

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.

PROCUREMENT HISTORY:

1. Describe the requirement and how it evolved from initial planning to present state.

Around 2005-2006, the Department of Finance/Comptroller's Office realized it needed a robust system to process the complex array of invoices, on behalf of the Chicago Department of Aviation (CDA), for CDA's billings of landing fees, terminal rents, fuel farm fees, concession revenues, and other billable business transactions provided by the City to the airlines.

In an effort to find an effective solution to meet the Department of Finance's very complicated and sophisticated billing requirements and to ultimately replace its burdensome and time-consuming manual data entry into the mainframe-based CAPS billing system and related billing processes, the Department of Innovation and Technology (DoIT), (formerly known as BIS at the time), undertook an assessment of all of the business requirements needed to support a billing management system for the Comptroller's Office. After a thorough assessment, scope requirements and definitions were understood as to what was needed to manage the Chicago Department of Aviation's billing operations.

DoIT then conducted a market research to find billing management software that could be customized easily to meet the needs of the CDA, first, as well as other departments potentially in the future. (Simultaneously, in a related initiative, DoIT was conducting analysis of accounts receivable processes in other departments throughout the City, and recognized billing process similarities between the CDA and other departments and the potential for sharing a common billing/revenue management system.) DoIT determined that MetraTech was the only billing management software framework that could be customized for the varied and complex CDA billing requirements and do so requiring minimal coding. The critical determining factor at the time was: whether the software solution conforms with the City's Services Oriented Architecture (SOA) technology-initiative to integrate City systems seamlessly through Web Services.

MetraTech's "MetraNet" billing software was determined by DoIT to be the only billing software that could satisfy the City's requirements, and in October of 2006, DPS approved the Department of Finance sole source request to contract with MetraTech Corporation.

In March of 2007, the MetraTech contract was awarded. The City purchased MetraNet software licenses and the transition to MetraTech to host the application for O'Hare Airport billing was realized as well. After heavy initial phases of investments were made in order to achieve the billing services we have today, we now have a very sophisticated and comprehensive software application that fits well and interfaces with City's information technology infrastructure, Oracle Financials, which meets the City's revenue reporting needs.

By 2011, however, not all of the expected deliverables originally set out have been achieved. Midway Airport was slated to be MetraNet-enabled, but this has not been realized to date. Other optional enhancements that were anticipated in the original contract but which have not been requested, will not be a consideration under the scope of this sole source request.

2. Is this the first time or a continuation of previous procurement from the same source? If so, explain the procurement history.

This is a continuation of previous procurement from the same source. It was stated in the original sole source request that it was the intention to continue using this software for Aviation billing and to roll it out to satisfy other billing needs. One thought at the time was to continue procurement of the annual software maintenance license fees and hosting services through the SSI contract.

3. Explain attempts to competitively bid the requirement.

No attempts were made to competitively bid the software requirement as there were no sources out in the North America market that are operational for hosting MetraNet software as a service. Research performed was deemed as sufficient.

4. Describe all research done to find other sources.

In 2006, and CDA conducted research using the following resources:

- Extensive web searches for billing software products that support Web Services and SOA

- Billing Industry Organization IIR, which hands out World Billing Software Awards annually (<http://www.iir-billingsystems.com>)
- Conversations with billing industry and software analyst groups including Logan-Orviss International (www.logan-orviss.com an expert billing consulting firm) and the Gartner Group (www.gartner.com a premier software project analyst group)
- Contact with airports at other cities by CDA (Los Angeles, Washington, D.C.)

MetraTech was found through this research to be the only with two very important features to the City:

1. Web Services/Services-Oriented Architecture – MetraTech support integration through Web Services and the product is built upon a component-oriented services architecture that allows ease of integration with other City systems (such as FMPS, ReCAPS, and other revenue/collections systems) under the City's preferred approach
2. Metadata-Driven Customization – the ability to create any product/service/account type through simple configuration rather than substantial coding changes to the project. The project could be modeled easily to fit other requirements rather than have our requirements fit to the software's model.

MetraTech's list of awards was impressive: awarded the most innovation billing project in 2005 by IIR World Billing Awards 2005; best billing and partner management for non-voice service in 2006 from IIR World Billing Awards; awarded fastest IT implementation by Dish Networks.

Looking for other sources is not an option as MetraTech is the only company that offers hosted managed support services for the MetraNet billing product. MetraTech did confirm that there are no other suppliers with firsthand experience operating MetraNet in North America.

5. Explain future procurement objectives. Is this a one-time request or will future request be made for doing business with the same source?

