



**DEPARTMENT OF PROCUREMENT SERVICES
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION**

Complete this cover form and the **Non-Competitive Procurement Application Worksheet** in detail. Refer to the page entitled **"Instructions for Non-Competitive Procurement Application"** for completing this application in accordance with its policy regarding NCRB. Complete "other" subject area if additional information is needed. Subject areas must be fully completed and responses merely referencing attachments will not be accepted and will be immediately rejected.

Department Innovation and Technology	Originator Name Rachelle Hendele	Telephone 312-744-6099	Date 11/30/18	Signature of Application Author
Contract Liaison Judith Mims	Email Contract Liaison judith.mims@cityofchicago.org	Telephone 312-742-1817		

List Name of NCRB Attendees/Department Rachelle Hendele Carleton Nolan Judith Mims
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Request NCRB review be conducted for the product(s) and/or service(s) described herein.

Company: ADSYTECH, INC.

Contact Person: Roland Gillis	Phone: 888-602-2225 (x2466)	Email: rgillis@adsystech.com
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Project Description: Enterprise Case Management System for City of Chicago

This is a request for:

New Contract

Amendment / Modification

Contract Type

Blanket Agreement Term: 36 (# of mo)

Standard Agreement

Type of Modification

Time Extension **Vendor Limit Increase** **Scope Change**

Contract Number: _____

Specification Number: _____

Modification Number: _____

Department Request Approval DEPARTMENT HEAD OR DESIGNEE <u>CARLETON NOLAN</u> PRINT NAME DATE: <u>1/29/19</u>	Recommended Approval BOARD CHAIRPERSON <u>Steven M. Loboda</u> PRINT NAME DATE: <u>1/29/19</u>
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(FOR NCRB USE ONLY)

Recommend Approval/Date: _____

Return to Department/Date: _____

Rejected/Date: _____

Approved **Rejected**

CHIEF PROCUREMENT OFFICER 29 January 2019
DATE



DEPARTMENT OF PROCUREMENT SERVICES
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT WORKSHEET

All applicable information on this worksheet must be addressed using each question found on the "Instructions for Non-Competitive Procurement Application" in this application.

Justification for Non-Competitive Procurement Worksheet

Procurement History

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

Approximately 10 years ago, the City determined that it needed a more robust approach to managing services provided to its high-risk population. This population received services from multiple City departments, yet each department worked in its private silo. To combat this out of control proliferation of paper, the City's technology department issued an RFP for an Enterprise Case Management (ECM) system that could be accessed by various departments. This unique application would allow a high-risk individual to be accounted for once in the application with a record being created for all departmental interactions within the City.

Given all the city, state and federal dollars allocated to high-risk populations and the need to provide success metrics for all grantees and all grantors, the ECM solution accommodates a wide variety of social services. In its current state, ECM features custom solutions for five (5) City departments: Department of Business Affairs and Consumer Protection (BACP), Chicago Department of Public Health (CDPH), Department of Family and Support Services (DFSS), Mayor's Office for People with Disabilities (MOPD) and the Department of Planning (DPD). All departments were burdened with low productivity and costly, staff-intensive manual processes and antiquated tools that were strangling their capacities to deliver services to their targeted populations. Today, case management and reporting are totally supported through automation with success metrics tracked and monitored in multiple ways. Productivity and quality gains are palpable, as is staff morale.

We are currently upgrading the version of ECM software in use by the five (5) City departments. The year-long project is enabling the current vendor, Adsystem, Inc, to install and roll out a new version of its technology platform upon which ECM is built, thereby allowing City processes to take full advantage of all of the new features offered in this new version of ECM.

ECM has become integral and indispensable to the City's management, delivery and reporting on its social and health services. The problem addressed herein is the result of the inability to amend the current base contract for ECM and the imperative need to continue its support.

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

This request is for a three (3) year/36 month continuation of the previous procurement from the same source. There will be the same scope of services, however, a shift in emphasis from substantial implementation, rollout and training to ongoing maintenance and technical support services.

Adsystem, Inc. was the successful vendor out of a highly competitive procurement conducted in early 2009. The contract was finally awarded for a period of three (3) years, November 24, 2010 – November 23, 2013, at a value of \$6,882,742.78. It has been extended with five (5) one (1) year options in order to collaboratively evolve ECM to its current state. The City has issued a total of eight (8) amendments over the contract's duration to expand scope and/or to increase funding.

Amendment 1 was a VLI for \$342,800 in 2012 and Amendment 2 was executed in November 2013 to include solutions for additional programs, raise the contract ceiling by \$2,477,667 and extend the contract end date to November 23, 2014. Subsequently, six (6) additional amendments were executed to add funds to perform additional project scopes of varying sizes that addressed program requirements of BACP, DFSS, DPD, MOPD and CDPH. Each department currently has multiple programs running on ECM. Recurring maintenance, hosting and technical support are included in the \$25,520,359.44 final contract which ends on November 23, 2018.

3. Explain attempts made to competitively bid the requirements.

We have not presented the ECM support requirements to the market for competitive bidding because a replacement vendor would be extraordinarily disruptive to current City operations, as well as a high risk and costly proposition. Adsystem is currently hosting the application for the City. All the concerns regarding "best practices" for hosting are handled by Adsystem in its hosting environment.

4. Describe in detail all research done to find other sources; list other cities, companies in the industry, professional organizations contacted. List periodicals and other publications used as references.

We did not do any further investigation other sources. A replacement vendor would be extraordinarily disruptive to current City operations, as well as a high risk and costly proposition.

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

Several City departments are currently using the ECM system. For 2019, three (3) new programs have approached City ECM personnel regarding a time frame where they can be slotted. The goal of this request is to ensure that the maintenance, support, and expertise for ECM is provided. The City will constantly evaluate the ECM application to ensure that it is meeting the needs of departments and make a determination if and when an RFP is beneficial.

