

PROCUREMENT POLICY BOARD

Meeting Minutes

Meeting Date: 1/15/14

Meeting Time: 10:30 AM

Meeting Location: 325 W. Adams, Springfield, IL

Attendees: Josh Potts, Matt Magalis, Alissa Camp, Jason Emmett and Patty Allen (via phone)

Meeting minutes for the meeting which took place on December 18th, 2012, were not available and will be considered at the next meeting scheduled for Wednesday, February 19, 2014.

The following items were considered:

SORTER/INSERTER

Procurement on this item is complete and the contract has been filed. Belle and Howe has been on site to address any glitches.

OFFSITE STORAGE

Move to the new site is complete and the contract/lease is completed and has been filed. The landlord allowed early transition.

DIRECT DEPOSIT ONLINE REGISTRATION AUTHORIZATION

Pursuant to an RFI, meetings were held with Dunn and Bradstreet and JP Morgan. Currently, in a pre-RFP stage. Operational staff is attempting to address concerns with sensitive data.

WARRANT STOCK PAPER

An emergency hearing was held on December 20, 2012 and the committee recommended a new contract with R.R. Donnelly. The emergency procurement was necessary because the product is required and CMS did not renew its master contract. The award to R.R. Donnelly has been posted and the CPO is currently drafting a contract. An RFP has been issued for future purposes. Two responsive bids were received and evaluated.

POSSIBLE FUTURE RFP's

DISASTER RECOVERY: this RFP will be complex due to changes in the technical requirements

SHARE POINT: our current contract ends in June and Share Point requires an architect so an RFP is being prepared.

SMALL PURCHASE: IT is purchasing approximately 20 desk top computers. The monitors can be purchased under state contract. The PC's cannot but will fall under the small purchase amount so 3 to 4 quotes will be obtained.

The meeting was adjourned at 11:00.