Since the software continues to meet the needs to bill the airlines, there will be future requests to extend the contract or award a new contract to pay the annual license fees and the hosting services. To date, the City spent \$5,598,538 towards the implementation of customized functionality and for the software licenses. This is enterprise level software the City should use for as long as it can to get the most from its investment. It may be to the City's advantage to expand use of this enterprise software for other specialized billing needs (e.g.; water utility billing). Additionally, this system handles the specific data requirements and variable pricing rules that are mandatory for meeting the City's revenue reporting needs.

6. Explain whether or not future competitive bidding is possible. If not, why not?

Since MetraNet billing software is MetraTech's proprietary software, and since MetraTech currently does not have third-party resellers of their product, the annual license fees can only be procured from MetraTech. Currently, the MetraNet application that the City of Chicago has customized to work accordingly, is hosted by MetraTech.

Potentially, the hosting services could be provided by another vendor. The Department of Innovation & Technology will be issuing an RFP in 2012 that will in part request a solution to provide servers/support to run the City's enterprise applications. At some point, the MetraTech software could be installed onto this other City-selected third-party server solution (assuming the 2012 RFP is awarded). (This would also assume that MetraTech would be supporting their application on some other hosting-entity other than themselves or the City of Chicago.)

Application support services could, theoretically, also be provided by another vendor. (This assumes that: (a) the support service vendor is recognized by MetraTech as a bona fide third-party software support reseller/representative; or (b) the vendor is allowed to subcontract its services for the MetraTech product to either MetraTech itself, or some other bona fide MetraTech product support entity. The Department of Innovation & Technology will be issuing an RFP in 2012 that will request application support for FMPS/ChIPPS; other enterprise applications, as support contracts expire; and applications that are currently unsupported.

ESTIMATED COST:

1. What is the estimated cost for this requirement (or for each contract), if multiple awards contemplated)? What is the funding source?

\$600,000/year total (\$420,000 + \$180,000):

- Annual Software Maintenance License Fees: \$420,000/year
- Hosting Services: \$180,000/year

The funding source is 0740: O'Hare Airport Enterprise Funds

2. What is the estimated fiscal cost by fiscal year, if the job or program covers multiple years?

Year 1 (April 1, 2012 thru March 31, 2013) – \$600,000.

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.)

The cost estimate is based on MetraTech's most recent quote for annual software maintenance license fees and hosting fees. (Actual quote is for \$419K per year for the annual software license maintenance fee; rounded to \$420K, for internal administrative purposes).

4. Explain whether the proposed Contractor or the City has a substantial dollar investment in the original design, tooling or other factors which would be duplicated at City expense if another source was considered. Describe the cost savings or other measurable benefits to the City which may be achieved.

The Contractor created the MetraNet billing software. It would be cost-prohibitive for the City to try and custom-build its own billing software through another source. Regarding hosting services: a cost-benefit analysis was done which determined that it would be less costly for MetraTech to host the application, than it would be for DoIT to do the hosting (and maintenance of related hardware, etc.). In order to realize the cost savings for hosting, the MetraTech contract was amended to add hosting services into its contract.

Currently, to date, since the contract was awarded and implementation at O'Hare Airport was completed, the City has expended approximately \$6.2 million.

One-Time Implementation Costs Expended to date:

Initial Software License Cost:	\$2,200,000
Implementation Cost:	\$1,195,000
Enhancement Cost:	\$ 200,000
Hosting Set-Up Cost:	\$ 58,918

Ongoing Costs:

Annual Software License Maintenance Fees (3/07 – 3/08):	\$ 460,000
Annual Software License Maintenance Fees (3/08 – 3/09):	\$ 460,000
Annual Software License Maintenance Fees (3/09 – 3/10):	\$ 460,000
Annual Software License Maintenance Fees (3/10 – 3/11):	\$ 460,000
Annual Software License Maintenance Fees (3/11 – 3/12):	\$ 460,000

Hosting Fees (9/08 – 9/09):	\$ 180,000
Hosting Fees (9/09 – 9/10):	\$ 180,000
Hosting Fees (9/10 – 9/11):	\$ 180,000
Hosting Fees (9/11 – 3/12):	\$ 105,000

Original Contract Limit:	\$5,702,500	
Amendment:	\$ 903,918	
Total:	\$6,606,418	approximately \$6.2M expended to date

5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

Annual Software License Maintenance fees are typically around 20% of the original software cost. The annual fees from 2007 through 2012 were set at 20.9% (\$460,000).

MetraTech quoted annual fees for the next three years reduced to 19.1% of the original software cost (\$419,000) (rounded to \$420K, above, for internal administrative purposes).