6. Explain whether or not future competitive bidding is possible. If not, explain in detail.

Future competitive bidding is possible, however, there is extreme risk to the City in using a new vendor. This would entail the replacement of the current enterprise case management system which is used widely across the City departments. There is risk in moving ECM to another hosting operation; the extreme burden on City staff and the cost of educating and training vendor staff on necessary subject matter and associated new ECM solutions; requirement for new vendor staff to master ECM custom solutions as requested by City departments.

Estimated Cost

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

The annual hosting, maintenance & technical services and project costs for a three (3) year contract is estimated to be \$7,376,222. This figure accounts for a 4% up charge per year.

2. What is the estimated cost by fiscal year?

The following chart outlines the estimated cost per follow-on contract year. The annual recurring costs are derived by applying a 4% escalation to the costs of the same recurring services in the previous contract year. The recurring costs for the first year of this follow-on contract are based upon this year's costs.

Contract Year	Annual Recurring (4% escalation)	New Project Budget
1. Nov 2018 - Nov 2019	\$3,125,599	\$500,000
2. Nov 2019 - Nov 2020	\$3,250,622	\$500,000
3. Nov 2020 - Nov 2021	\$3,380,646	\$500,000
4. Nov 2021 - Nov 2022	\$3,515,871	\$500,000
5. Nov 2022 - Nov 2023	\$3,656,505	\$500,000
Total:	\$16,929,243	\$2,500,000

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.)

As indicated above, the estimate revolves around the price for this year's recurring services and new projects. A 4% Up Charge was applied to this year's annual recurring price and for each subsequent year. The enhancement budget has been priced very conservatively at \$500,000.

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.

Both the City and the contractor have contributed a fair amount of money to the ECM product. As a proprietary off-the-shelf product, a baseline framework for managing the client is present but the program is the entity that provides the actual process flows that drive the reconfiguration of the baseline necessary to manage the client program. Since the contractor is intimately familiar with the various social services because of previous implementations, it is a great source of "best practices" that City stakeholders have incorporated into their reengineered process flows. Each program has its own challenges and unique requirements. System enhancements are all for a fixed price so any modifications such as the one above is handled by the vendor at no additional costs to the City. All the modifications would be lost if the City moved to another vendor. City SMEs would have to repeat the process of designing their process flows in an unfamiliar application.

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

The estimated price revolves around the price for this year's recurring services and new projects. A 4% Up Charge was applied to this year's annual recurring price and for each subsequent year. The enhancement budget has been priced very conservatively at \$500,000.

Schedule Requirements

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

The schedule is being driven by the maintenance & support needs of City departments for the Adsystem ECM system.

2. ...explain why only one person or firm can meet the required schedule.

Adsystem is the only firm that can upgrade and/or enhance the current ECM solution because it is based upon their proprietary technology and baseline application and no other firm or individual has the requisite mastery of either the proprietary baseline and ECM's extensive and complex customizations. The company had envisioned commitments of appropriately skilled staff by its ECM subcontractors in order to establish partnerships with substantial value-added resellers, but the commitments did not materialize.

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

The required schedule of November 24, 2018 for contract award is synced with the current contract's end date. If this award date for a new contract is not met, the City will lose access to and support of ECM, which is critical to the operations of 5 City departments, their delegate agencies and their services to impacted City populations.

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

If a new contract is not awarded, the City will lose all access to and support of ECM, which is integral and critical to the operations of 5 City departments, their delegate agencies and their services to impacted City populations.

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.

The vendor has worked to understand the City's business and programs. Because of Adsystem's unique understanding of the City business and processes and the proprietary nature of the ECM system, they are capable of trouble shooting issues and modifying the application with great speed. Their in-house SME's knowledge of both the application and the City's usage of the application position them to resolve issues in a very timely way. This intimate knowledge has benefited the City. When Adsystem implements its software solutions in our environment it is done without any disruption to the users.

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

Due to their extended tenure working with the City departments and being the sole providers of supporting the proprietary ECM system, Adsystem personnel are predominant in providing support services for the City's ECM.

3. What prior experiences of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?

Adsystem is the only firm that implements this ECM solution and it is this specialized knowledge that makes their involvement in our instance of ECM for the continued maintenance and enhancement of the application so critical and compelling.

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?

Adsystem hosts the application in a very secure and redundant environment. Given the hundreds of customizations both in the software and database the impact of making any changes without full knowledge of the ECM system could result in catastrophic system failures.

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?

This is a new request for ECM maintenance and support services. Adsystem is the only firm that has the requisite subject matter familiarity, understands the technology upon which ECM is built and possesses the mastery of the extraordinary number and complexity of current customizations involved in the solutions that manage the 5 City departments and their numerous programs. Adsystem also is the only vendor with the hosting and disaster recovery facilities designed expressly for ECM.

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, possess. Is compatibility with existing equipment critical from an operational standpoint? If so, provide detailed explanation.

This is a new request for professional services to allow Adsystem to provide maintenance and support for ECM system.

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

Yes, the ECM system was built using Adsystem's proprietary technology platform. Any changes to the software require full access to this platform. Adsystem over the past 20 years has been the sole source provider of all upgrades (Version 6) to this proprietary platform under their Service and Maintenance Agreement (SMA).

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 on company letterhead.

Transitioning to another vendor at this juncture because the City's ECM instance is based upon Adsystem's proprietary technology and is so highly customized that it would take another vendor an enormous amount staff effort and time to master both the technology and customizations sufficiently to perform any level of ongoing maintenance and/or enhancement. In addition, the new vendor would have to configure its own hosting environments and that would present a number issues and problems for the City. In summary, knowledge of the ECM system, customizations and business processes and policies would be difficult to transition to another vendor.

