



**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.

<b>Department</b>	<b>Originator Name</b>	<b>Telephone</b>	<b>Date</b>	<b>Signature of Application Author</b>
Department of Planning and Development Contract Liaison	Peter Murawski	3312-744-6228	May 28, 2020	
	<b>Email Contract Liaison</b>	<b>Telephone</b>		
Alessandra Budnik	alessandra.budnik@cityofchicago.org	312-744-4773		

**List Name of NCRB Attendees/Department**

Peter Murawski	Department of Planning and Development
Paul Imparl	Department of Planning and Development
Alessandra Budnik	Department of Planning and Development
Christopher Jang	Department of Planning and Development

Request NCRB review be conducted for the product(s) and/or service(s) described herein.

Company: CoStar Realty Information Inc.

<b>Contact Person:</b>	<b>Phone:</b>	<b>Email:</b>
Brendan Church	312-292-1806	bchurch@costar.com

**Project Description:** This is a licensed-based online real estate information retrieval service DPD uses to complete its real estate and business development projects.

**This is a request for:**

<input checked="" type="checkbox"/> New Contract	<input type="checkbox"/> Amendment / Modification
<b>Contract Type</b>	<b>Type of Modification</b>
<input checked="" type="checkbox"/> Blanket Agreement    Term: <u>36</u> (# of mo)	<input type="checkbox"/> Time Extension <input type="checkbox"/> Vendor Limit Increase <input type="checkbox"/> Scope Change
<input type="checkbox"/> Standard Agreement	Contract Number: _____
	Specification Number: _____
	Modification Number: _____

<b>Department Request Approval</b>		<b>Recommended Approval</b>	
	6/1/20		JUL 22 2020
DEPARTMENT HEAD OR DESIGNEE	DATE	BOARD CHAIRPERSON	DATE
Maurice D. Cox		Steven M. Loboda	
PRINT NAME		PRINT NAME	

<b>(FOR NCRB USE ONLY)</b>	
Recommend Approval/Date: _____	
Return to Department/Date: _____	
Rejected/Date: _____	

Approved     Rejected

CHIEF PROCUREMENT OFFICER    JUL 22 2020

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. DPD has been a longtime user of CoStar Realty Information Inc. Their services are necessary to the TIF, Economic Development and Business Development divisions for finding commercial real estate properties suitable for DPD's economic development projects. The Finance Department once had a sole source professional service contract with this vendor which was not extended or replaced when it expired in 2014. Finance and DPS then recommended DPD take over the contract administration for this professional service.
2. This is a continuation of a previous procurement. The current contract will expire on June 30, 2020 and there are no additional renewal options available.
3. DPD searched for alternative software platforms and license subscriptions that could serve DPD programs and research needs. DPD staff that use this information were involved in the search. Two vendors' software platform services were examined and neither tracked the high number of properties or provided the level of market detail as Costar.
4. Chris Jang (Economic Development Division) and Chris Stark (TIF Administration) searched for comparable vendors. Each performed a review of First American Title services and searched for alternative software platforms and license subscriptions, such as esri, that could serve DPD programs and research needs. None tracked the volume of properties or provided the level of market detail as Costar Realty Information, Inc. Both staff also contacted former CoStar users to determine if they were aware of any user services that were similar to Costars; none was identified.
5. DPD will continue to evaluate any alternative software that we may become aware of for future procurement opportunities. Otherwise, DPD will continue to use CoStar for these services.
6. We are not aware of a future competitive bidding being possible at this time as CoStar is the only vendor currently that can provide the specific real estate information DPD needs.

**ESTIMATED COST**

1. DPD is requesting a 36-month base term with two 1-year renewal options. The cost is based on a monthly fee for 10 licenses. The total value of the 3-year term is \$139,284. The monthly fees are detailed by year below:

Base Term:

Year 1 rate (7/1/2020-6/30/2021) - \$3,427/month

Year 2 rate (7/1/2021-6/30/2022) - \$4,000/month

Year 3 rate (7/1/2022-6/30/2023) - \$4,180/month

2. The estimated fiscal year costs are:

Year 1 -\$41,124

Year 2 -\$48,000

Year 3 -\$50,160

3. The cost was based on a negotiated quote from CoStar. The number of licenses increased to 10 because of the minimal compliance requirements for an organization of our department's size. Please see attached quote from CoStar.