SCHEDULE REQUIREMENTS:

1. Explain how the schedule was developed and at what point the specific dates were known.

The original schedule was set upon execution of the original MetraTech contract (PO#14298). There are currently no additional schedule requirements.

2. Is lack of drawings and or specifications a constraining factor to competitive bid? 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.
N/A

3. Outline the required schedule by delivery or completion dates and explain why the schedule is critical.

The contract extension (of the current MetraTech PO) needs to be in place before 3/30/2012, in order to receive uninterrupted application support and maintenance and hosting services. Without hosting services in place, the City will not have access to the billing software and will be unable to provide the monthly invoices to the airlines in a timely manner.

4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.

The process of issuing an RFP, selecting a vendor, negotiating the contract, testing, and implementing the new software could take several months. In order to continue billing the airlines, without the MetraTech software and support, would require the Comptroller's office to manually calculate the proper billing rates.

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.

Software –

Currently MetraTech is the only known vendor with a product that meets all of Aviation's complex billing requirements. MetraTech is the manufacturer of their software and no other provider has their domain expertise in North America. The MetraNet platform is the only known billing platform with a componentized, metadata architecture that allows the City to configure new complex billing modules as required through configuration; no code.

Services –

MetraTech's solutions and services model allows for the City to support and maintain the billing platform on its own with DoIT at the helm. Most other billing solutions require a heavy long-term dependence on the vendor for continued long-term support services.

2. Does the proposed firm have personnel considered unquestionably predominant in the particular field?

MetraTech is the only known resource of personnel permitted to engineer its proprietary software.

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?

The MetraTech software is proprietary to the MetraTech Corporation.

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?

MetraTech has the facilities to host its software and has successfully hosted the software for the City for the past three years. Other vendors are capable of hosting this software and this should be considered in an RFP to be issued by DoIT in 2012.

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?

The MetraTech software is proprietary to the MetraTech Corporation.

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?

N/A

7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.

MetraTech owns the engineering rights to its proprietary MetraNet billing software.

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.

N/A

DPS PROJECT CHECKLIST

For DPS Use Only

Date Received

Date Returned

Date Accepted

CA/CN's Name

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.

General Information:

Date: January 4, 2012 Need by (estimated date): April 1, 2012

Requisition No.: 66577 Contact Person: Steve Sakal Project Manager: John (Jack) Brankin

Specification No.: (if known) 51872 Telephone: 7-3753 Telephone: 7-9317

PO No.: 14298 Fax: 7-2420 Fax:

Modification No.: (if known) Email: steve.sakal@cityofchicago.org Email: John.Brankin@cityofchicago.org

Previous PO No.: (if known)

Project Description: MetraTech Corp. additional 1-year xtn of: Automated Billing & Payment System- Implementation, Software License, Maintenance & Support.

Funding:

City: Corporate Bond Enterprise Grant* Other:

State: IDOT/Transit IDOT/Highway Grant* Other:

Federal: FHWA FTA FAA Grant* Other:

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	\$ DOLLAR AMOUNT
	012	0740	027	0994427	1040				\$600,000

*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 \$600,000.00

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):

<p>New Request</p> <p><input checked="" type="checkbox"/> Blanket/Term/DUR/Agreement</p> <p><input type="checkbox"/> Master Agreement (Task Order)</p> <p><input type="checkbox"/> Standard/One-Time Purchase</p> <p>Forms</p> <p><input checked="" type="checkbox"/> Requisition</p> <p><input checked="" type="checkbox"/> Special Approvals</p> <p><input type="checkbox"/> Non-Competitive Review Board (NCRB)</p>	<p>Modification/Amendment</p> <p><input checked="" type="checkbox"/> Time Extension**</p> <p><input checked="" type="checkbox"/> Vendor Limit Increase</p> <p><input type="checkbox"/> Scope Change/Price Increase/Additional Line Item(s)</p> <p><input type="checkbox"/> Other (specify): _____</p> <p>Chief Procurement Officer</p>
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Contract Term:

** Requested Term (Number of Months): 12

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:

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)**?

- Yes No

Is this a **Request for Qualifications (RFQ)**?

- Yes No

Is this a **Request for Proposal (RFP)**?

- Yes No

If RFQ or RFP, did any outside Consultant provide advice or deliverables in developing the RFQ or RFP?

- Yes* No

*If yes, Company Name: **PO#**

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.