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 completed 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.

A partial waiver request will be made for services dedicated solely to project management. The majority of the requested services are of a proprietary nature which includes annual software maintenance agreement, software licensing, hosting and recovery. It is estimated that 7.6% (6.96% MBE and .64% WBE) of the proposed contract's scope is project management. Adsystem will subcontract the entire that portion of the scope to an MBE and WBE certified firm. Completed C/D-1's have been included in this request and have also been forwarded to the DPS Compliance Unit for review.

OTHER

1. Explain other related considerations and attach all applicable supporting documents, i.e., an approved "ITGB Form" or "Request For Individual Hire Form".

Approval from the City Chief Information Officer is attached.

Project Checklist

Attach required forms for each procurement type and detailed scope of services and/or specifications and forward original documents to the Chief Procurement Officer; City Hall, Room 806.

Date:
November 30, 2018

Department Name:
Innovation and Technology

Requisition No: 254560 **Specification No:** 844498

PO No: TBD **Modification No:** N/A

Contract Liaison:
Judith Mims

Telephone:
x2-1817

Email:
Judith.Mims@cityofchicago.org

Project / Program Manager:
Carleton Nolan@cityofchicago.org

Telephone:
X4-3963

Email:
Carleton.Nolan@cityofchicago.org

For blanket agreements, original or lead department must consult with other potential departments who may want to participate on the blanket agreement. If grant funded, attach copy of the approved grant application and other terms and conditions of the funding source. **Note:** 1) **Funding:** Attach information if multiple funding lines; 2) **Individual Contract Services:** Include approval form signed by Department Head and OBM; 3) **ITGB:** IT project valued at \$100,000.00 or more, attach approval transmittal sheet.

***Contract Liaison Signature**

***By signing this form, I attest that all information provided is true and accurate.**

Project Title:
NCRB Request

Project Description:
Enterprise Case Management System for City of Chicago

Funding:

- Corporate Bond Enterprise Grant Other:
 IDOT/Transit IDOT/Highway FHWA FTA FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
1	018	0100	06	2005	0139	-0-	-0-	-0-	\$5,643,084.34
2	018	0100	06	2005	0139	-0-	-0-	-0-	\$5,643,084.33
3	018	0100	06	2005	0139	-0-	-0-	-0-	\$5,643,084.33

Check One:
 New Contract Request

**By signing below, I attest the estimates provided for this contract are true and accurate.*

***Project / Program Manager Signature**

***Commissioner/Authorized Designee Signature**

Purchase Order Type:
 Blanket/Purchase Order (DUR)
 Master Consultant Agreement (Task Order)
 Standard/One-Time Purchase

Special Approvals Required:
 Emergency
 Non-Competitive Review Board (NCRB)
 Request for Individual Contract Services
 Information Technology Governance Board (ITGB)

Purchase Order Information:

Contract Term (No. of Months): 60 months

Extension Options (Rate of Recurrence): Two 1 year extensions

Estimated Spend/Value: \$ 16,929,253.00

Grant Commitment / Expiration Date:

Pre-Bid/Submittal Conference: Yes No
 Mandatory Site Visit

Procurement Method:
 Bid RFP RFQ RFI
 Small Order

Contract Type:
 Architect Engineering Commodity Construction JOC SBI
 Professional Services Revenue Generating Vehicle & Heavy Equipment
 Work Service Joint Procurement Reference Contract

Modification or Amendment

Modification Information:

PO Start Date:

PO End Date:

Amount (Increase/Reduction): \$0.00

MBE/WBE/DBE Analysis: (Attach MBE/WBE/DBE Goal Setting Memo)

Full Compliance Contract Specific Goals
 No Stated Goals Waiver Request

Modification/Amendment Type:

Time Extension Scope Change/Price Increase /Additional Line Item(s)
 Vendor Limit Increase Requisition Encumbrance Adjustment
 Other (specify):

Risk Management / EDS

Insurance Requirements (included) Yes No
EDS Certification of Filing (included) Yes No

Vendor Info:


Name: Adsystem Inc.
Contact: Roland Gillis
Address: 8401 1 Colesville Rd. Suite 450/ Silver Spring, MD 20910
E-mail: rgillis@adsystemtech.com
Phone: 888.602.2225 (x2466)



DEPARTMENT OF INNOVATION AND TECHNOLOGY
CITY OF CHICAGO

MEMORANDUM

To: Shannon Andrews
Chief Procurement Officer
Procurement Services

From: Danielle DuMerer 
Chief Information Officer
Innovation and Technology

Date: December 12, 2018 (REVISED)

Re: NCRB Request for Enterprise Case Management (ECM) Application
Maintenance, Support and Hosting
NCRB Request for New Contract
Specification No: 844498
Adsystem, Inc.
Requisition No: 254560

DoIT requests approval of a new contract for Adsystem, Inc. The contract will be for the maintenance, support and hosting of the ECM application. These services are currently being provided by Adsystem, Inc. and their contract will reach its final term on November 24, 2018.

The ECM application is used by five (5) City departments for the management of the City's at-risk population. It allows these departments to use a basic account that in turn permits the recording of every City encounter for services. This holistic view of an individual or family permits the case worker to offer a more cohesive plan for additional services that are specifically tailored for the client.

ECM has been utilized by the City for eight (8) years. Multiple programs in BACP, DPD, MOPD, DFSS and CDPH are dependent on ECM. In addition, Adsystem provides a hosting site that is completely redundant, HIPPA and PCI compliant and the application is kept current on all changes to the underlying programs to ensure that the application is meeting the needs of the City.