4. Not applicable.



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

5. The cost was negotiated by our user staff and deputy managers. DPD determined the final quote was reasonable.

**SCHEDULE REQUIREMENTS**

1. DPD held in-person meetings and telephone conferences with CoStar and exchanged email correspondence to develop a schedule.
2. Not applicable.
3. Delivery and completion dates do not apply as this is an online real estate data platform.
4. Without access to CoStar, DPD would have no alternative resource to provide the range of real estate industry information in a comprehensive and cost effective manner. The types of research the TIF Admin staff conduct is not readily available and DPD can find no similar alternative to CoStar. The loss of this contract would be detrimental to DPD's ability to carry out economic development projects for the City of Chicago.

**EXCLUSIVE OR UNIQUE CAPABILITY**

1. This service is limited to user license subscriptions only.
2. Please see the attached letter from CoStar that describes their unique capability for providing this service.
3. Costar provides full access to commercial real estate inventory, demographic information, site selection/validation, competitive market analysis, verified sales comps and value trends, tax appeal information and mapping and parcel data. Other research companies such as Compstak and Reonomy are difficult to use and often do not provide the information Costar provides in user friendly environment.
  - Costar helps DPD to establish/confirm sale and lease values more accurately. Oftentimes, DPD reviews development financial pro forma and projected return on investment and equity to avoid over subsidizing development projects.
  - Costar provides tenant, property and contact information. The information provides crucial decision points for DPD to consider when seeking acquisition authority, underwriting TIF assistance request, reviewing Cook County Tax Incentive requests, and drafting request for proposals.
  - Costar provides the most updated data which are often not the case with other resources. Other available resources do not have the network and necessary workforce necessary to update the information on a timely basis. Such lack of capacity often results in lack of useful and updated data and even inaccurate data. Having current information becomes even more important as the market has changed drastically since the Covid 19 pandemic began in March 2020.
4. Please see the attached letter from CoStar for a description of their technical capabilities.
5. CoStar is able to provide a broad spectrum of commercial properties including sales price, comparables, and other real estate features.
6. Costar provides license subscriptions to DPD staff that use to readily conduct research and analysis for their economic development projects.
7. Yes, CoStar is the proprietor of the software platform and the technical data they offer.
8. Not applicable.

MBE/WBE Compliance Plan - CoStar submitted a compliance waiver request which is attached to this submission. They referenced impracticality as one of their justifications. CoStar provides an online database of information which does not allow for subcontracting opportunities. DPD considered their request and concurs with CoStar. DPD is cognizant of the City's overall stated goal requirements and will continue to request compliance on other projects.

**OTHER**

Not applicable.



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

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EXCLUSIVE OR UNIQUE CAPABILITY

1. This service is limited to user license subscriptions only.
2. Please see the attached letter from CoStar that describes their unique capability for providing this service.
3. CoStar maintains a staff with specialized research skills as necessary to maintain their proprietary license suites and platform services.
4. Please see the attached letter from CoStar for a description of their technical capabilities.
5. CoStar is able to provide a broad spectrum of commercial properties including sales price, comparables, and other real estate features.
6. CoStar provides license subscriptions to DPD staff that use to readily conduct research and analysis for their economic development projects.
7. Yes, CoStar is the proprietor of the software platform and the technical data they offer.
8. Not applicable.

MBE/WBE Compliance Plan - CoStar submitted a compliance waiver request which is attached to this submission. They referenced impracticality as one of their justifications. CoStar provides an online database of information which does not allow for subcontracting opportunities. DPD considered their request and concurs with CoStar. DPD is cognizant of the City's overall stated goal requirements and will continue to request compliance on other projects.