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: **MetraTech Corp.**

Contractor's Address: **200 West Street, Waltham MA 02451**

Contractor's e-mail Address: **blancaster@metratech.com**

Contractor's Phone Number: **781-839-8377**

Contractor's Contact Person: **Barbara Lancaster, Vice President Americas**

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:

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**

Yes No

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:



DEPARTMENT OF FINANCE
CITY OF CHICAGO

January 4, 2012

Jamie L. Rhee
Chief Procurement Officer
Department of Procurement Services
121 North LaSalle Street, Room 403
Chicago, Illinois 60602-1284

Subject: Additional One Year Extension Request, through 3-30-2013
Vendor: *MetraTech Corp.*
Title: Automated Billing & Payment System- Implementation, Software License, Maintenance & Support.
PO#: 14298
Requisition Number: 66577
Specification Number: 51872
Vendor Limit Increase: \$600,000 for one 1-year extension period
Estimated Revenue Generating Value: \$850 million per year
Original Contract Term: 5-years with no extension options
Original Contract Start Date: 3-31-2007
Original Contract End Date: 3-30-2012

Dear Jamie:

The Department of Finance respectfully requests that the Chief Procurement Officer please consider granting an additional extension period of one year, or until a new contract is awarded; whichever comes first, for the above referenced contract.

Attached is a Project Checklist, OBM approval form, and FMPS requisition (by reference).

MetraTech is a unique billing service provider that was awarded a sole source contract in 2007, selected to provide the Department of Aviation (through the Department of Finance) proprietary billing-software and support for software that would more efficiently perform complex airport-use billings that the City would have otherwise manually performed; billings for matters involving, for example: landing fees, airport terminal rents, fuel-farm fees,

concession stands, etc. A major amendment to the contract was later made, when original plans for the hosting services needed to be shifted from the City of Chicago, to MetraTech.

The need for efficient billing services to continue and function seamlessly is critical in order to sustain airport billing operations and revenues – currently estimated to be around \$850 million per year in revenue.

Unfortunately, it wasn't until some time after the new, officially announced, consolidation of administrative responsibilities through the merging of departments – Revenue and Finance – that it became apparent that no users had taken action to sustain the services provided under the MetraTech contract, despite it being due to expire, and, even more problematic: it expiring with no extension options available!

After it became apparent that no extension options were available, that no plan had been initiated to in some way sustain the MetraTech billing services, and that all other potential alternatives were eventually ruled-out or were considered not practical, the plan, now, is to request a short-term extension (for 1-year, or until a new contract is awarded; whichever comes first) to provide sufficient time to develop a new sole source contract with MetraTech (for 2-years). We are also submitting the sole source package for the February NCRB session.

If the Chief Procurement Officer elects to support this current plan, then the Department of Finance should have sufficient time to issue a new RFP for a different MetraTech-type of software and hosting services, if deemed feasible. Similarly, if enterprise wide plans for City users are developed at a more global departmental level, whereby a mega-contract(s) is developed to better provide hosting services in addition to maintenance and support services of various software requirements, then perhaps through that ambitious solution the MetraTech hosting and billing software application support may no longer be separately required.

Therefore, the Department of Finance, fully realizing the dire nature of the situation, respectfully requests that the Chief Procurement Officer please consider granting an additional extension period of one year, or until a new contract is awarded; whichever comes first, for the above referenced contract.

If additional information is required, please contact John (Jack) Brankin, Deputy Comptroller, at 747-9321; Melinda Gildart, Managing Deputy of Finance, at 744-3013; Cynthia Park, Deputy of Finance and Administration, at 747-2108; Diane O'Brien, of the Department of Innovation and Technology, at 744-5853; or Steve Sakai, Contracts Coordinator, at 747-3753.

Very truly yours,



Amer Ahmad
Comptroller

12 JUN 2004 10:31 AM

Attachments

AA:sys

ec: Richard Butler – Department of Procurement Services
Jason DeHaan – Department of Innovation and Technology
Diane O'Brien – DoIT
Michael Boland – Chicago Department of Aviation
Melinda Gildart – Department of Finance
Jack Brankin – DOF
Cynthia Park – DOF
Mark Galvan – DOF
Steven Sakai – DOF

MetraTech Proposal to continue
Hosted Support and Billing
Services for the City of Chicago



January 2012

Executive Summary

The City of Chicago has implemented MetraNet, the award-winning billing and relationship monetization system provided by MetraTech. Currently, the MetraNet software is hosted and operated by MetraTech, and support for the City's billing operations is provided by MetraTech's billing operations team.

