

Procurement Policy Board

Meeting Minutes

Meeting Date: March 19, 2014

Meeting Time: 10:30 AM

Meeting Location: 325 West Adams Street, Springfield, IL

Attendees: Josh Potts, Matt Magalis, Jason Emmett, Alissa Camp, Jake Ballard, Patty Allen

The following items were considered by the committee:

RFP IOC/14-003 Sorter/Inserter

The Board reviewed and signed the Lessee Resolution section of Susquehanna Commercial Finance's sorter lease agreement. The Board was informed that the Pitney Bowes Rival Inserter was delivered March 10th. Assistant Comptroller will sign the acceptance agreement upon completion of training.

RFI IOC/14-006 IT Disaster Recovery

Proposals were submitted by IBM, Recovery Point, and Sungard. The evaluation committee is currently working on the recommendation for going with Sungard. There is an emergency purchase hearing scheduled for March 19th to cover the IOC until a contract is awarded. The emergency purchase is for six months, but shouldn't need to use the full time.

RFI IOC/14-007 Direct Deposit Online Registration Authorization

The RFI is closed at this time.

RFP IOC/14-008 Warrant Stock Paper

The contract has been completed with RR Donnelly.

RFP IOC/14-009 SharePoint Architect/Developer

Matrix Systems Group has been awarded the contract. SEA Group filed a protest. The protest was denied because it was submitted after the protest deadline. The matter has been referred to the Inspector General.

RFP IOC/14-010 Local Government Auditor

The CPO is currently working on a broader RFP to include all auditing.

RFI Human Resources Management System(s)

The CPO is currently working on an RFI to cover the areas of Performance Evaluation, Timekeeping & Leave Management, Payroll Data Entry/Preparation, Travel Reimbursement, and Other Personnel Information.

Contract needed for Xerox 5000 Docucolor and Components Maintenance Agreement

We are being billed for equipment that should have been included in the purchase price. The CPO has attempted to contact the vendor, but the vendor has been non-responsive.

The next meeting of the committee is scheduled for April 16th. The meeting was adjourned at 11:00 AM.