The City of Chicago has made a considerable investment in ECM as several major enhancements have been implemented. Additionally, because of ECM's proprietary nature and because it's current functionality is unique to the City of Chicago, only the Adsystem staff have the experience

(cont.,)

and knowledge of the product to provide best practice and effective recommendations for the City's user departments business process activities. It is, therefore, critical to keep the ECM system operational and fully supported beyond November 24, 2018.

DoIT seeks approval of a new contract that would be for a three year term. It is also requested that this contract include 2 one (1) year options.

DoIT resource limitations within program management along with limited contracting administration resources contributed to the delay in submitting the request to the NCRB. Currently, there is only one contract administration resource within DoIT while the large volume of requests continues to be submitted. This resource is responsible for processing all City IT TORs, small orders, and DoIT contracts. DoIT acknowledges the board's concern regarding the timing of the request and will work closely with DPS in replacing the current ECM agreement in a timely fashion.

Thank you for your consideration to DoIT's request for a new contract. If additional information is required, please contact Carleton Nolan at x 4-3963 and Carleton.Nolan@cityofchicago.org; and Judy Mims at x2-17817 and Judith.Mims@cityofchicago.org

attachments

cc: NCRB
DPS ProServe Unit



8401 Colesville Road
 Suite 450
 Silver Spring, MD 20910
 Office: 301.589.3434, Ext. 2441
 Fax: 301.589.9234

August 3, 2018

Ms. Rachelle Hendele
 Director, Strategic Planning
 Department of Innovation and Technology
 City of Chicago
 333 S. State Street, Suite LL30
 Chicago, IL 60604

Subject: ECM Follow-on Contract Budget and Statement of Work

Dear Ms. Hendele:

Please find herein the proposed budget and statement of work (SOW) for a follow-on contract for hosting, maintenance and technical services in support of the City's enterprise case management (ECM) solution. The annual recurring cost for the first year is derived by applying a 4% escalation to current CY 2017-2018 costs for the same scope of work. Future years' recurring costs are also escalated by 4%.

ECM Follow-on -- 5 Year Budget Estimate

Contract Year	ECM Recurring (4% annual)	ECM New Project Budget
1. Nov 2018 - Nov 2019	\$3,125,599	\$500,000
2. Nov 2019 - Nov 2020	\$3,250,623	\$500,000
3. Nov 2020 - Nov 2021	\$3,380,648	\$500,000
4. Nov 2021 - Nov 2022	\$3,515,874	\$500,000
5. Nov 2022 - Nov 2023	\$3,656,509	\$500,000
Total:	\$16,929,253	\$2,500,000

ECM Base Year Annual Budget and Cost Schedule

Support levels of effort and prices have been finalized and escalated over time in collaboration with the DoIT Project Manager. The prices below are 2017-2018 prices, escalated at 4%. Annual escalation in base contract years will be 4%. Recurring services will be billed by prorating the annual fees on a monthly basis and fees for new projects will be invoiced based upon negotiated schedules of deliverables.

Annual Services	Price
Base Hosting, SMA & Technical Services	\$1,940,725
Document Management Hosting & Technical Services	\$125,265
Virtual Desktop Hosting & Technical Services	\$144,935
High Availability Hosting & Technical Services	\$262,504
CDPH Hosting, SMA & Technical Services	\$652,170
Total Annual Recurring	\$3,125,599
New Projects	\$500,000
Total Price -- Base Year	\$3,625,599

We look forward to continuing our partnership to augment, enhance and maintain ECM to improve the City's program management, reporting and service delivery

Yours truly,



Arnold Avant
President



DEPARTMENT OF INNOVATION AND TECHNOLOGY

CITY OF CHICAGO

City of Chicago Enterprise Case Management Scope of Services

□ **Base Hosting, SMA and Technical Services**

The requirements for recurring services were delineated in the original RFP and expanded in subsequent Amendments, which Adsystech has sized and priced accordingly to date. Annual recurring costs are allocated into four areas: Annual Hosting and ASP; Annual Software Maintenance and Escrow; Annual Ongoing Technical Support; and Hardware Maintenance. Brief summaries of these areas follow.

- **Annual Hosting and ASP Cost:** Cost associated with the hosting-related hardware, software, communications and service capacities necessary to operate the Enterprise Case Management (ECM) solution. Includes production and training instances, database tuning and backup and disaster recovery functions;
- **Annual Software Maintenance Agreement (SMA) and Escrow:** Cost associated with maintaining and updating Adsystech's technology platform that forms the core of ECM, fixing software bugs and escrowing ECM software. Adsystech guarantees timely compliance with changing federal, state and other funder requirements and that any modifications to the ECM solution, including additions of modules for future programs, will function properly with any future upgrades to the underlying technology platform and future improvements incorporated into ECM.

The SMA includes Help Desk support from 8:00 a.m. – 8:00 p.m. (ET) and 24/7 response to system outages.

This Agreement avoids the costs and delays associated with traditional offerings and ensures complete, fully-integrated and uninterrupted software functionality at all times.

- **Ongoing Technical Support Services:** The Technical Service Plan (TSP) provides additional technical service to ensure the currently implemented ECM solution is continuously aligned with evolving city program needs. This is facilitated by Adsystech's software engineering facility eFactory and the core automated ticketing system that allows submittal and collaboration on defining support requests and tracking and communications on the progress toward ticket closeout.