In addition to the City of Chicago, some of the leading Companies in the world that have faced similar challenges in monetizing and managing complex sets of products and services used by a number of partners and requiring full transparency of information have turned to MetraTech and MetraNet to meet the challenge. MetraNet has been deployed in Financial Services (including the world's largest settlement and clearing company: the Depository Trust and Clearing Corporation, and Brazil's largest clearing company: CETIP); Communications providers (SwissCom, TellaSonera, Bell Canada); Cloud Services Providers (Microsoft Online, Fujitsu); Utilities (National Grid's Onstream), and Transportation (City of London Bicycle Hire, Utah Transit). MetraNet provides monetization solutions encompassing the following:

- Billing: Rating, charging, bundling, promotions...
- Compensation: Revenue sharing, remuneration, settlement...
 - For customers, suppliers and channels.
- Self-Care: Interactive statement and reporting, payments...

MetraTech's unique agreements-based approach enables:

- Fluid negotiation of complex personalized contracts.
- Multi-party financial relationships.
- Innovative pricing and business models.
- Compensation of distribution channel and supply chain.
- Simple and flexible integration with adjacent systems.

This combination of MetraNet and MetraTech's hosting services and expert billing operations support has enabled the City to focus on the definition and implementation of the billing and revenue settlement requirements of the Department of Aviation and the Finance Department to meet the complex and sophisticated needs of O'Hare Airport operations. As identified in the original analysis performed by Finance and DoIT, this has proven to be a cost-effective support option.

The initial 5 year contract for MetraNet expires March 31, 2012, as does the contract for hosting and support services. The City must decide how it would like to proceed in managing the continuing operation of the MetraNet software. Thank you for the opportunity to offer an extension of our support services and software maintenance for another 1 year period.

While MetraTech fully understands the City's focus on the competitive bidding process as a primary means of ensuring the City obtains best value for its money, there are several factors that suggest the best value is obtained through leaving the system with MetraTech. This certainly is the case until a comprehensive transition strategy can be developed and actioned. These factors include:

1. MetraNet is a very powerful and sophisticated software application, designed to handle complex transactions and multi-party relationships and is in many ways unique in its capabilities. Gaining expertise in MetraNet configuration, maintenance and operations requires formal training, hands-on mentoring, and formal knowledge transfer and hand-over. It also requires the City to install the software in its own data center or arrange for its installation in the data center of another vendor.

2. MetraTech is happy to work with the City or any designated IT support vendor to develop a training and support project that would enable successful transition of the MetraNet hosting and operation.
 - Currently, no third parties in North America have invested in the necessary training and infrastructure to successfully operate and maintain MetraNet as a hosted offering.
 - It would be a high risk project to have the new infrastructure established and trained personnel in place to have MetraNet installed, tested and data converted and all testing completed by March 2012.
3. MetraNet, like any other proprietary software (for example, Oracle Financials, Microsoft Office, Softrax Revenue Recognition, etc.) represents the Intellectual Property of MetraTech Corp and as such cannot be reverse engineered by any third party, nor can the core MetraNet software code be changed by a third party without violation of the licensing terms.
 - That means that like any other commercial software, a Maintenance and Support contract is required, regardless of which vendor or organization may host and operate the software, to keep the software functioning as warranted. It is therefore important for the City to separate decisions on the Hosting and Operation of the MetraNet software from the annual Maintenance and Support Agreement for the core MetraNet software itself. This should be considered more like insurance, keeping your implemented software current with changes, patches and engineering improvements, plus ensuring that the City can upgrade to new releases of the software without any further license payment.
4. The City continues to define changes to MetraNet to add new functionality and expand its use. For example, work is underway to identify the specific requirements for adding Midway billing and revenue settlement management to MetraNet. Beyond Midway, there are opportunities for the City to use MetraNet to bill, manage and settle fees for any number of other services offered by the City. Extending the use of MetraNet to other groups will require participation of our Professional Services team to implement the new service definitions and pricing plans. This would be handled via specific statements of work in accordance with the pricing and terms as set out in the Hosting Agreement.

MetraTech therefore looks forward to working closely with the City of Chicago to ensure efficient operation of MetraNet and if of advantage to the City, a successful transition of the MetraNet platform and operations to another qualified vendor at some time in the future.

The Proposal:

MetraTech offers the following proposal to continue its support of MetraNet for the City of Chicago:

- A 1 year extension of the mandatory proprietary Software Maintenance & Support Agreement, at a discounted rate of 19% of the software license fee (\$2.2M): \$419,000 per year.
- A 1 year extension of the current Hosting and Billing Operations support Agreement, at the current rate of \$15,000 per month: \$180,000 per year. This includes all hosting operations as well as 70 hours per Quarter of bill run, reporting and general operations expert support services.
 - Additional hours, if and as requested by the City, are provided at \$175/hour.