OTHER

Not applicable.



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: May 28, 2020

Department Name: PLANNING AND DEVELOPMENT

Requisition No: 342596      Specification No: 1203006

PO No: TBD      Modification No: N/A

Contract Liaison: Alessandra Budnik

Telephone: (312) 744-4773

Email: alessandra.budnik@cityofchicago.org

Project / Program Manager: PAUL IMPARL

Telephone: (312) 742-0844

Email: paul.imparl@cityofchicago.org

For Blanket Agreements, the lead department must consult with other departments who may want to participate in 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 all parties  
 3) **ITGB:** IT project valued at \$100,000.00 or more, attach approval transmittal sheet.

\*Contract Liaison Signature  
*[Signature]*

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

**Project Title:** NON-COMPETITIVE REVIEW BOARD - NEW CONTRACT REQUEST

**Project Description:** Co Star Realty Information, Inc. SOFTWARE LICENSING SUBSCRIPTIONS FOR A MINIMUM OF 10 LICENSES FOR A TERM OF 36 MONTHS WITH AN OPTION TO TWO ONE YEAR RENEWAL TERMS, AN ADDITIONAL 24 MONTHS TIME EXTENSION

**Funding:**

Corporate       Bond       Enterprise       Grant       Other:

IDOT/Transit       IDOT/Highway       FHWA       FTA       FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
001	020	0100	054	2005	0149	220149	00000	000000	\$139,284

Check One:

**New Contract Request**

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

\*Project / Program Manager Signature  
*[Signature]*

\*Commissioner/Authorized Designee Signature  
*[Signature]*

**Purchase Order Information:**

Contract Term (No. of Months): 36 MONTHS

Extension Options (Rate of Recurrence): 24 MONTHS

Estimated Spend/Value: \$ \$139,284

**Grant Commitment / Expiration Date:**

Pre-Bid/Submittal Conference:  Yes  No

Mandatory       Site Visit

**Purchase Order Type:**

Blanket/Purchase Order (DUR)

Master Consultant Agreement (Task Order)

Standard/One-Time Purchase

**Procurement Method:**

Bid     RFP     RFQ     RFI

Small Order

**Special Approvals Required:**

Emergency

Non-Competitive Review Board (NCRB)

Request for Individual Contract Services

Information Technology Governance Board (ITGB)

IDOT Concurrence

**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: N/A

PO End Date: N/A

Amount (Increase/Reduction)

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

Full Compliance       Contract Specific Goals

No Stated Goals       Waiver Request

**Risk Management / EDS / IDOT**

**Safety Enhancing Vehicle Equipment (MCC 2-92-597) Yes\_\_No\_\_**

**Modification/Amendment Type:**

Time Extension       Scope Change/Price Increase /Additional Line Item(s)

Vendor Limit Increase       Requisition Encumbrance Adjustment

Other (specify):

Insurance Requirements (included)  Yes  No

EDS Certification of Filing (included)  Yes  No

IDOT Concurrence (required)  Yes  No

**Vendor Information**

Name: CoStar Realty Information, Inc.

Contact: Brendan Church

Address: 1331 L Street, NW, Washington, DC 20005

E-mail: bchurch@costar.com

Phone: (312) 292-1806




DEPARTMENT OF PLANNING AND DEVELOPMENT  
CITY OF CHICAGO

MEMORANDUM

DATE: July 7, 2020

TO: Collen Twohig  
NCRB Secretary

ATTN: Steven Loboda  
NCRB Chairman

FROM:   
Peter Murawski  
Deputy Commissioner – DPD and DOH Finance

SUBJECT: **NCRB Meeting Follow-up / CoStar Realty**

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As requested during the NCRB meeting today, please find below the explanation regarding the funding source to cover the cost of the CoStar Realty services for the remainder of 2020:

**Funding Line: 020-0100-0542005-0149-220149**

- 7/1/20-8/31/20: \$2,527/month or \$5,054 for 2 months (July and August 2020)
  - 9/1/20-12/31/20: \$3,427/month or \$13,708 for 4 months (Sept – Dec 2020)\*
- Total: \$18,762

\*The above assumes that the new contract will go into effect on 9/1/2020.

