

**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES
ROOM 403, CITY HALL, 121 N. LASALLE STREET**

FOR NCRB USE ONLY	
Date	<u>03/31/11</u>
Recommend Approval	<input checked="" type="checkbox"/>
Return To Dept.	<input type="checkbox"/>
Reject	<input type="checkbox"/>
Vote	<u>5-0</u>

**NON-COMPETTIVE REVIEW BOARD (NCRB)
JUSTIFICATION FOR NON-COMPETTIVE PROCUREMENT**

COMPLETE THIS SECTION IF NEW CONTRACT

For contract(s) in this request, fill in each of the four (4) major subject areas below in accordance with the instructions for Preparation of Non-Competitive Procurement Form on the reverse side. Complete "Other" subject area if additional information is needed. Subject areas must be fully completed. Responses merely referencing attachments will not be accepted.

Request that negotiations be conducted only with William Filan/SLTD for the product(s) and/or service(s) described herein.

This is a request for:

One-Time Contractor Requisition #: 99897, copy attached or Term Agreement or Delegate Agency (Check one).

If Delegate Agency, this request is for "blanket approval" for all contracts within the Legislative Consulting (Attach List).

Pre-Assigned Specification No.: 51470

Pre-Assigned Contract No.: 13428

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: 13428

Company or Agency Name: William Filan/SLTD

Specification #: 51470

Contract or Program Description: Legislative Consulting

Modification #: 63506

(Attach List, if multiple)

Mar Pat Stacey

9-9601

Mar Pat Stacey

Office of the Mayor

3-22-2011

Originator Name
(mm/dd/yr)

Telephone

Signature

Department

Date

<input checked="" type="checkbox"/> PROCUREMENT HISTORY This amendment for additional money is a continuation of a contract that Mr. Filan has with the City since 2008. (See attachment)
<input checked="" type="checkbox"/> ESTIMATED COST <u>(See attachment) would not allow me to type anymore</u>
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS This extension is needed from April 1, 2011 through May 31, 2011 or until the 2011 spring legislative session ends. (See attachment)
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY William Filan is uniquely qualified to represent the City's interest before state governmental bodies and to assist the City in forming strategies. <u>see attachment</u>
<input type="checkbox"/> OTHER

APPROVED BY:

John E. Coogan
DEPARTMENT HEAD OR DESIGNEE

3/25/11
DATE

Rich Butler
BOARD CHAIRPERSON

04/07/11
DATE

PRINT NAME

CHIEF PROCUREMENT OFFICER

PRINT NAME

DATE OF APPROVAL



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

City Hall, Room 403
21 North LaSalle Street
Chicago, Illinois 60602
312) 744-4900
312) 744-0010 (FAX)
312) 744-2949 (TTY)

<http://www.cityofchicago.org>

Date: 04/13/11

To: Joan Coogan, Director
Mayor's Office of Intergovernmental Affairs
(IGA)

Attention: Mary Pat Slattery

From: _____
Rich Butler, Chairman
Non-Competitive Review Board (NCRB)

Re: Description: William Filan, Ltd.
Requisition No.: 30293
Specification No.: 51470
Requesting Dept.: IGA

The Non-Competitive Procurement Review Board has reviewed the submittal for William Filan, Ltd. from the Mayor's Office of Intergovernmental Affairs (IGA), dated March 25, 2011. After reviewing the attached documentation, this request has been approved in the amount of \$21,000.00 for legislative consulting for a three (3) month contract term or until the end of the 2011 spring legislative session. William Filan, Ltd. has been found to be the only vendor that can provide the type of legislative consulting required by the City of Chicago.

Additionally, the requests from the IGA and vendor for no stated M/WBE goals is granted. Due to William Filan personally performing the services as a sole proprietor of William Filan, Ltd., with no employees, M/WBE subcontractors cannot be utilized directly or indirectly during contract performance.

The Non-Competitive Review Board approved the request by a vote of 5-0 on April 7, 2011. The Chief Procurement Officer approved the request on April 11, 2011.

cc: Jamie Rhee (CPO), DPS
John O'Brien, DPS



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
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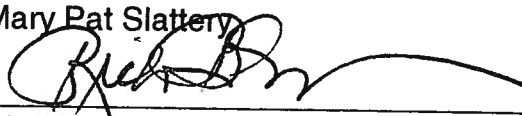
<http://www.cityofchicago.org>

OK

Date: 04/13/11

To: Joan Coogan, Director
Mayor's Office of Intergovernmental Affairs
(IGA)

Attention: Mary Pat Slattery

From: 
Rich Butler, Chairman
Non-Competitive Review Board (NCRB)

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Requisition No.: 30293
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cc: Jamie Rhee (CPO), DPS
John O'Brien, DPS



cc: JB-CA
File Form
Mary S. 4/14/11



**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES
ROOM 403, CITY HALL, 121 N. LASALLE STREET**

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**NON-COMPETITIVE REVIEW BOARD (NCRB)
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This is a request for:

One-Time Contractor Requisition #: 49867, copy attached or Term Agreement or Delegate Agency (Check one).