Please note: Should the City be interested in options to transfer MetraNet in house to DoIT at some point in the future, we have a program available to work closely together to ensure a seamless and successful transfer. I have included as Attachment A to this proposal an overview of our transfer methodology. This is of course completely optional and not tied in any way to our proposal to extend the current services. It is provided for informational purposes only. We are pleased to discuss the transfer program at some point in the future, if and when the City deems it appropriate.

Thank you again for your interest in continuing to make best use of your MetraNet system in serving the City's billing and relationship monetization requirements. We highly value your business and look forward to continuing to work with you to meet the needs of the City of Chicago.

For additional information or to answer any questions please contact me.

Sincerely,



Barbara Lancaster,

Vice President Sales, Americas
781 839-8377
Blancaster@metratech.com

Worldwide Headquarters

200 West Street
Waltham, MA 02451 USA
+1 781 839 8300 phone
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+55 21 25866001 fax

European Headquarters

338 Euston Road
London, NW1 3BT
UK
+44 (0)8700 994460 phone
+44 (0)8700 994461 fax

Attachment A: Transfer of MetraNet to an in house operation

- At some point in the future, should you wish to transition MetraNet hosting and support services to the City or to another qualified vendor of the City's choosing, we have provided the following high level outline of the transition process:
 - Train personnel designate by the City, with the requisite foundation skill set, in the configuration, maintenance and operation of MetraNet. Training courses are available from MetraTech for this purpose.
 - Two options are available for this training:
 1. Attendance at scheduled MetraNet courses. 30 days per assigned person at the then standard training fee. A minimum of 3 people must successfully complete the training.
 - OR
 - 2. Assignment of a full time mentor, a MetraNet expert, for one full year* prior to the handover, at the then current Professional Services rate.
 - *It may be sufficient to have the full time mentor on site for only 3 to 6 months.
 - We will work with you to determine the appropriate period that provides sufficient support, and most importantly covers the processing of all types of charges, invoices and reports, including those that may occur only Quarterly or Annually.
 - Set up the computing environment for MetraNet in the facility designated by the City, including the purchase of the specified hardware and third party platform software.
 - Address all aspects of the transition, testing and turn over tasks required to ensure a successful transfer.
 1. This requires the City to assign a qualified project manager to work with the MetraTech project manager.
 2. Development and execution of the transition plan is estimated at \$125,000 in MetraTech support services. A full time team of City staff is required to participate throughout the project planning and of course during and after its execution.
- Please note that Travel and Accommodation costs are billable in addition to the fees listed above. All travel will be agreed in writing with the City before being booked and all travel and accommodation expenses will be managed in accordance with the City's travel policy (as provided to MetraTech).

Section I: General Contract Information	
Department Name	FINANCE
Department Contact Name	John (Jack) Brankin
Department Contact Number	312-747-9317
Department Contact Email	John.Brankin@cityofchicago.org
Contract Number	14298
Contract Subject Name	MetraTech Corp
Contract Initiation Date	3-31-2007
Original Contract Amount	\$5,702,500.00
Original Contract Expiration Date	3-30-2012
Budgeted amount for current year	\$642,000
Year to date expenditure	\$5,598,538.38
Are funds	<input checked="" type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> TIF <input type="checkbox"/> Grant
What is the funding strip?	012-0740-0994427-9046-220140
If contract modification or task request is approved, will department have enough funds to cover new expenditure?	YES
If no, what is the plan to address the short fall?	N/A
Section II: Contract Modifications	
Complete this section if you are modifying the value of an existing contract.	
Contract Value Increase	\$600,000
New total contract amount	\$6,302,500.00
New contract expiration date	3-31-2013
Goods/services provided by this contract	Vendor (MetraTech Corp) manages their proprietary software which has been designed to automatically bill all O'Hare Airport customers. (airlines, concessionaires, vendors, etc.) and integrate account activities

	with the City's Oracle Financials 3-Business Suite 11.5.
Justification of need to modify this contract	A 1-year extension modification of this software maintenance and support contract is required until a new 2-year contract with MetraTech is developed.
Impact of denial	If this contract extension is denied, about \$850 million in revenue per year would be at risk of loss, and City resources would need to be trained to manually replicate the software operations.
Section III. Issue a Request for Services to a Master Consulting Agreement	
Complete this section if you want to issue a request for services to a Master Consulting Agreement	
Value of planned task order request	\$N/A
Expiration date of planned task order request	N/A
Scope of services	N/A
Justification of need to issue request for services	N/A
Impact of denial	N/A
Section IV: Assessment of Office of Budget and Management Analyst	
Approve/Deny	Reason
OBM Analyst Initials	BR
OBM Analyst Name/number	BRYANT ROBINSON 312-744-9590

December 5, 2011



Regarding: Minority and Women Owned Business Enterprise Commitment (MBE/WBE Professional Services) associated with the provision of the Automated Billing system for the Department of Aviation as requested by the Department of Finance

To the Sole Source Committee

This letter is to certify that MetraTech Corp has read the Special Condition policy requiring the participation of MBE and WBE certified businesses in the delivery of the above referenced Automated Billing project. We fully understand and applaud the City's commitment to encouraging diversity suppliers and we agree to abide by the spirit and intention of the Special Condition policy.