Current Funding Balance as per FMPS as of 7/7/20: 3,980.65

Identified Shortfall: \$14,781.35

**Solution:**

DPD has identified costs totaling \$11,372.01 that were originally incorrectly charged to this fund line for two (2) lease payments associated with Canon copiers. These costs belong to account 0159 instead. See Attachment A for more details. As a result, DPD Finance will transfer such cost via a Journal Voucher process to a more appropriate account. The net effect of this transfer will be an increased available balance that will allow for the CoStar Realty service costs to be charged to the fund line identified in our NCRB package.

# Attachment A

## NCRB Follow up

### Funding Issue

7.7.20

Pymt Date	Vendor Name	Check Nbr	Voucher (Batch) Number	Invoice PO Number	Ris #	Invoice Description	BFY Code	Fund Code	Cost Center	Appr	Invoice Line Amount
4/10/2020	CANON SOLUTION	10973217	PVCI20CI300998	28384	2354	LEASE OF COPIE	020	0100	0544001	0149	\$6,236.95
3/9/2020	CANON SOLUTION	10970904	PVCI20CI308647	28384	2311	LEASE OF COPIE	020	0100	0544001	0149	\$5,135.06
<b>Tototal Incorrect Charges:*</b>											<b>\$11,372.01</b>

**7/7/20 FMPS Available Balance:**

**Total Adjusted Available Balance:\*\***

**Funds Needed:**

**Surplus**

\* These charges belong to account 0159 (Leases)

\*\* Funds that will be available after a Journal Voucher (JV) adjustment is processed.



**DEPARTMENT OF PLANNING AND DEVELOPMENT  
CITY OF CHICAGO**

To: Shannon E. Andrews  
Chief Procurement Officer

From:   
Maurice D. Cox  
Commissioner  
Department of Planning and Development

Date: May 28, 2020

Re: Non-Competitive Bid Consideration for **CoStar Realty Information, Inc.**  
License Subscription Term Contract  
**Requisition #: 342596**  
**Specification #: 1203006**

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The Department of Planning and Development (DPD) respectfully requests consideration from the Non-Competitive Review Board (NCRB) for a non-competitive bid with CoStar Realty Information, Inc. for software licensing subscriptions for 10 licenses. DPD is requesting a base contract term of 36 months with two one-year renewal option terms. For the purposes of this request, any reference to Costar Group in the company's submitted documents is short form for CoStar Realty Information, Inc.

DPD has been a longtime user of CoStar Realty Information, Inc.'s services. The software is an essential tool used by DPD's Economic Development, TIF Administration, and Business Development divisions. This critical software is used to:

- Search available commercial/industrial properties within specific geographic areas with specific attributes
- Search vacant lands
- Research historical data about specific properties and geographic areas within the City of Chicago
- Research transaction data to confirm/verify development proposals and development budget
- Identify comparable properties when performing underwriting of TIF economic development deals
- Monitor developer compliance for ongoing agreements



- Conduct financial analysis performed by the TIF Administration team such as for the Class L tax incentive
- Determine rental rates, vacancy rates, and tenant/property listings for discrete market areas throughout the City
- Obtain most commercial property details that are available anywhere: for lease, sales properties, fully leased properties, historical data, key tenants, building photos, maps and floor plans, true ownership information, demographic data and more.

### **Justification**

DPD is requesting this non-competitive bid due to our inability to identify other vendors that can provide real estate data with the specific level of detail required for our Economic Development, TIF Administration, and Business Development divisions.

Without access to CoStar Realty Information, Inc., DPD would have no alternative resource that can provide the range of accurate and industry trusted information in a comprehensive and cost effective manner. The type of research the divisions rely on CoStar Realty Information, Inc. for does not have an easily replaceable alternative that DPD has identified. Its loss would be detrimental to DPD's ability to conduct accurate underwriting and monitoring of its redevelopment agreements. DPD would not be able to provide new assembly/relocation/expansion sites to potential businesses and developers or verify information provided by developers to ensure financial forecasts and proposed budgets are properly stated based on market conditions and historical and comparable data. These elements are critical to real estate and development deals as well as related analysis.