Adsystech's TSP concept is designed to ensure that ECM is continuously aligned with evolving business needs. It avoids an administratively burdensome and unresponsive task order process and ensures the most satisfactory and cost-effective outcomes by applying the most appropriate staff skills quickly and offering staff at an effectively

discounted rate. Support requests are input into our integrated automated ticketing system, assigned priority and severity levels and addressed by the Technical Support Team. More substantive tasks are ticketed similarly and receive added rigor in the collaboration and definition of requirements, deliverables and schedules. Services included in this plan:

1. **Technical Assistance** – City programs need assistance in support of their continuously changing business requirements. Adsystem provides project support and technical services that leverage our ECM-specific technical expertise and subject knowledge of industry best practices. This expertise and knowledge are essential to assisting department leadership in their effort to improve delivery of program services.

Under this service Adsystem provides a mix of staff that can address specific requirements much more efficiently (matching best skilled staff for the specific requirement) than a single assigned individual. The scope of services covered:

- a. Project and Technical Support Services
- b. ECM System Customizations
- c. Report and Dashboard Development
- d. Advanced Training and Knowledge Transfer
- e. Assistance in Product Deployment and Program Setups.

A Project Support person will be assigned as a single point of contact to ensure responsiveness and optimum allocation of Adsystem resources on all assigned project items.

2. **Expanded Use of ECM Modules and Features** - Many of the City department programs have an express need to extend their service delivery directly to the public by providing access to personal mobile devices. Adsystem through the ECM platform provides a suite of tools that support these requirements. These benefits relate to the enhanced user experience between city providers and families seeking services, making it easier to access information and complete tasks. Adoption of these tools will provide an inherently 'dynamic' environment that is well-suited to delivering more interactive capabilities.

□ **Document Management Hosting, SMA and Technical Services**

The City has a significant requirement for document management services across multiple programs under the province of ECM. This service necessitated a separate document management hosting environment. Our ultimate solution facilitates seamless integration of departments' document management requirements with the City's ECM system. To summarize the scope of services supported:

- CDPH migrated Cerner images;
- Windows service that interfaces city scanners using a secure City drive to scan the documents into the ECM medical document management server;
- Approximately 2,000,000 CDPH patient images;

- Other City department's programs (BACP, MOPD, DFSS) document storage services, including hundreds of delegate agencies.
- ECM integrated document management module for viewing scanned client records
- Expanded access to portal users and other external partners (UIC labs).

The original solution design has evolved to produce a generalized solution that has been expanded to accommodate all current ECM programs.

Virtual Desktop Hosting and Technical Services

Users experience extremely poor internet service at some sites and this condition greatly impacts the ability to provide quality ECM service in a timely manner. The solution to this problem requires a separate hosting environment to support a virtual desktop technology. DoIT and Adsystem identified the sites that experience substantial inconsistencies in internet connectivity. The entire solution is hosted securely within Adsystem's cloud facility, allowing users to benefit from access to the Reporting/BI virtual desktop and substantially greater bandwidth for sites with poor internet services. ECM's VDI hosting approach includes the maintenance required to support upgrades to the hardware and VDI software. Adsystem has refactored this remote environment to include cutting-edge business analytics to the City via a set of state-of-the-art tools. This feature allows ECM users to create complex visualizations, custom dashboards, and reports. In addition to hosting services, DBA services are required for maintenance of the ECM database in support of Virtual Desktop Reporting and BI tools.

Adsystem provides the city with both the hosting and technical support services required for the deployment of this specialized technology.

High Availability Hosting and Technical Services

The City has a significant need to maintain highly available system services across multiple programs within the ECM systems. The use of high availability hosting minimizes the impact of system outages and ensures that the ECM systems are available most of the time. This feature will ensure that the systems are more resilient and likely to operate continuously without failure for extended periods of time. With this capability, all parts of a ECM system will be fully tested and, in many cases, there will be accommodations for failure in the form of redundant components at an alternate site. This requires a separate real-time mirrored ECM solution (hosting and technical services) capable of supporting all of the city's ECM programs during times of failure at the main hosting facility.

CDPH Hosting, SMA and Technical Services

The information management solution in support of all CDPH programs within the Department of Public Health requires identical post-production support as the programs in the Base ECM solution. In addition, there is a requirement for expanded maintenance and support for health-specific hardware and software and third party ePrescription licenses. The CDPH solution requires a separate hosting operation; establishing and maintaining a number of interfaces to third-party medical system and state systems (ePrescription, Emdeon, I-NEDSS, ICARE, UIC-

4MEDIC); ongoing updates to funder setups, reports and medical billing codes; and ongoing data conversion services.

Network, DBAs, and Development staff work daily to ensure that the CDPH medical solution is optimized to account for the particular nuances (Hundreds of CDPH specific data structures, network configuration, hardware/software configuration) of the CDPH ECM solution are maintained to the performance metrics agreed upon in the SLA.



8/20/18

Carleton Nolan
CTO and First Deputy Commissioner
Department of Innovation & Technology

Date



8/20/16

Rachelle Hendele
IT Director
Department of Innovation & Technology

Date



DEPARTMENT OF INNOVATION AND TECHNOLOGY
CITY OF CHICAGO

MEMORANDUM

To: Shannon Andrews
Chief Procurement Officer
Department of Procurement Services

Attn: Non-Competitive Review Board

From: 
Danielle DuMerer
Commissioner and Chief Information Officer
Department of Innovation and Technology/IT Governance board

Subject: Sole Source Request for New Contract
Adsystem Inc.

Date: August 23, 2018

I have reviewed the Department of Innovation and Technology's (DoIT) Non-Competitive Review Board (NCRB) application for a new maintenance and support agreement for the City's current Enterprise Case Management System (ECM) with Adsystem Inc. and have found that the application is compliant and within the guidelines for the City's technical environment and IT policies.

An agreement with Adsystem Inc. will insure the continued and uninterrupted use of the current ECM by several departments – BACP, DPD, MOPD, DFSS and CDPH. Replacing them with another hosting vendor at this time would also impose a risk to the program operations of these departments and create additional costs for education and training on a new ECM solution.