If Delegate Agency, this request is for "blanket approval" for all contracts within the Legislative Consulting (Attach List).

Pre-Assigned Specification No.: 51470

Pre-Assigned Contract No.: 13428

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: 13428

Company or Agency Name: William Filan/LTD

Specification #: 51470

Contract or Program Description: Legislative Consulting

Modification #: 51470

(Attach List, if multiple)

Mar Pat Slattery

4-6501

Mar Pat Slattery
Signature

Office of the Mayor

3-22-2011

Originator Name
(mm/dd/yr)

Telephone

Department

Date

<input checked="" type="checkbox"/> PROCUREMENT HISTORY
This amendment for additional money is a continuation of a contract that Mr. Filan has with the City since 2006. (See attachment)
<input checked="" type="checkbox"/> ESTIMATED COST
<u>(See attachment) would not allow me to type anymore</u>
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS
This extension is needed from April 1, 2011 through May 31, 2011 or until the 2011 spring legislative session ends. (See attachment)
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY
William Filan is uniquely qualified to represent the City's interest before state governmental bodies and to assist the City in forming strategies. <u>see attachment</u>
<input type="checkbox"/> OTHER

APPROVED BY:

Tom E. Coogan
DEPARTMENT HEAD OR DESIGNEE

3/25/11
DATE

Rich Butler
BOARD CHAIRPERSON

04/07/11
DATE

PRINT NAME

PRINT NAME

James O'Connell
CHIEF PROCUREMENT OFFICER

4.11.11
DATE OF APPROVAL

INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT FORM

If a City Department has determined that the purchase of supplies, equipment, work and/or services cannot be done on a competitive basis, a justification must be prepared on this "Justification for Non-Competitive Procurement Form" in which procurement is requested on a non-bid or non-competitive basis in accordance with 65 ILCS 5/8-10-4 of the Illinois Compiled Statutes. All applicable questions in each Subject Area below must be answered. The information provided must be complete and in sufficient detail to allow for a decision to be made by the Non-Competitive Procurement Review Board. Also attach a DPS Checklist and any other required documentation. The Board will not consider justification with incomplete information documentation or omissions.

PROCUREMENT HISTORY

1. Describe the requirement and how it evolved from initial planning to its present status.
2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.
3. Explain attempts made to competitively bid the requirement. (Attach copy of notices and list of sources contacted)
4. Describe all research done to find other sources. (List other cities contacted, companies in the industry contacted, professional organizations, periodicals and other publications used).
5. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?
6. Explain whether or not future competitive bidding is possible. If not, why not?

ESTIMATED COST

1. What is the estimated cost for this requirement (or for each contract, if multiple awards contemplated)? What is the funding source?
2. What is the estimated cost by fiscal year, if the job project or program covers multiple years?
3. Explain the basis for estimating the cost and what assumptions were made and/or data used (i.e., budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimate, etc.)
4. Explain whether the proposed Contractor or the City has a substantial dollar investment in original design, tooling or other factors which would be duplicated at City expense if another source was considered. Describe cost savings or other measurable benefits to the City which may be achieved.
5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

SCHEDULE REQUIREMENTS

1. Explain how the schedule was developed and at what point the specific dates were known.
2. Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is the proposed Contractor the only person or firm able to perform under these circumstances? Why are the drawings and specifications lacking? What is the lead time required to get drawings and specifications suitable for competition? If lack of drawings and specifications is not a constraining factor to competitive bidding, explain why only one person or firm can meet the required schedule.
3. Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.
4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.

EXCLUSIVE OR UNIQUE CAPABILITY

1. If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications, and/or other factors make this person or firm exclusively or uniquely qualified for the project. Attach a copy of the cost proposal, scope of services, and temporary consulting services form.
2. Does the proposed firm have personnel considered unquestionably predominant in the particular field?
3. What prior experience of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?
4. What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature which is vital to the job?
5. What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which makes them the only source who can perform the work within the required time schedule without unreasonable costs to the City?
6. If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features and/or functions the items have which no other brands or models, etc. possess. Is compatibility with existing equipment critical from an operational standpoint? Explain why?
7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.
8. If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources? If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach letter from manufacturer.

MBE/WBE COMPLIANCE PLAN

- * All submissions must contain detailed information about how the proposed firm will comply with the requirements of the City's Minority and Women Owned Business program. All submissions must include a complete C-1 and D-1 form, which is available on the Procurement Services page on the City's intranet site. The City Department must submit a Compliance Plan, including details about direct and indirect compliance.

OTHER

Explain other related considerations and attach all applicable supporting documents, i.e., an approved ITGB form.

REVIEW AND APPROVAL

This form must be signed by both Originator of the request and signed by the Department Head or authorized designee. After review and final disposition from the Board, this form will be signed by the Chairperson of the Board. After review and final disposition from the Board, this form will be signed by the Chief Procurement Officer for final approval.