There is no opportunity for MBE or WBE suppliers to directly participate in the fulfillment of our proposed contract since only 70 hours of person time are needed in any given 3-month period (the balance of the services are physical provision of the computing environment and associated hardware and software). As such we cannot expect any MBE or WBE supplier to make the necessary investment to gain the software expertise for such a small volume of work, nor would it contribute materially to our meeting the minimum commitment.

We therefore intend to meet our obligations under the policy via indirect participation. To that end, we have identified several MBE and WBE suppliers listed on the City's certified supplier web site who offer services of interest to MetraTech. These services include:

- Marketing (brochure development and production)
- Event Coordination (for trade show and exhibitions we attend at McCormick Center each year)
- Technical Writing (User Manuals and other documentation regarding our software and its use)

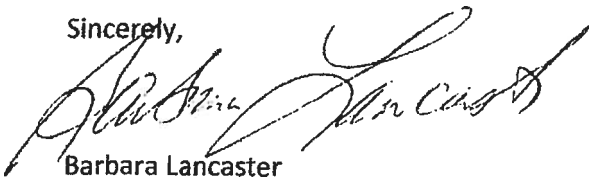
The identified candidate suppliers are listed on the attached Schedule D-1.

We have not yet interviewed and selected the specific suppliers at this time. We apologize for not having completed the selection process prior to submission of the contract extension proposal. We misunderstood the timing of the submission (which we thought was to be in January, rather than for the January committee meeting) and therefore have not completed our assessment of our 2012 needs and of the certified candidates to meet those needs.

Once the exact scope and duration of the contracts are agreed between MetraTech and the City of Chicago, we are prepared to expeditiously complete the selection process. Our intention is to ensure that the selected MBE and WBE suppliers are able to submit their Schedule C-1 within 30 days of the City's advisement to MetraTech of the duration of the work to be contracted to MetraTech (and therefore being able to discuss with the candidates the minimum value of services to be contracted). This will ensure that all agreements are in place well before the start of the new contract period, April 1, 2012.

Should you require further information or have any questions in the interim, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara Lancaster". The signature is fluid and cursive, with a large initial "B" and "L".

Barbara Lancaster

Vice President Americas

blancaster@metratech.com

781 839-8377

**Letter of Intent from MBE/WBE to Perform
as Subcontractor, Supplier and/or Consultant**

Name of Project/Contract: Billing Software for Aviation.
Specification Number: Specification Number 51872.

From: GO Promotions, Inc
(Name of MBE/WBE Firm)

MBE: Yes _____ No
WBE: Yes No _____

To: Metratech and the City of
Chicago:
(Name of Prime Contractor - Bidder/Proposer)

The undersigned intends to perform work in connection with the above projects as a:

_____ Sole Proprietor
_____ Partnership
_____ Corporation
_____ Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification from the City of Chicago effective date of April 1, 2012 to March 31, 2013 for a period of five years.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

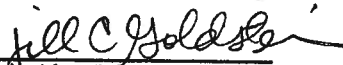
Trade Show Displays, giveaways and other promotional goods

The above described performance is offered for the following price and described terms of payment:

\$9,000 for trade show items and internal branding of logo onto too promotional goods for MetraTeach and Metanga products

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, and will do so within (3) three working days of receipt of a signed contract from the City of Chicago.

Jill C. Goldstein, Officer 
(Signature of Owner or Authorized Agent)

jill goldstein
Name / Title (Print)

Digitally signed by Jill Goldstein
DN: cn=jill goldstein, o=GO Promotions, ou=US
Date: 2012.03.13 13:42:25 -0500

March 13, 2012

Date

847-579-1700

Phone

Letter of Intent from MBE/WBE to Perform
as Subcontractor, Supplier and/or Consultant

For Aviation

Name of Project/Contract: Billing Software
Specification Number: 51872

From: M+G Graphics Inc
(Name of MBE/WBE Firm)

MBE: Yes No
WBE: Yes No

To: Metratech and the City of
Chicago:
(Name of Prime Contractor - Bidder/Proposer)

The undersigned intends to perform work in connection with the above projects as a:

Sole Proprietor Corporation
 Partnership Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification from the City of Chicago effective date of _____ to _____ for a period of five years.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

Printing of external and internal collateral for both of our companies products including Direct Mail limited to: Trade Shows, Whitepaper, Data Sheets and Case Studies

The above described performance is offered for the following price and described terms of payment:

April 1, 2012 to March 2013 \$ 8,000.00

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, and will do so within (3) three working days of receipt of a signed contract from the City of Chicago.