A search for comparable vendors was conducted by two of our program providers and license users, Christopher Jang and Christopher Stark. Each performed a review of First American Title services and searched for alternative software platforms and license subscriptions, such as esri, that could serve DPD programs and research needs. None tracked the volume of properties or provided the level of market detail as Costar Realty Information, Inc. Both staff also contacted former CoStar users to determine if they were aware of any user services that were similar to Costars; none was identified.

### **Cost and Term**

Per the vendor's quote for services, the cost would begin at \$3,427 per month for 10 licenses in year 1 of the contract and increases each year of the 3-year total term. The total value of the contract is \$139,284. A copy of the quote is attached with this request. DPD would like to enter into a contract with CoStar Realty Information, Inc. for 36 months with two one-year renewal options for an additional 24 months.

### **Waiver of Minority and Women Owned Vendor Participation**

CoStar Realty Information, Inc. has requested a waiver of the City's MBE/WBE compliance requirements. CoStar Realty Information, Inc. referenced impracticality as a basis for their waiver

request. CoStar Realty Information, Inc. provides an online database of information which does not allow room for secondary or subcontracting needs. CoStar Realty Information, Inc. is unable to identify appropriate MBE/WBE to supplement any part of the proprietary services provided on its platform system. The Department of Planning and Development concurs with their justifications and requests the MBE/WBE requirements be waived. DPD is cognizant of the City's stated goals requirements and will continue to request compliance on other projects.

For any questions regarding this matter, please contact Paul Imparl at 2-0844 or Alessandra Budnik at 4-4773.

Thank you for your cooperation to this matter.

Cc: Paul Imparl, DPD  
Peter Murawski, DPD  
Alessandra Budnik DPD

# CoStar

150 N Riverside Drive  
Suite 5100  
Chicago, IL 60606

888 658 7368 Toll Free  
312 263 6256 Fax

costargroup.com  
NASDAQ: CSGP

May 27, 2020

Mr. Paul Impari  
City of Chicago  
121 N. LaSalle Street  
Chicago, IL 60602

RE: Costar Realty Information, Inc Justification Letter

Dear Mr. Paul Impari:

As the nation's leading provider of commercial real estate information, Costar Realty Information, Inc is the only company that takes a census level approach to gathering information on commercial real estate. Over the last 30 years, our firm is the only provider of information on over 4,200,000 million commercial properties tracked nationwide. Our information is researched and verified by the industry's largest research organization consisting of over 1,800 highly-trained research professionals and more than 250 field research vehicles scouring the market to ensure you have access to information you can't get anywhere else.

Costar Realty Information, Inc enables the City of Chicago, through this subscription, to retrieve high level, detailed information on commercial properties from both the macro and micro perspective. This includes completed sale transactions, lease transactions, property/market analytics, tenant data, and much more. All this information is proprietary and only available through Costar Realty Information, Inc.

Our property information has been proactively researched, independently verified and is continuously updated by our research staff. There are 30+ researchers assigned to the Chicago market for updating and verification purposes.

## Description of CoStar Suite Service

**CoStar Realty Information, Inc, Property Professional:** Our flagship product for the professional who needs the most commercial property detail available anywhere: for lease and for sale properties, fully-lease properties, historical data, key tenants, building photos, maps and floor plans, true ownership info, demographic data and more.

In the Chicago market our Property Professional database includes:

- 144,883 Properties totaling over 3.5 Billion SF
- 9,798 Properties For Sale and 10,619 Properties For Lease
- 155,000,000 of available space, 17,600,000 SF of available sublet space

# CoStar

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Suite 5150  
Chicago, IL 60606

888 658 7368 Toll Free  
312 263 6256 Fax

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NASDAQ: CSGP

**CoStar Realty Information, Inc, COMPS:** Comprehensive national coverage of comparable sales transactions allowing professionals to research property comparables, track market trends, identify true buyers and sellers and expedite the appraisal process and support property valuations.