DPS PROJECT CHECKLIST

For DPS Use Only

IMPORTANT: ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR ROUTING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602, ATTENTION: CHIEF PROCUREMENT OFFICER.

Date Received
Date Returned
Date Accepted
CA/CN's Name

General Information:

Date: 5/21/2011	Need by (estimated date):	
Requisition No.: 30293	Contact Person:	Project Manager:
Specification No.: (if known) 51470	Mary Pat Slattery	Joan Coogan
PO No.: (if known) 13429	Telephone: -7446501	Telephone: -7442460
Modification No.: (if known) 51129	Fax: -7442727	Fax: -7449538
Previous PO No.: (if known) 134298	Email: mpslattery@cityofchicago.org	Email: jcoogan@cityofchicago.org
Project Description: Legislative Consulting		

Funding:

City:	<input checked="" type="checkbox"/> Corporate	<input type="checkbox"/> Bond	<input type="checkbox"/> Enterprise	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other:
State:	<input type="checkbox"/> IDOT/Transit	<input type="checkbox"/> IDOT/Highway		<input type="checkbox"/> Grant*	<input type="checkbox"/> Other:
Federal:	<input type="checkbox"/> FHWA	<input type="checkbox"/> FTA	<input type="checkbox"/> FAA	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other:

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	\$ DOLLAR AMOUNT
	010	100	099	4401	0140	220140			\$21,000.00

*IF GRANT FUNDED, ATTACH COPY OF THE APPROVED GRANT AND APPLICATION AND ANY OTHER TERMS AND CONDITIONS OF FUNDING SOURCE THAT MAY APPLY. GRANT FUNDS MUST BE COMMITTED OR SPENT BY DEADLINE: (DATE)

Term Estimated Value \$21000

Scope Statement:

Attached is a Detailed Scope of Services and/or Specification. E-mail softcopy in Microsoft Word to DPS Unit Manager

IMPORTANT:

THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

Purchase Order Type (Check All That Apply):

New Request

- Blanket/Term/DUR/Agreement
- Master Agreement (Task Order)
- Standard/One-Time Purchase

Forms

- Requisition
- Special Approvals
- Non-Competitive Review Board (NCRB)

Modification/Amendment

- Time Extension**
- Vendor Limit Increase
- Scope Change/Price Increase/Additional Line Item(s)
- Other (specify):

Contract Term:

** Requested Term (Number of Months):

Pre-Bid/Submittal Requirements:

- Mandatory Pre Bid/Submittal Conference? Yes* No
- Requesting Site Visit? Yes No

*If yes, explain reasons why mandatory attendance is necessary.

DPS PROJECT CHECKLIST

The following is a general description of what should be included in a Scope of Services or Specification:
A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

Required Attachments: Scope of Services, including location, description of project, services required, deliverables, and other information as required

Risk Management

Current Insurance Requirements prepared/approved by Risk Management: Yes No
Will services be performed within 50 feet of CTA train or other railroad property? Yes No
Will services be performed on or near a waterway? Yes No

If applicable, Pre-Qualification Category No. _____ Category Description: _____
For Pre-Qualification Program, attach list of suggested firms to be solicited

Other Agency Concurrence Required: None State Federal Other _____

If Amendment request, please verify and provide the following:

Contractor's Name:
Contractor's Address:
Contractor's e-mail Address:
Contractor's Phone Number:
Contractor's Contact Person:

Attach Recommendation of MBE/WBE/DBE Analysis Form Yes No

AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents: Yes No

Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications

Risk Management:

Current Insurance Requirements prepared/approved by Risk Management: Yes No
Will work be performed within 50 feet of CTA or ATS structure or property? Yes No
Will work be performed airside? Yes No

*NOTE: Any non-construction Aviation request, complete the applicable section.

Do bid documents contain Sensitive Security Information (SSI)? Yes* No Redacted
*If yes, attach Confidentiality Statement

Attach Recommendation of MBE/WBE/DBE Analysis Form Yes No

If Amendment request, please verify and provide the following:

Contractor's Name:
Contractor's Address:
Contractor's e-mail Address:
Contractor's Phone Number:
Contractor's Contact Person:

DPS PROJECT CHECKLIST

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments:

- Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations
- Bidder's qualification, contract term and extension options
- Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards
- Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

Attach Recommendation of MBE/WBE/DBE Analysis Form
Is this a Revenue Producing contract?

Yes No
 Yes No

If Modification request, please verify and provide the following:

Contractor's Name:
Contractor's Address:
Contractor's e-mail Address:
Contractor's Phone Number:
Contractor's Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:

Copy of Draft (80% Completion), Contract Documents and Detailed Specifications
Risk Management

Current Insurance Requirements prepared/approved by Risk Management:
Will services be performed within 50 feet of CTA train or other railroad property?
Will services be performed on or near a waterway?

