

Procurement Policy Board

Meeting Minutes

Meeting Date: February 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 CPO is completing the paperwork with a new leasing company, Susquehanna. The previous leasing company, GSG, pulled out at the last moment. The Pitney Bowes Rival Inserter is scheduled for a March 6th delivery.

RFI IOC/14-006 IT Disaster Recovery

Due to the weather, the proposal due date is being extended from 2/19/14 to 2/21/14. An emergency purchase with Sungard is needed until the contract is awarded. The emergency purchase with Sungard will cover six months, but might be shorter if Sungard is awarded the contract.

RFI IOC/14-007 Direct Deposit Online Registration Authorization

It has been determined that the initial scope of the project was too broad and will need to be narrowed.

RFP IOC/14-008 Warrant Stock Paper

The contract has been completed with RR Donnelly.

RFP IOC/14-009 SharePoint Architect/Developer

Proposals were received from SEA Group, MSF&W Consulting, Electronic Knowledge Interchange, Scigon Solutions, and Matrix Systems Group. The evaluation committee has

recommended awarding the contract to Matrix Systems Group as they scored the best on the technical evaluation and were competitively priced. The CPO is currently contacting references.

RFP IOC/14-010 Local Government Auditor

The RFP has been cancelled in order to put together a broader auditor RFP.

Contract needed for Xerox 5000 Docucolor and Components Maintenance Agreement

The vendor is currently non-responsive despite repeated attempts by CPO to contact them.

Addition to Agenda

Another possible RFI/RFP on the horizon is for a new HR Software System that includes time entry, travel vouchers, etc. A new system might also include payroll.

The next meeting of the committee is scheduled for March 19th. The meeting was adjourned at 11:00 AM.