In the Chicago market our Comps Professional database includes:

- 137,764 Total Sales Comps, 8,275 in the last 12 months

**CoStar Realty Information, Inc, Tenant:** Verified profiles of commercial tenants across top U.S. markets. Get critical pieces of information, including: lease expiration dates, business type, neighboring tenants, employee size, contact names and growth rates.

In the Chicago market our Tenant database includes:

- 193,040 Total Commercial Real Estate Tenants

**CoStar Realty Information, Inc, Go:** The power of CoStar Suite on the go via an iPad application.

**CoStar Realty Information, Inc, Lease Analysis:** Gives the user an understandable cash flow analysis for any proposed or existing lease. It combines cutting-edge financial modeling with CoStar's comprehensive property information, enabling you to compare lease alternatives fast and easy.

Subscription also includes access to monthly webinars and our Daily Updates and invitation to quarterly "State of the Market" webinar.

Sincerely,

Brendan Church



Account Executive  
CoStar Realty Information, Inc

# CoStar

150 N. Riverside Drive  
Suite 5150  
Chicago, IL 60606

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312 263 6256 Fax

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NASDAQ: CSGP

May 27, 2020

Mr. Paul Imparl  
City of Chicago  
121 N. LaSalle Street  
Chicago, IL 60602

RE: CoStar Realty Information, Inc Exclusive Capability

As the nation's leading provider of commercial real estate information, Costar Realty Information, Inc is the only company that takes a census level approach to gathering information on commercial real estate. CoStar Realty Information, Inc employs the largest research staff in the industry of nearly 2,000 trained, college educated researchers. Our research team works in state-of-the-art research centers throughout the US, Canada and Europe to provide verified commercial real estate data and analytics. CoStar Realty Information, Inc also employs a team of field researchers that scour the market for new construction and development. CoStar Realty Information, Inc is the only provider that tracks construction activity. Overall, CoStar Realty Information, Inc invests an industry leading \$250 million into research annually.

Over the past 30 years, CoStar Realty Information, Inc has developed the most comprehensive offering in real estate. From offices and industrial properties, to apartments and shopping centers, to ranchlands and farms, we cover the entire real estate income-property ecosystem, providing solutions that meet the needs of all of our audiences. Aside from CoStar, CoStar Realty Information, Inc owns LoopNet, Apartments.com, Apartment Finder, Apartment Home Living, ForRent, BizBuySell, BizQuest, Lands of America and str. Data gathered under the CoStar Realty Information, Inc umbrella feeds directly into CoStar and is available to CoStar subscribers.

CoStar Realty Information, Inc subscribers have access to a best in class support staff. Each CoStar user has a dedicated Account Manager, Product Specialist and Market Economist assigned to their account. Licensed CoStar users have unlimited access to best in class training and support.

Sincerely,

Brendan Church



Account Executive  
CoStar Realty Information, Inc

CoStar

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May 27, 2020

Mr. Paul Imparl  
City of Chicago  
121 N. LaSalle Street  
Chicago, IL 60602

RE: CoStar Realty Information, Inc Pricing & Term

Dear Mr. Paul Imparl:

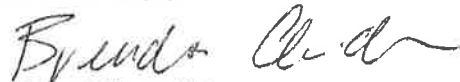
As discussed, the below CoStar Realty Information, Inc rates for 10 users will be in effect for the three [3] year term. The term start date is 7/1/2020.

Base Term:

1. Year 1 rate (7/1/2020-6/30/2021) - \$3,427/month
2. Year 2 rate (7/1/2021-6/30/2022) - \$4,000/month
3. Year 3 rate (7/1/2022-6/30/2023) - \$4,180/month

Sincerely,

Brendan Church



Account Executive  
CoStar Realty Information, Inc

Scope of Work for CoStar Realty Information, Inc.