Yes No
 Yes No
 Yes No

Attach Recommendation of MBE/WBE/DBE Analysis Form

Yes No

If Modification request, please verify and provide the following:

Contractor's Name:
Contractor's Address:
Contractor's e-mail Address:
Contractor's Phone Number:
Contractor's Contact Person:

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

If New Request (Check applicable boxes):

Is this a Request for Information (RFI)?
Is this a Request for Qualifications (RFQ)?
Is this a Request for Proposal (RFP)?
If RFQ or RFP, did any outside Consultant provide advice or deliverables in developing the RFQ or RFP?
*If yes, Company Name: PO#

Yes No
 Yes No
 Yes No
 Yes* No

Attach a narrative explaining the consulting services and deliverables provided.

Is this a Non-Competitive Procurement?

Yes* No

*If yes, attach completed Non-Competitive Justification form, vendor proposal and completed MBE/WBE compliance plan (Schedules C-1 and D-1) submitted to the Non-Competitive Review Board.

Is this a request for Individual Contract Services?

Yes* No

*If yes and you seek a sole source contract to hire a person as a Consultant, attach completed Office of Compliance "Request for Individual Contract Services" approval form signed by Department Head, Office of Compliance & OBM.

Is this a Revenue Producing contract?

Yes No

Does this request involve the purchase of Software?

Yes* No

*If yes, is City required to sign a software license?

Yes* No

*If yes, attach descriptions of software and software license agreement.

DPS PROJECT CHECKLIST

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST *(continued)*

Required Attachments (IF RFP/RFQ OR SOLE SOURCE):

Statement of Work (SOW), Deliverables or Scope of Services defined

Does SOW involve any work in the public way?

Yes* No

*If yes, attach list of locations.

Does SOW involve any public improvement to property that requires performance bond or prevailing wage?

Yes* No

*If yes, attach list of locations.

Is City Council approval required?

Yes No

Project or Program Background Information

Project Goals and Objectives

Qualifications or Licenses/Certifications required for any disciplines

Evaluation Criterion desired in RFP or RFQ

Evaluation Committee (EC) members recommended. Attach list of names, titles and departments

Technical and/or Functional Requirements, if applicable

Cost Proposal/Schedule of Compensation structure (if Sole Source, over Contract Term by Milestone Deliverables)

If an Information Technology (IT) project valued at \$100,000.00 or more, attach approval transmittal sheet from Information Technology Governance Board (ITGB)

Attach Recommendation of MBE/WBE/DBE Analysis Form

Yes No

If Amendment request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

Required Attachments:

Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories

Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)

Delivery Location(s)

Technical Literature

Drawings, if any

Part Number List (Manufacturer, or Dealer, or Other Source)

Current Price List(s)/Catalog(s)

Special Approval Form

Exhibits and Attachments

Attach Recommendation of MBE/WBE/DBE Analysis Form

Yes No

Is this a Revenue Producing Contract?

Yes No

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

DPS PROJECT CHECKLIST

WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

Required Attachments:

- Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations
- Bidder's qualification, contract term and extension options
- Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards
- Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate
- If an Information Technology (IT) project valued at \$100,000.00 or more, attach approval transmittal sheet from Information Technology Governance Board (ITGB)

Risk Management:

- Will services be performed within 50 feet (50') of CTA train or other railroad property? Yes No
- Will services be performed on or near a waterway? Yes No
- Will services require the handling of hazardous/bio-waste material? Yes No
- Will services require the blocking of streets or sidewalks which may affect public safety? Yes No

Attach Recommendation of MBE/WBE/DBE Analysis Form

- Is this a Revenue Producing contract? Yes No

If Modification or Amendment request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:



City of Chicago
Richard M. Daley, Mayor

Mayor's Office of
Intergovernmental Affairs


Joan E. Coogan
Director

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(312) 744-2943 (TTY)

<http://www.cityofchicago.org>

MEMORANDUM

TO: JAMIE RHEE
Chief Procurement Officer
Department of Procurement Services

FROM: 
JOAN E. COOGAN
Director
Mayor's Office of Intergovernmental Affairs

DATE: March 23, 2011

RE: William Filan Extension

I am requesting an extension of three months or until the adjournment of the Spring 2011 session of the Illinois General Assembly, whichever is later, for William Filan, PO #13429, in the amount of \$7,000.00 (seven thousand dollars) per month, with a maximum compensation of \$21,000.00 (twenty-one thousand dollars). The House and Senate are currently scheduled to adjourn May 31, 2011.

The extension of the contract is necessary to allow for the continued services of Mr. Filan for the remainder of this legislative session, and the several weeks following adjournment. His services are needed to assist with communications between the City and the legislative leaders, and with analyzing and tracking bills.