If you have any questions, please contact me at 312-742-1221.

cc: C. Twohig, DPS
C. Nolan/DoIT
R. Hendele/DoIT
J. Mims/DoIT



CERTIFICATE OF FILING FOR
CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 126213
Certificate Printed on: 04/26/2018

Date of This Filing:04/26/2018 07:34 PM
Original Filing Date:04/11/2018 04:12 PM

Disclosing Party: Adsystem, Inc.
Filed by: Mr. Arnold Avant

Title:President

Matter: ENTERPRISE CASE
MANAGEMENT SYSTEM FOR CITY OF
CHICAGO

Applicant: Adsystem, Inc.
Specification #: 68546
Contract #: 20935

The Economic Disclosure Statement referenced above has been electronically filed with the City. Please provide a copy of this Certificate of Filing to your city contact with other required documents pertaining to the Matter. For additional guidance as to when to provide this Certificate and other required documents, please follow instructions provided to you about the Matter or consult with your City contact.

A copy of the EDS may be viewed and printed by visiting <http://webapps1.cityofchicago.org/EDSWeb> and entering the EDS number into the EDS Search. Prior to contract award, the filing is accessible online only to the disclosing party and the City, but is still subject to the Illinois Freedom of Information Act. The filing is visible online to the public after contract award.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/29/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Insurance Exchange, Inc. 9713 Key West Avenue Suite 401 Rockville, MD 20850	CONTACT NAME: PHONE (A/C, No, Ext): (301) 279-5500 FAX (A/C, No): (301) 330-1270 E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER A : Great Northern Insurance Company</td> <td>20303</td> </tr> <tr> <td>INSURER B : Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER C : Chubb Indemnity Insurance</td> <td>12777</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Great Northern Insurance Company	20303	INSURER B : Federal Insurance Company	20281	INSURER C : Chubb Indemnity Insurance	12777	INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															
INSURED Adsystem Inc. Arnold Avant 8401 Colesville Road #450 Silver Spring, MD 20910															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			35943442	06/30/2018	06/30/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			73562752	06/30/2018	06/30/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			79876841	06/30/2018	06/30/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			71741346	06/30/2018	06/30/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liab			35943442	06/30/2018	06/30/2019	\$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 When required by written contract, City of Chicago is listed as additional insured as respects General Liability policy, per the policy terms and conditions.

CERTIFICATE HOLDER **CANCELLATION**

City of Chicago Dept. of Procurement Services Attn: Joseph Chan 121 N. LaSalle St., Room #806 Chicago, IL 60602	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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DEPARTMENT OF INNOVATION AND TECHNOLOGY
CITY OF CHICAGO

MEMORANDUM

To: Shannon Andrews
Chief Procurement Officer
Procurement Services

Monica Jimenez
Deputy Procurement Officer
Procurement Services

From: Danielle DuMerer
Chief Information Officer
Innovation & Technology

Date: August 7, 2018

Re: Request for Partial Waiver to MBE/WBE Participation
ADSYSTECH, INC
NCRB Request for ENTERPRISE CASE MANAGEMENT SYSTEM FOR CITY OF CHICAGO
Specification No. 844498
Requisition No. 235163

Because of the proprietary nature of several items included in Adsystem's Enterprise Case Management scope of services (product licensing, hosting technical maintenance, etc.), I concur with their request for a partial waiver. It is also our understanding that Adsystem does not authorize any other vendors for the software's maintenance.

Please contact Judy Mims at Judith.Mims@cityofchicago.org and x2-1817 for any assistance needed from DoIT in obtaining an approval to this request.

cc: J. O'Brien/DPS
J. Chan/DPS
C. Nolan/DoIT
R. Hendele/DoIT
J. Mims/DoIT



8401 Colesville Road
Suite 450
Silver Spring, MD 20910

voice: 301 589 3434, Ext 2441
fax: 301 589 9254

August 3, 2018

Ms. Danielle DuMerer
Chief Information Officer
Department of Innovation and Technology
City of Chicago
50 W. Washington Street, Suite 2700
Chicago, IL 60602

Subject: Waiver on MBE/WBE Goals for Follow-on to Contract No. 20935

Dear Ms. DuMerer:

As a small, minority-owned business, Adsystem is an enthusiastic supporter of ambitious MBE/WBE goals. We are proud of our compliance under the current base contract. However, there are several support elements that are the sole purview and/or can be done effectively only by Adsystem due to the proprietary nature of the underlying technology platform and our unique, accumulated knowledge of reengineered program processes and their associated custom solutions. These support elements include product licensing, hosting and disaster recovery, annual SMA, technical maintenance and selected other direct charges (ODC's), such as out-of-town travel, medical ePrescription and health insurance validation licensing.

CIO Berman granted our previous request for a waiver on the items as constituted under the base contract. The follow-on will have the same scope as the base contract, however the base contained numerous implementations, rollouts and trainings and, over time, the services required have been distilled substantially to the waived items. Adsystem is not requesting a full waiver on the proposed follow-on, but that we maintain the current level of subcontracting with our WBE partner, which has proven the most effective in providing the proposed annual maintenance services, and to apply the 25% and 5% targets to any new program projects.

We are confident that this proposed MBE/WBE support plan is the most effective way to continue the highest quality and the most efficient and cost-effective services to the City.

Thank you for your consideration.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Arnold Avant'.