**1.1 Scope of Work**

DPD is requesting special consideration for a non-competitive bid due to our inability to find any other vendors which can provide the data with the type and level of detail required by DPD's staff with respect to the information needed to perform research required for our Economic Development, Business Development and TIF Administration divisions.

Provide 10 licenses and access to the Department of Planning and Development assigned staff for the CoStar Realty Information, Inc.'s suites. The suites will allow for the following:

- Search available commercial/industrial properties within specific geographic areas with specific attributes
- Search vacant lands
- Research historical data about specific properties and geographic areas within the City of Chicago
- Research transaction data to confirm/verify development proposals and development budget
- Identify comparable properties when performing underwriting of TIF economic development deals
- Monitor developer compliance for ongoing agreements
- Conduct financial analysis performed by the TIF Administration team such as for the Class L tax incentive
- Determine rental rates, vacancy rates, and tenant/property listings for discrete market areas throughout the City
- Obtain commercial property details: for lease, sales properties, fully leased properties, historical data, key tenants, building photos, maps and floor plans, true ownership information, demographic data and more.

Prepared By:



Date

5/6/2020

**Paul A. Imparl  
Department of Planning and Development  
Data Services Administrator**

<b>Section I: General Contract Information</b>	
Department Name	Department of Planning and Development
Department Contact Name	Alessandra Budnik
Department Contact Number	312-744-4773
Department Contact Email	Alessandra.budnik@cityofchicago.org
Contract Number	New Request
Contract Subject Name	CoStar Realty Information, Inc.
Contract Initiation Date	Upon NCRB approval, contract should start 7/1/2020
Original Contract Amount	\$139,284 (3-year term total)
Original Contract Expiration Date	Current contract will expire on 6/30/2020
Budgeted amount for current year	\$45,428 – estimate we will need \$20,000 for 2020.
Year to date expenditure	N/A
Are funds	<input checked="" type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> TIF <input type="checkbox"/> Grant
What is the funding strip?	020-0100-P542005-0149
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
<b>Section II: Contract Modifications</b>	
Complete this section if you are modifying the value of an existing contract.	
Contract Value Increase	
New total contract amount	
New contract expiration date	
Goods/services provided by this contract	



Justification of need to modify this contract	
Impact of denial	
<b>Section III. Issue a Request for Services to a Master Consulting Agreement</b>	
Complete this section if you want to issue a request for services to a Master Consulting Agreement	
Value of planned task order request	\$139,284
Expiration date of planned task order request	36 months
Scope of services	DPD is submitting a non-competitive bid application for CoStar for licenses to access their online real estate databases.
Justification of need to issue request for services	The online service is important for DPD to conduct research on local real estate properties and perform analysis,
Impact of denial	DPD would not be able to complete its real estate and economic development projects for the City.
<b>Section IV: Assessment of Office of Budget and Management Analyst</b>	
Approve/Deny	Approve
OBM Analyst Initials	JN
OBM Analyst Name/number	Jacob Nudelman/4-5226




**DEPARTMENT OF PLANNING AND DEVELOPMENT  
CITY OF CHICAGO**

**MEMORANDUM**

**TO:** Shannon E. Andrews  
Chief Procurement Officer  
Department of Procurement Services

**ATTN:** Monica Jimenez  
First Deputy Procurement Officer  
Department of Procurement Services

**FROM:**   
Maurice D. Cox  
Commissioner

**DATE:** May 5, 2020

**RE:** No Stated MBE/WBE Goals Request for NCRB Procurement for Costar Realty Information, Inc.  
**Requisition #: 342596**  
**Specification #: 1203006**

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The Department of Planning and Development (DPD) respectfully requests consideration for approval for a no stated goals for a Non-Competitive Bid (NCRB) with CoStar Realty Information, Inc. DPD is requesting a contract for software licensing subscriptions for a minimum of 10 licenses for a term of 36 months with two one year renewal options.

