

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES  
**July 27, 2016**

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, July 27, 2016** in the James R. Thompson Center, 100 West Randolph Street, 11-722A 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:

Joe Small, present  
Pam Blackorby, present  
Dave Boots, present

Chicago:

Karla Schreiber, present  
Sam Dorger, present

Other staff:

Melissa Mahoney, Chief Procurement Officer  
Rocco LaSalvia, State Purchasing Officer  
Eileen Baumstark-Pratt, Board Secretary  
Emily Vivian, Land Acquisition  
Sharon Rudin, Office Services

**Approval of minutes from the meeting held on June 29, 2016**

Karla Schreiber, Chairperson asked the Board to review and approve June 29, 2016 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Pam Blackorby moved and Sam Dorger seconded the motion and by unanimous vote, the minutes from the meeting held on June 29, 2016, were approved.

The motion carried on the following voice vote:

**Yeas:** Karla Schreiber, Sam Dorger, Dave Boots, Joe Small and Pam Blackorby

## **Old Business**

Melissa Mahoney, Chief Procurement Officer, explained that Office Services was unable to execute a FY 2017 purchase order against the CMS Master Contract prior to July 1, 2016 because the master contract between CMS and CDW-G had not been executed. On July 26, 2016 Melissa Mahoney, Emily Vivian and Rocco LaSalvia met with Gus Monson, Executive Account Manager with CDW-G and a representative from Cisco to discuss the CMS Master Contract and the coverage period for the AGO switches.

Melissa, further explained, at the May 2016 PPCMB meeting Rocco LaSalvia presented a package to renew the hardware support and maintenance for the Cisco switches. These switches are the backbone to the office network; allowing the computers, printers, scanners, etc. to communicate.

It was noted at the May, 2016 meeting that the current CMS Master contract with AT&T was set to expire on June 30, 2016; and at the time Office Services was told that CMS had a contract with the vendor; it was Office Services's assumption that the contract was with AT&T, the long-standing contract vendor covering multiple contract terms. Office Services was to execute a purchase order for the annual maintenance value as soon as the master contract was in place.

On June 28, 2016, procurement staff had reached out to CMS to determine the status. At that time Office Services's learned that a new vendor had been awarded the master contract, that vendor was CDW-G. The office has had many dealing with CDW-G, Rocco LaSalvia reached out to the office contact, Gus Monson to try to determine the status of the master contract.

On June 30, the office was informed that the contract had not yet been executed and the office was informed that Cisco would ensure no interruption of service / maintenance if the office encountered a problem. CDW-G could not expand on the contract term or rates, nor could they tell when the contract would be executed. The contract was executed on July 14, 2016; and during the July 26, 2016 meeting, Cisco confirmed that they continued to provide support services to the State of Illinois without any interruption of coverage.

The AGO executed the Purchase Order on July 26, 2016.

## **New Business**

### **Dell Storage Area Network (SAN) System Annual Maintenance**

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to extend the hardware support agreements on several Dell Storage Array components that make up our SAN systems for the Chicago and Springfield offices. The support term would begin August 1, 2016 through June 30, 2017.

The office routinely secures support for these devices to ensure minimal disruption to the office operations. If any part of the infrastructure fails, Dell would quickly respond and provide support or replacement parts as needed 24 hours a day, 365 days a year.

Rocco further explained this hardware support is available through under CMS Master Contract # 2583920, which is set to expire October 4, 2016. CMS and Dell are pursuing a renewal option that would extend the contract term by an additional twelve months.

The total combined cost to provide support for each SAN system during the office term is \$54,160.24. Office Services will process purchase orders that cover the remaining CMS Master Contract term, August 1, 2016 through October 4, 2016; and when CMS and Dell execute their renewal option, Office Services will process the purchases orders that cover the period of October 5, 2016 through June 30, 2017.

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

### **Annual Auto Physical Damage Coverage Policy**

Office Services is seeking to secure an automobile physical damage coverage policy for OAG fleet vehicles. We had pursued cost information through the CMS Master contract, managed by CMS - Risk Management. The Master Contract broker is Mesirow Financial and they provide cost information from two insurance carriers: National Indemnity Company and Adriatic Insurance Company. The cost information we received is more than triple the rates we had paid previously. When I contacted CMS Risk Management, they were unable to provide a suitable response justifying the rate increase. As a result, we decided to contact the previous CMS Master Contract Broker, Arthur J Gallagher to secure cost information from a third carrier. We did receive cost information through Arthur J. Gallagher from Westfield Insurance Company. The rates and coverage terms are comparable to what we have paid in the past. There will be a total of thirty-one (31) vehicles covered under this policy. The coverage term is August 1, 2016 through July 31, 2017. The total cost will be \$8,209.00.

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, Dave Boots moved and Sam Dorger seconded that the meeting adjourn.

The motion carried by the following voice vote.

**Yeas:** Karla Schreiber, Sam Dorger, Dave Boots, Joe Small and Pam Blackorby

The meeting adjourned at 2:11 p.m.