Arnold Avant
President



DEPARTMENT OF INNOVATION AND TECHNOLOGY
CITY OF CHICAGO

MEMORANDUM

TO: Monica Jimenez
1st Deputy Procurement Officer
Procurement Services

FROM: Judith Mims
Contract Coordinator
Innovation and Technology

DATE: December 11, 2018(REVISED)

RE: Recommended MIWBE Participation Levels
ADSYSTECH, INC
NCRB Request for ENTERPRISE CASE MANAGEMENT SYSTEM FOR CITY OF CHICAGO
Specification No. 844498
Requisition No. 234560

This **year**, DoIT will petition the NCRB for an IT professional service agreement with ADSYTECH, INC, who currently licenses, host and maintains the City's Enterprise Case Management System (ECM) under PO 20935. ECM is utilized by BACP, CDPH, DFSS, MOPD, and DPD. The specification 68546 was eventually awarded as PO 20935 from a bid in November 2008 and will expire in November 2018. Our NCRB request is for the continuation of these services.

The majority of M/WBE participation on PO 20935 came from project management, training, implementation and rollout activities. Over the course of the agreement, a total of 7 certified firms (4 MBE, 3 WBE) are identified in Adsystem's utilization plan. Overall, Adsystem paid their M/WBEs 1.4% above their anticipated goal.

The new contract for the continued support of ECM will not create many of the business opportunities for M/WBE as PO **20935**. Most of the support and maintenance work left on ECM is of a proprietary nature and can only be done by Adsystem because the custom solutions. Attached is a copy of their request for a partial waiver to the CIO and her concurrence to the CPO. Adsystem state their desire to increase the utilization of WBEs in the prospective agreement in the letter.

Attached is a list of M/WBEs certified in *Information Management Computer Integration Design Services* and *Computer Software Consulting Services or Consultants* as of 8/6/18. Out of the combined 61 listed,

(cont.,)

55 are MBE and 15 are WBE. Adsystem has indicated in their letter to the CIO that they will subcontract all project management responsibilities to MBEs and WBEs. . DoIT therefore recommends a partial waiver.

Please contact me at 312-742-1817 and Judith.Mims@cityofchicago.org for any additional information needed in your decision to this request.

attachments

cc: J. O'Brien/DPS
J. Chan/DPS
C. Nolan/DoIT
R. liendele/DoIT

NAICS 541512: Information management computer systems integration design services

Vendor	Location	Certification
AGB Investigative Services, Incorporated	Chicago, IL	<u>MBE</u>
Amerigo, LLC	Plainfield, IL	<u>MBE</u> <u>WBE</u>
AQL Technologies, Inc.	Park Ridge, IL	<u>MBE</u>
Clarity Partners, LLC,	Chicago, IL	<u>MBE</u>
eTek IT Services, Inc.	SCHAUMBURG, IL	<u>MBE</u>
Icon Networks	Schaumburg, IL	<u>MBE</u>
Level-(1) Global Solutions, LLC	Chicago, IL	<u>MBE</u>
Maestro Business Solutions Inc.	Naperville, IL	<u>MBE</u>
MRCCIE LLC	Chicago, IL	<u>MBE</u>
ONYX COMMUNITY SOLUTIONS, LLC, DBA ONYX COMMUNITY SOLUTIONS	OAK PARK, IL	<u>MBE</u>
Saldemar Solutions, LLC	Chicago, IL	<u>MBE</u> <u>WBE</u>
SDI Presence LLC	Chicago, IL	<u>MBE</u>
Sierra Public Safety Group LLC	Chicago, IL	<u>MBE</u>
SLG Innovation, Inc.	Chicago, IL	<u>MBE</u>
Unison Consulting, Inc.	Chicago, IL	<u>MBE</u>

TOTAL -15 Certified Firms

15 MBE

2 WBE

NAICS-541512: Computer software consulting services or consultants

Vendor	Location	Certification
8th Day Consulting, Training & Software	Oak Forest, IL	<u>WBE</u>
A. Alva Rosales & Assocs., LTD,	Chicago, IL	<u>MBE</u> <u>WBE</u>
ACCRETIX INC	Palatine, IL	<u>MBE</u>
Advanced Systems Consultant, Inc.	Chicago, IL	<u>WBE</u>
Agile N2N Inc.	Naperville, IL	<u>MBE</u>
AKA Comp Solutions, INC.	CHICAGO, IL	<u>MBE</u>
ALREK BUSINESS SOLUTIONS, INC.	Schaumburg, IL	<u>MBE</u>
Arete' Healthcare Group, LLC	Chicago, IL	<u>WBE</u>
Buckardt Technologies Inc.,	Elgin, IL	<u>WBE</u>
Carminati Consulting, Inc.	Chicago, IL	<u>WBE</u>
Clarity Partners, LLC,	Chicago, IL	<u>MBE</u>
Compucity, Inc.,	Chicago, IL	<u>MBE</u>
Data Defenders, LLC.	Chicago, IL	<u>MBE</u>
Diversified Technology, Inc., DBA DTI	Chicago, IL	<u>MBE</u>
Dynamic Interactive Business System Inc.	Bollingbrook, IL	<u>MBE</u>
ELECTRONIC KNOWLEDGE INTERCHANGE COMPANY,	CHICAGO, IL	<u>MBE</u>
eTek IT Services, Inc.	SCHAUMBURG, IL	<u>MBE</u>
GREGORY RAMON DESIGN STUDIO, INC.	CHICAGO, IL	<u>MBE</u>
High Beta Consulting LLC	chicago, IL	<u>MBE</u>
Icon Networks	Schaumburg, IL	<u>MBE</u>
Integrative Systems, Inc.	Itasca, IL	<u>MBE</u>
IT Resonance Inc	Naperville, IL	<u>MBE</u>
Kamaltech, Inc.	Chicago, IL	<u>MBE</u>
KGK & Company, LLC	Chicago, IL	<u>MBE</u>
Level-(1) Global Solutions, LLC	chicago, IL	<u>MBE</u>
Maestro Business Solutions Inc.	Naperville, IL	<u>MBE</u>
Microland, Inc.DBA Consulting Group Incorporated,	Burr Ridge, IL	<u>MBE</u>