**No Stated Goals for Minority and Women Owned Vendor Participants**

CoStar Realty Information, Inc. has requested a no stated goals for this contract request. CoStar Realty Information, Inc. referenced impracticality as a justification for the waiver request for the MBE/WBE requirements. The company provides an online database of information which does not allow room for subcontracting opportunities. CoStar Realty Information, Inc. is unable to identify appropriate MBE/WBE participants to supplement the its proprietary services provided on its platform system. The Department of Planning and Development concurs with CoStar Realty Information, Inc.'s justification and requests the MBE/WB waiver be approved. DPD is aware of the City's stated goals requirements and will continue to request compliance on other projects.

If you have any questions regarding this request, please contact Paul Imparl at 312-742-2084.

Thank you

CoStar

150 N Riverside Drive  
Suite 5100  
Chicago, IL 60606

888 658 7368 Toll Free  
312 263 6256 Fax

costargroup.com  
NASDAQ: CSGP

May 27, 2020

Mr. Paul Imparl  
City of Chicago  
121 N. LaSalle Street  
Chicago, IL 60602

RE: Costar Realty Information, Inc Request of MBE/WBE Goals Waiver

Dear Mr. Paul Imparl:

In reference to contract between CoStar Realty Information, Inc and City of Chicago, CoStar is hereby requesting that the Chief Procurement Officer grant a waiver of the MBE/WBE Goals based on Impracticability.

CoStar Realty Information, Inc provides an online database of information and as such does not have adequate contracting needs within the local community to meet the goals of this program. No portion of this database is housed or maintained in the City of Chicago or State of Illinois. CoStar Realty Information, Inc does maintain a small sales force in Chicago as well as three research vehicles. The current contract goals would require CoStar Realty Information, Inc to utilize the services of less than one WBE and less than two MBEs and therefore such partnerships would have only a nominal impact on the stated objectives of this program.

Based on such a small and specific need for local vendors, CoStar Realty Information, Inc had been unable to identify an appropriate MBE/WBE firm certified by the City of Chicago to participate as a partner in this contract and any additional efforts to do so would be impractical.

I appreciate your consideration in this matter.

Sincerely,



Brendan Church  
Account Executive  
CoStar Realty Information, Inc



CERTIFICATE OF FILING FOR  
CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 148656

Date of This Filing:01/24/2020 05:09 PM

Certificate Printed on: 05/06/2020

Original Filing Date:01/24/2020 05:09 PM

Disclosing Party: CoStar Realty Information, Inc. Title:Corporate Counsel

Filed by: Mr. Todd Jasnow

Matter: Information Services

Applicant: CoStar Realty Information, Inc.

Specification #:

Contract #:

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)  
08/13/2019

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).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext.): 8662837122		FAX (A/C. No.): (800) 363-0105
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Costar Group, Inc. 1331 L Street NW Washington DC 20005 USA	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A: Berkley National Insurance Company		38911
	INSURER B: ACE American Insurance Company		22667
	INSURER C:		
	INSURER D:		
	INSURER E:		

Holder Identifier :

**COVERAGES**      **CERTIFICATE NUMBER: 570077841661**      **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.      **Limits shown are as requested**

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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			TCP7014917Q11	07/01/2019	07/01/2020	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$15,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			TCP 7014917 Q-11	07/01/2019	07/01/2020	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY ( Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			TCP7014917Q11	07/01/2019	07/01/2020	EACH OCCURRENCE	\$10,000,000
							AGGREGATE	\$10,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	Twc7014918Q10	07/01/2019	07/01/2020	<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
B	E&O-MPL-Primary			EONG25547147004 Claims-Made SIR applies per policy terms & conditions	07/01/2019	07/01/2020	Limit of Liability	\$10,000,000

Certificate No : 570077841661

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Evidence of Insurance.

<b>CERTIFICATE HOLDER</b>  Costar Group, Inc. 1331 L Street NW Washington DC 20005 USA	<b>CANCELLATION</b>  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  <i>Aon Risk Services Northeast, Inc.</i>