As you may know, the last month of a legislative session is crucial in that the significant issues are not dealt with in a conclusive manner until then. Matters which can greatly impact City finances, the City's governmental authority and operations, and a whole host of other quality of life aspects for residents of the city tend to be decided in the closing weeks of a legislative session. It is imperative to have someone of Mr. Filan's experience and knowledge of the City's particular interests as final legislative action occurs. It is further necessary to have his assistance after the General Assembly adjourns in order to assess the impact of bills that have passed, and communications are begun with the Office of the Governor as to the City's positions and recommendations.

Please contact me if you need any additional information to review this request.



JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

WILLIAM FILAN, CORPORATE AND GOVERNMENT PLANNER

Procurement History

1. For decades, the City has contracted with individuals to assist in the representation of the City at the state level. The City requires the services of a consultant with unique and extensive knowledge of the State legislative process and the people that work within that process. As such, it is important to maintain outside representation continuously. Such a consultant will provide advice and insight regarding such matters and will further the City's interests in initiatives taking place at the state level.
2. This amendment for additional money is a continuation of a contract that Mr. Filan has with the City since 2006 that needs to be extended to bring him through this current 2011 spring legislative session. He was originally contracted to assist with the management of communications between the City and the legislative leaders.
3. This contract was not made available through the competitive bidding process but was approved by the NCRB. William Filan is uniquely qualified to provide such services based upon his background in state and city government and his relationships with legislators.
4. Proposals were not solicited due to the specific nature of the duties to be performed under this Agreement.
5. Mr. Filan's services are of utmost importance and may be required for an unknown period of time.
6. The services under this Agreement are extremely sensitive and the City requires a high degree of trust and confidence in the individual who will perform them. It is inappropriate to put this kind of contract out to bid because of the highly specialized nature of the work.

Estimated Cost

William Filan shall be paid by the City for all the services performed under the Agreement at a monthly rate of Seven Thousand Dollars (\$7,000.00).

Therefore the maximum compensation to be paid to the Consultant by the City is Twenty One Thousand Dollars (\$21,000.00) per year.

Schedule Requirements

1. The contract term is a three year Blanket Term Agreement, from April 1, 2006 through March 31, 2009, with an option to extend the contract for two (2) one (1) year periods. The contract was extended April 1, 2009 through April 1, 2010 the second extension was exercised April 1, 2010 through April 1, 2011. This extension is needed from April 1, 2011 through May 31, 2011 or until the 2011 spring legislative session ends.
2. It is difficult to outline the exact requirements and expectations in this area because of the complexity of the issues and processes in state government. Additionally, it is difficult to define requirements for institutional knowledge that Mr. Filan brings in his role.
3. The Illinois General Assembly has a calendar that is constrained by statutory dates. We are currently in session and may go through May. It is imperative to have a complete team during the scheduled session days and Mr. Filan is an integral part of the team.

Exclusive or Unique Capability

1. William Filan is uniquely qualified to represent the City's interest before state governmental bodies and to assist the City in forming strategies to influence the posture of state legislation, state regulations, or other state matters affecting the City. W. Filan has been involved in the politics and policy in state government for over 16 years. His relationship with key political leaders enhances the City's standing and provides direct access to decision-makers.
2. W. Filan is the only individual involved in this contract. He is outstanding in his field of expertise and brings highly specific experiences that broaden the effectiveness of the City's team in Springfield.
3. W. Filan brings a unique perspective from his prior experiences. Now, as an independent contractor, he brings that unique experience to the City's team. There have not been many people that have similar experiences, and that enhances the City's ability to be effective in Springfield.
4. The kinds of unique tools that W. Filan brings to this project are not tangible.
5. While in Springfield, the City team must work under incredible time constraints and deadlines. Having an individual, such as W. Filan, is indispensable to provide a direct line to decision-makers and high level staffers to make quick progress on vital issues.
6. N/A
7. No.
8. N/A

SCHEDULE OF COMPENSATION

William Filan shall be paid by the City for all the services performed under the Agreement at a monthly rate of Seven Thousand Dollars (\$7,000.00).

Therefore the maximum compensation to be paid to the Consultant by the City is Twenty One Thousand Dollars (\$21,000.00) per year.

Scope of Services

- A. Consult with the City on various matters, including, but not limited to, policy matters and legislative strategy.
 - B. Assist in developing strategies to approach the Illinois General Assembly and its leaders.
 - C. Assist in the passage and enactment of state legislation favored by the City.
 - D. Assist in the defeat of state legislation opposed by the City.
 - E. Provide intelligence on all legislation that affects the City positively or negatively.
 - F. Provide the City information about ongoing events and programs that may be of interest to City departments.
 - G. Communicate the City's position and posture on legislation to elected and appointed state public officials.
 - H. Maintain open lines of communication with legislative leaders and their professional staffs.
 - I. Assist state public officials in any matter which the City may determine to be in its best interests.
 - J. Assist the City in drafting, preparing, and presenting state legislation; appear before state legislative committees representing the City's interest in accordance with the Director's instructions.
 - K. Review and comment on state legislative proposals, state regulatory proposals, or other matters which may have a bearing on City policy or programs given by City departments, City officials, or City employees.
 - L. Assist the City in all other projects, programs, or initiatives concerning the City as the City may direct.
 - M. Provide training for new City team members as an introduction to the state legislative process.
-

