairperson, called the meeting to order at 2:03 pm and made a prefatory statement that the 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 via Chicago Office
Lisa Kaigh – Present via Chicago Office
Pam Blackorby – Absent

Board Members Chicago:

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

Non-Board Members Chicago:

Kathy Tedesco- Present via Chicago Office
Eileen Pratt- Present via Chicago Office

A quorum of the PPCMB was in attendance.

Review of special meeting minutes from December 5, 2024

Karla Schreiber asked the Board if there were any comments, questions or concerns regarding the draft minutes of the special meeting, held on December 5, 2024. No comments, questions or concerns were received from the Board. Karla Schreiber asked that the minutes of these meetings be approved as presented. Lisa Kaigh 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, Lisa Kaigh, Tad Huskey and Matt Rogina. The motion to approve the minutes passed unanimously.

Old Business

FY 25 Purchase of a Three Year Subscription for Freshdesk (SHI)

Eileen Pratt stated that the Chief Technology Officer submitted a request in May to purchase Freshdesk cloud-based software and support. We intended to purchase this software in FY24 with FY24 funds.

We did not purchase this product/software at that time. This purchase was placed on hold while IT worked on some details to support the software and implementation.

In December of 2024 with FY25 funds we moved forward with this purchase. I am notifying the board of the switch in fiscal year funding and that the purchase price has been reduced from \$244,015.95 to \$205,603.35 for three years.

The memo in the packet had 2 different amounts listed. Eileen Pratt will check and make sure that the PO reflects the correct purchase price.

No other comments or concerns.

New Business

Agenda item 1: FY25 Laserfiche Forms Software and Maintenance

Eileen Pratt, PO stated that the Chief Technology Officer has submitted a request to purchase an additional 250 Laserfiche license and maintenance. This purchase will allow our Information Technology staff to develop and continue to allow access to our Laserfiche electronic forms that will be used online.

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.

Therefore, we posted a Sole Source Notice on the Illinois Procurement Bulletin indicating, the sole source notice is scheduled to conclude on December 19, 2024, pending no protests are received, Office Services will move forward to procure these additional licenses and maintenance for \$189,563.79.

Office Services will secure a contract with BusComm to provide the additional Laserfiche license maintenance as outlined on the purchase order and quote included in this packet. The total amount payable under the contact term will be \$189,563.79.

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 Information Security Software

Eileen Pratt, PO stated that the Chief Information Security Officer, has submitted a request to renew Cyber-Ark Software through Carashoft, the authorized reseller for Cyber-Ark.

Cyber-Ark is an Information Security software utilizing cloud-based architecture to deliver credential management and reporting services to protect users, applications, and data. The solution provides credential vaulting and protection, session isolation and policy-based endpoint admin access to OAG administrators and end users.

We will be purchasing Cyber-Ark Software through the Carahsoft-NASPO Cloud contract NVP-18CPOGS006; 2018-CLOUD-0002 (NASPO Master Contract Number: AR2472). The NASPO Cloud contract and Illinois' participatory Addendum to the contract are in effect until September 15, 2026. The term of this purchase will be 2-1-2025 through 1-31-2026. We will execute a purchase order with Carahsoft for the amount of \$126,145.40.

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. Lisa Kaigh 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, Matt Rogina and Lisa Kaigh. The motion to adjourn passed unanimously.

The meeting adjourned at 2:11 pm

*Recording ended**