DBA Consulting Group Incorporated		
Mind Your Manners dba The William Everett Group, DBA The William Everett Group	Chicago, IL	<u>MBE</u> <u>WBE</u>
MRCCIE LLC	Chicago, IL	<u>MBE</u>
Next Generation, Inc.	Chicago, IL	<u>MBE</u>
ONYX COMMUNITY SOLUTIONS, LLC,	OAK PARK, IL	<u>MBE</u>
R.M. Chin & Associates Inc.	Chicago, IL	<u>MBE</u> <u>WBE</u>
Ralph G. Moore & Associates, Inc.,	Chicago, IL	<u>MBE</u>
SDA Consulting, Inc.	Homewood, IL	<u>MBE</u> <u>WBE</u>
Sierra Consulting Group, Inc.	Chicago, IL	<u>MBE</u>
Sierra Public Safety Group LLC	Chicago, IL	<u>MBE</u>
Smart Technology Services., Inc.	CHICAGO, IL	<u>MBE</u>
Solai & Cameron, Inc.	CHICAGO, IL	<u>MBE</u> <u>WBE</u>
SPAAN Tech, Inc.,	Chicago, IL	<u>MBE</u> <u>WBE</u>
Sterlite Software USA, Inc.,	OAK PARK, IL	<u>MBE</u>
TECHNOLOGY EXPERTS INC.	Aurora, IL	<u>MBE</u> <u>WBE</u>
Trinuc LLC	Palatine, IL	<u>MBE</u>
Unison Consulting, Inc.	Chicago, IL	<u>MBE</u>
VisualMedia, Ltd d/b/a VisMed-3D, DBA Dima Elissa	Chicago, IL	<u>WBE</u>
Woodlawn Software Corporation	Chicago, IL	<u>MBE</u>
Xcelacore Inc.	Oak Brook, IL	<u>MBE</u>

TOTAL-46 Certified Firms

40 MBE

13 WBE



SCHEDULE D-1
Compliance Plan Regarding MBE/WBE Utilization
Affidavit of Prime Contractor

FOR NON-CONSTRUCTION PROJECTS ONLY

MUST BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT THE SCHEDULE D-1 WILL CAUSE THE BID TO BE REJECTED. DUPLICATE AS NEEDED.

Project Name: Enterprise Case Management/ Contract Follow-on

Specification No.: 1844498 Follow-on 1

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am a duly authorized representative of Adsystem, Inc.
(Name of Prime Consultant/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 and/or Cook County, Illinois (Letters of Certification Attached).

I. Direct Participation of MBE/WBE Firms:

NOTE: The bidder/proposer shall, in determining the manner of MBE/WBE participation, first consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services directly related to the performance of this contract.

A. If bidder/proposer is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification, Schedule B form and a copy of Joint Venture Agreement clearly describing the role of each MBE/WBE firm(s) and its ownership interest in the joint venture.

B. Complete this section for each MBE/WBE Subcontractor/Supplier/Consultant participating on this contract:

1. Name of MBE/WBE: The William Everett Group

Address: 35 East Wacker Street, Suite 3900, Chicago, IL 60601

Contact Person: Ellen Rozelle Turner

Phone Number: 312-564-5680

Dollar Value of Participation \$ 513,385

Percentage of Participation % 6.96% (of Follow-on Base value)

Mentor Protégé Agreement (attach executed copy): () Yes (X) No Add'l Percentage Claimed:¹ %

Total Participation % 6.96% (of Follow-on Base value)

2. Name of MBE/WBE: MKM Consulting, Inc.

Address: 2016 North Clifton Avenue, Chicago, IL 60614

Contact Person: Maryann Miskiewicz

¹ The Prime Contractor may claim an additional 0.333 percent participation credit (up to a maximum of five (5) percent) for every one (1) percent of the value of the contract performed by the MBE/WBE protégé firm.

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

Phone Number: 773-519-1826

Dollar Value of Participation \$ 47,208

Percentage of Participation % 0.64% (of ECM Follow-on Base)

Mentor Protégé Agreement (attach executed copy): () Yes (X) No Add'l Percentage Claimed: %

Total Participation % 0.64% (of ECM Follow-on Base)

3. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: %

Total Participation % _____

4. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: %

Total Participation % _____

5. Attach Additional Sheets as Needed

II. Indirect Participation of MBE/WBE Firms

NOTE: This section need not be completed if the MBE/WBE goals have been met through the direct participation outlined in Section I. If the MBE/WBE goals have not been met through direct participation, Contractor will be expected to demonstrate that the proposed MBE/WBE direct participation represents the maximum achievable under the circumstances. Only after such a demonstration will indirect participation be considered.

MBE/WBE Subcontractors/Suppliers/Consultants proposed to perform work or supply goods or services where such performance does not directly relate to the performance of this contract:

1. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

2. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

3. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

4. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

5. Attach Additional Sheets as Needed

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

III. Summary of MBE/WBE Proposal

A. MBE Proposal (Direct & Indirect)

1. MBE Direct Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
The William Everett Group	\$513,385	6.96%
Total Direct MBE Participation	\$513,385	6.96%

2. MBE Indirect Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
Total Indirect MBE Participation		

B. WBE Proposal (Direct & Indirect)

1. WBE Direct Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
MKM Consulting, Inc.	\$47,208	0.64%
Total Direct WBE Participation	\$47,208	0.64%

2. WBE Indirect Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
Total Indirect WBE Participation		