WILLIAM FILAN

CORPORATE AND GOVERNMENT PLANNER

SUITE 2800
321 NORTH CLARK STREET
CHICAGO, ILLINOIS 60610-4764
TELEPHONE 312.832.4391
FACSIMILE 312.832.4700

March 23, 2011

Ms. Jamie Rhee
Chief Procurement Officer
Department of Procurement Services
City of Chicago
121 North LaSalle Street, Room 403
Chicago, Illinois 60602

Dear Ms. Rhee:

I am writing to you concerning my Legislative Consulting Contract with the Mayor's Office of Intergovernmental Affairs. Because I am a sole proprietor with no employees, I do not have any stated goals for any MBE/WBE participation.

Please call if you have any questions or need additional information. Thank you for your assistance in this matter.

Very truly yours,



William Filan



City of Chicago
Richard M. Daley, Mayor

Mayor's Office of
Intergovernmental Affairs


Joan E. Coogan
Director

City Hall, Room 406
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-2460
(312) 744-9538 (FAX)
(312) 744-2943 (TTY)

<http://www.cityofchicago.org>

MEMORANDUM

TO: JAMIE RHEE
Chief Procurement Officer
Department of Procurement Services

FROM: 
JOAN E. COOGAN
Director
Mayor's Office of Intergovernmental Affairs

DATE: March 23, 2011

RE: William Filan

I concur with the consultant, William Filan, that there will be no stated goals for MBE/WBE participation resulting from the contact.

Please contact me at 312-744-2460 if you have any further questions.

2011



JANUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	SESSION 96TH G.A.	SESSION 96TH G.A.	SESSION 96TH G.A.	7	8
9	10	SESSION 96TH G.A.	SESSION 97TH G.A. INAUGURAL	SESSION	14	15
16	17 MARTIN LUTHER KING, JR. DAY STATE HOLIDAY	18	19 PERFUNCTORY SESSION	20	21	22
23	30	24	25	26 PERFUNCTORY SESSION	27	28
	31					29

IMPORTANT DATES
96TH G.A. SESSION
DAYS: 4, 5, 6, 11
97TH G.A. SESSION
DAYS: 12, 13
12 - 97TH GENERAL
ASSEMBLY
INAUGURATION
17 - MARTIN LUTHER
KING, JR. DAY / STATE
HOLIDAY
19 - PERFUNCTORY
SESSION
26 - PERFUNCTORY
SESSION

FEBRUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		SESSION 1	SESSION 2	SESSION 3	4	5
6	7	SESSION 8	SESSION 9	SESSION 10 DEADLINE	LINCOLN'S BIRTHDAY STATE HOLIDAY 11	12
13	14	SESSION 15	SESSION 16 GOVERNOR'S BUDGET ADDRESS	SESSION 17	18	19
20	21 PRESIDENT'S DAY STATE HOLIDAY	22	23 PERFUNCTORY SESSION	24	25	26
27	28					

IMPORTANT DATES
SESSION DAYS: 1, 2, 3,
8, 9, 10, 15, 16, 17
10 - DEADLINE FOR
INTRODUCTION OF
SUBSTANTIVE SENATE
BILLS
11 - LINCOLN'S
BIRTHDAY / STATE
HOLIDAY
16 - GOVERNOR'S
BUDGET ADDRESS TO
THE GENERAL ASSEMBLY
21 - PRESIDENT'S DAY /
STATE HOLIDAY

MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		SESSION 1	SESSION 2	SESSION 3	4	5
6	7	SESSION 8	SESSION 9 ASH WEDNESDAY	SESSION 10	11	12
13	14 PM SESSION	SESSION 15	SESSION 16	SESSION 17 DEADLINE	18	19
20	21	22	23 PERFUNCTORY SESSION	24	25	26
27	28	SESSION 29	SESSION 30	SESSION 31		

IMPORTANT DATES
SESSION DAYS: 1, 2, 3,
8, 9, 10, 14, 15, 16, 17,
29, 30, 31
9 - ASH WEDNESDAY
17 - COMMITTEE
DEADLINE FOR
SUBSTANTIVE SENATE
BILLS
23 - PERFUNCTORY
SESSION

2011

ILLINOIS SENATE CALENDAR
97TH GENERAL ASSEMBLY
SENATOR JOHN J. CULLERTON
SENATE PRESIDENT



APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					SESSION	2
3	4	5	SESSION	SESSION	SESSION	9
10	SESSION	SESSION	SESSION	SESSION	SESSION DE ADJOURN	16
17	18	19	20	21	22	23
	PASSOVER				GOOD FRIDAY	
24	25	26	27	28	29	30
EASTER			PERFUNCTORY SESSION			