Josephine Meyer
(Signature of Owner or Authorized Agent)

Josephine Meyer President
Name / Title (Print)

3-15-2012
Date

773-247-1596
Phone

Affidavit of MBE/WBE Goal Implementation Plan

Project Name : Billing Software for Aviation SP# 51872

State of Illinois

County (City) of Chicago

I HEREBY DECLARE AND AFFIRM that I am duly authorized representative of:

MetraTech Corp. (For the period of April 1, 2012 to March 31, 2013)

Name of Prime Contractor

and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this contract.

All MBE/WBE firms included in this plan have been certified as such by the City of Chicago (Letters of Certification Attached).

- I. MBE or WBE Prime Contractor. If prime Contractor is a certified MBE or WBE firm, attach copy of City of Chicago Letter of Certification. (Certification of the prime Contractor as a MBE satisfies the MBE goal only. Certification of the prime Contractor as a WBE satisfies the WBE goal only.)
- II. MBEs and WBEs as Joint Venturers. If prime Contractor is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification and a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the joint venture.
- III. MBE/WBE SubContractors. Complete for each MBE/WBE subconsultant/subcontractor/supplier.

1. Name of MBE/WBE: Sofbang, LLC

Address: 145 Tower Drive, #1, Burr Ridge, IL 60527-1543

Contact Person: Allen Pomerantz Phone: 630.789.3659

Dollar Amount of Participation \$ 108,160.00

Percent Amount of Participation: 18.06 %

2. Name of MBE/WBE: Jansco, Inc.

Address: 19 North Park Blvd, Jansco Inc. Glen Ellyn, IL 60137

Contact Person: Jackie Jackson Phone: 630.790.0004

Dollar Amount of Participation \$ 11,800.00

Percent Amount of Participation: 1.97 %

3. Name of MBE/WBE: Go Promotions, Inc.

Address: 1510 Old Deerfield Rd, Suite 229, Highland Park, IL 60035

Contact Person: Linda Kroloff Phone: 847.579.1700

Dollar Amount of Participation \$ 9,000.00

Percent Amount of Participation: 1.50 %

4. Name of MBE/WBE: M & G Graphics, Inc.

Address: 3500 West 38th Street, Chicago IL 60632

Contact Person: Josephine Meyer Phone: 773.247.1596

Dollar Amount of Participation \$ 8,000.00

Percent Amount of Participation: 1.34 %

5. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____ %

6. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____ %

7. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation \$ _____

Percent Amount of Participation: _____ %

8. Attach additional sheets as needed.

IV. Summary of MBE Proposal:

MBE Firm Name	Dollar Amount of Participation	Percent Amount of participation
<u>Sofbang, LLC</u>	<u>\$ 108,160.00</u>	<u>18.06</u> %
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %
Total MBE Participation:	<u>\$ 108,160.00</u>	<u>18.06</u> %

V. Summary of WBE Proposal:

WBE Firm Name	Dollar Amount of Participation	Percent Amount of participation
<u>Jansco, Inc.</u>	<u>\$ 11,800.00</u>	<u>1.97</u> %
<u>Go Promotions, Inc.</u>	<u>\$ 9,000.00</u>	<u>1.50</u> %
<u>M & G Graphics, Inc.</u>	<u>\$ 8,000.00</u>	<u>1.34</u> %
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %
<u>_____</u>	<u>\$ _____</u>	<u>_____</u> %
Total WBE Participation:	<u>\$ 28,800.00</u>	<u>4.81</u> %

To the best of my knowledge, information and belief, the facts and representations contained in this Schedule are true, and no material facts have been omitted.

The contractor designates the following person as their MBE/WBE Liaison Officer:

Name Theodore I. Les Phone Number: (781) 839 8466

I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct, and that I am authorized, on behalf of the contractor, to make this affidavit.

Theodore I. Les 3/15/12
 Signature of Affiant (Date)

State of Massachusetts
 County of Middlesex

This instrument was acknowledged before me on 3/15/2012 (date)
 by Theodore I. Les (name /s of person/s)
 as Chief Financial Officer (type of authority, e.g., officer, trustee, etc.)
 of MetraTech Corp. (name of party on behalf of whom
 instrument was executed).



Deborah Richardson
 Signature of Notary Public