IMPORTANT DATES

SESSION DAYS: 1, 6, 7, 8, 11, 12, 13, 14, 15

15 - THIRD READING DEADLINE FOR SUBSTANTIVE SENATE BILLS

18 - PASSOVER BEGINS

22 - GOOD FRIDAY

24 - EASTER

27 - PERFUNCTORY SESSION

MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	SESSION	SESSION	SESSION	SESSION	7
8	9	SESSION	SESSION	SESSION	SESSION DE ADJOURN	14
MOTHER'S DAY	PERFUNCTORY SESSION					
SESSION	SESSION	SESSION	SESSION	SESSION	SESSION	SESSION
SESSION	SESSION	SESSION	SESSION	SESSION	SESSION DE ADJOURN	SESSION
SESSION	SESSION	SESSION				
	MEMORIAL DAY STATE HOLIDAY	MOTHER'S MILK				

IMPORTANT DATES

SESSION DAYS: 3, 4, 5, 6, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31

8 - MOTHER'S DAY

9 - PERFUNCTORY SESSION

13 - COMMITTEE DEADLINE FOR SUBSTANTIVE HOUSE BILLS

27 - THIRD READING DEADLINE FOR SUBSTANTIVE HOUSE BILLS

30 - MEMORIAL DAY / STATE HOLIDAY

31 - SCHEDULED ADJOURNMENT



ILLINOIS HOUSE OF REPRESENTATIVES

97th General Assembly

Michael J. Madigan, Speaker

January 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 New Year's Day
2	3 96th GA SESSION 3 pm	4 96th GA SESSION	5 96th GA SESSION	6 96th GA SESSION	7 96th GA SESSION	8
9 96th GA SESSION	10 96th GA SESSION	11 96th GA SESSION	12 SESSION 97th GA Inaugural 12 Noon	13 SESSION	14	15
16	17 Martin Luther King Jr. Day STATE HOLIDAY	18	19	20	21 Perfunctory SESSION	22
23	24	25 Perfunctory SESSION	26	27	28 Perfunctory SESSION	29
30	31 Perfunctory SESSION					

IMPORTANT DATES

12—97th GA Inaugural at
12 Noon

February 2011

ILLINOIS HOUSE OF REPRESENTATIVES

97th General Assembly

Michael J. Madigan, Speaker



IMPORTANT DATES

- 4—House Deadline LRB Req.
- 16—Governor's Budget Address
- 24—Deadline Intro of House Bills

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 SESSION	2 SESSION	3 REFLECTORY SESSION	4 REFLECTORY SESSION HOUSE REQUIREMENTS Requests	5
6	7 REFLECTORY SESSION	8 SESSION	9 SESSION	10 SESSION	11	12
13	14 Valentine's Day	15 SESSION	16 SESSION Governor's Budget Address	17 SESSION	18 Lincoln's Birthday STATE HOLIDAY	19
20	21 Presidents' Day STATE HOLIDAY	22 SESSION Consolidated Primary Election	23 SESSION	24 SESSION DEADLINE Introduction of House Bills	25	26
27	28					

March 2011

ILLINOIS HOUSE OF REPRESENTATIVES

9th General Assembly

Michael J. Madigan, Speaker



IMPORTANT DATES

17—Deadline Committee Substantive House Bills

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 SESSION	2 SESSION	3 SESSION	4	5
6	7	8 SESSION	9 SESSION	10 SESSION	11	12
13	14	15 SESSION	16 SESSION Ash Wednesday	17 SESSION DEADLINE Committee Substantive HBs St. Patrick's Day	18	19
20 Daylight Savings Time	21	22	23	24	25	26
27 Spring begins	28	29 SESSION	30 SESSION	31 SESSION		



ILLINOIS HOUSE OF REPRESENTATIVES
 97th General Assembly
 Michael J. Madigan, Speaker

April 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 SESSION	2
3	4	5 SESSION Consolidated General Election	6 SESSIONS	7 SESSION	8 SESSION	9
10	11 SESSION	12 SESSIONS	13 SESSION	14 SESSION	15 SESSION	16
17	18	19	20	21 <i>Spring Break</i>	22 DEADLINE 3rd Reading House Bills	23
Palm Sunday	Passover				Good Friday	
24	25	26 SESSIONS	27 SESSION Administrative Professional Day	28 SESSION	29 SESSION	30
Easter						

IMPORTANT DATES

15—Deadline 3rd Reading
House Bills

May 2011

ILLINOIS HOUSE OF REPRESENTATIVES

97th General Assembly

Michael J. Madigan, Speaker



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

IMPORTANT DATES

13—Deadline Committee Senate Bills

27—Deadline 3rd Reading Senate Bills

31—Adjournment

Modification Summary Report

Contract (PO) Number: 13429

Modification Revision Number: 3

Specification Number: 51470

Name of Contractor: WILLIAM FILAN LTD

City Department: OFFICE OF THE MAYOR

Title of Contract: LEGISLATIVE CONSULTING

<u>Mod Req Number</u>	<u>Mod Reason</u>	<u>Description</u>
51129	DOLLAR AMOUNT CHANGE	AMEND PO#13429 FOR VENDOR LIMIT INCREASE/LEGISLATIVE CONSULTING

Term of Contract: Start Date: 4/1/2006

End Date: 3/31/2011

Procurement Services Contact Person: SANDRA SHAKESPEARE

Please refer to the DPS website for Contact information under "Doing Business With The City".

Vendor Number: 1050475

Submission Date:

9.21.10

Contract (PO) No.: 13429
Specification No.: 51470
Requisition No.: ~~50967~~ 5112
Vendor No.: 1050475

AMENDMENT No. 2

This amendment ("Amendment") is made and entered into effective as of the 17th day of Aug., 2010, by and between the CITY OF CHICAGO, a municipal corporation and home rule unit of local government existing under the Constitution of the State of Illinois, acting through its Mayors Office of Intergovernmental Affairs ("City") and William Filan, LTD ("Consultant"), (the City and Consultant being the "Parties").

This Amendment is to an existing agreement between the Parties for Legislative Consulting Services, dated April 1, 2006, as amended (hereinafter referred to as the "Agreement") and is made pursuant to Section 9.03 of the Agreement. The purpose of this Amendment is to extend the Agreement, increase the vendor limit, and to modify certain terms and conditions of the Agreement to reflect changes in laws and/or City policies since the date the Agreement was executed.

TERMS AND CONDITIONS

THE PARTIES agree as follows:

1. Article 3, Section 3.01, "Term of Performance," is hereby amended to extend the Agreement through March 31, 2011.
2. Article 4, Compensation, Section 4.03 funding is amended by adding the following:

The source of funds for payments made pursuant to this Amendment is 010 100 099 4401 1040 220140 or any other funds appropriated. The maximum funding increase from fund number 010 100 099 4401 1040 220140 is \$84,000.00. Payments under this Agreement must not exceed \$420,000.00 without a written Amendment in accordance with Section 9.03. Funding for this Agreement is subject to the availability of funds and their appropriation by the City Council of the City.

3. Article 6, Compliance With All Laws is amended to add a new Section 6.10, "Office of Compliance" as follows:

6.10 Office of Compliance

It is the duty of any bidder, proposer, Consultant, Contractor, all Subcontractors, and every applicant for certification of eligibility for a City Agreement or program, and all officers, directors, agents, partners and employees of any bidder, proposer, consultant or such applicant to cooperate with the Office of Compliance in any investigation or audit pursuant to Chapter 2-26 of the Municipal Code of Chicago. The Consultant understands and will abide by all provisions of Chapter 2-26 of the Municipal Code of Chicago. All subcontracts will inform Subcontractors of this provision and require understanding and compliance with it.

Specification No. 51470
Contract No. 13429

ACKNOWLEDGMENT

Consultant, William Filan [NAME], acknowledges that the following provisions are incorporated into the Contract as if fully set forth in the body of the Contract:

The Contractor understands and will abide by the terms of Chapter 2-55 of the Municipal Code of Chicago.

The Contractor will comply with Section 2-154-020 of the Municipal Code of Chicago.

Failure by the Contractor or any controlling person (as defined in Section 1-23-010 of the Municipal Code of Chicago) thereof to maintain eligibility to do business with the City of Chicago as required by Section 1-23-030 of the Municipal Code of Chicago shall be grounds for termination of this Contract.

I Have Authority to Execute this Acknowledgment on Behalf of Contractor and Do So:

Contractor: William Filan

By: William Filan
Signature of Authorized Officer*

Name: William Filan
Title: owner/President
Date: 7/28/10

*Note: In the event that this Acknowledgment is signed by other than the President of the Contractor, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization, such as a resolution by the Board of Directors, which permits the person to sign this Acknowledgment for the Contractor.

State of Illinois
County of Cook

This instrument was acknowledged before me on this 28th day of July, 2010, by WILLIAM FILAN as President (or other authorized officer) of WILLIAM FILAN, LTD (Corporation Name).

[Signature]
Notary Public Signature

Commission Expires: 2/2/2014 (Seal)



Signature Page

CONSULTANT: WILLIAM FILAN, LTD

By: William M. Filan
(Signature)

Its: William Filan / owner
(Print Name and Title)

County of Cook
State of Illinois

Acknowledged on 7/27/10 (date)
before me by WILLIAM M. FILAN (as)
OWNER (title) of WILLIAM FILAN, LTD (firm)

Terese Rehmer
Notary Public Signature
Commission expires: 2/2/2014



CITY OF CHICAGO

By: Richard M. Daley
Mayor

By: Shirley M. 8/12/10
Comptroller

The undersigned has determined, on behalf of the City of Chicago, with regard to this Agreement Amendment, that the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or that the change is germane to the original Agreement as signed, or that the change order is in the best interest of the City of Chicago and is authorized by law

By: Jamie Messer
Chief Procurement Officer