



**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	Originator Name	Telephone	Date	Signature of Application Author
Planning and Development	Paul Imparl	312-742-0844	12/19/19	
Contract Liaison	Email Contract Liaison	Telephone		
Peter Murawski	peter.murawski@cityofchicago.org	312-744-6228		

List Name of NCRB Attendees/Department

Paul Imparl
 Peter Murawski
 Christopher Jang
 Alessandra Budnik

Per M.

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

Company: **CoStar Realty Information, Inc.**

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

Project Description: This request is for a VLI of \$8,397 to be added to the current PO limit of \$90,972 for a new PO Limit of \$99,369 to cover a time extension from 3/19/20 through 6/30/20. Online Real Estate information retrieving license which grants designated licensees access and shows available commercial properties that may be used for economic development, TIF and business development real estate related deals, including but not limited to property demolitions and acquisitions within the City of Chicago. Vendor will maintain software platform and provides access through monthly license subscriptions for users accessibility.

This is a request for:

<input type="checkbox"/> New Contract	<input checked="" type="checkbox"/> Amendment / Modification
Contract Type	Type of Modification
<input type="checkbox"/> Blanket Agreement Term: ____ (# of mo)	<input checked="" type="checkbox"/> Time Extension <input checked="" type="checkbox"/> Vendor Limit Increase <input type="checkbox"/> Scope Change
<input type="checkbox"/> Standard Agreement	Contract Number: 51595
	Specification Number: 264587
	Modification Number: 1

Department Request Approval	Recommended Approval
DEPARTMENT HEAD OR DESIGNEE	BOARD CHAIRPERSON
DATE: 12/19/19	DATE: 3/10/20
PRINT NAME: MAURICE D. COX	PRINT NAME: Steven Loboda

(FOR NCRB USE ONLY)

Recommend Approval/Date: _____

Return to Department/Date: _____

Rejected/Date: _____

Approved Rejected

CHIEF PROCUREMENT OFFICER 10 March 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

This is request is for a VLI to a current PO # 51595 and time extension from 3/19/20 through 6/30/20 only. Please refer to our original NCRB submission that was approved by CPO on 3/14/17 as all other terms and conditions previously approved remain the same.

ESTIMATED COST

The estimated cost to be covered by the VLI is \$8,397, which will cover the period of 3/19/20 through 6/30/20 only. Please refer to our original NCRB submission that was approved by CPO on 3/14/17 as all other terms and conditions previously approved remain the same..

SCHEDULE REQUIREMENTS

This is request is for a VLI to a current PO # 51595 and time extension from 3/19/20 through 6/30/20 only. Please refer to our original NCRB submission that was approved by CPO on 3/14/17 as all other terms and conditions previously approved remain the same..

EXCLUSIVE OR UNIQUE CAPABILITY

This is request is for a VLI to a current PO # 51595 and time extension from 3/19/20 through 6/30/20 only. Please refer to our original NCRB submission that was approved by CPO on 3/14/17 as all other terms and conditions previously approved remain the same..

OTHER

This is request is for a VLI to a current PO # 51595 and time extension from 3/19/20 through 6/30/20 only. Please refer to our original NCRB submission that was approved by CPO on 3/14/17 as all other terms and conditions previously approved remain the same..

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: **DECEMBER 19, 2019**

Department Name:
PLANNING AND DEVELOPMENT

Requisition No: **321269** Specification No: **264587**

PO No: **51595** Modification No:

Contract Liaison:
PETER MURAWSKI

Telephone:
(312) 744-6228

Email:
peter.murawski@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: **CoStar Realty Information, Inc.**

Project Description: **Vendor Limit Increase of \$8,397 and Time Extension Through 6-30-2020 for Small Order Agreement for Online Real Estate Research**

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	<i>20</i>	<i>P.M.</i>	0100	054	2005	0149	220149	00000	000000	\$8,397

3/3/2020

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):

Extension Options (Rate of Recurrence): **3 Months**

Estimated Spend/Value: **\$ \$99,369**

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

Modification or Amendment

Modification Information:

PO Start Date: **3/19/2020**

PO End Date: **6/30/2020**

Amount (Increase/Reduction): **INCREASE: \$8,397**

Contract Type:

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

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):

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

Full Compliance Contract Specific Goals
 No Stated Goals Waiver Request

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**

Risk Management / EDS / IDOT

Insurance Requirements (included) Yes No

EDS Certification of Filing (included) Yes No

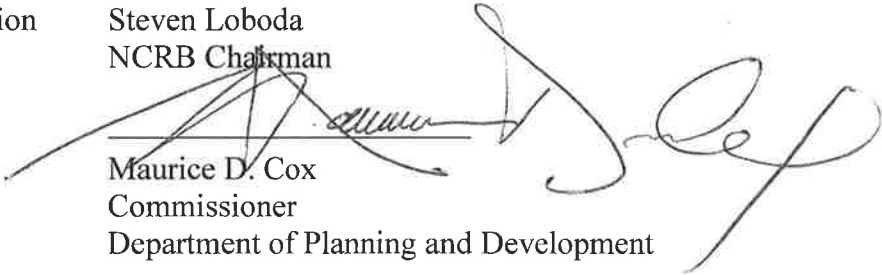
IDOT Concurrence (required) Yes No



DEPARTMENT OF PLANNING AND DEVELOPMENT
CITY OF CHICAGO

To: Shannon E. Andrews
Chief Procurement Officer
Department of Procurement Services (DPS)

Attention Steven Loboda
NCRB Chairman

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

Date: December 19, 2019

Re: **Request of Non-Competitive Review Board (NCRB) Approval for CoStar Realty Information, Inc. Contract Amendment / VLI / Time Extension through 6/30/2020**
PO # 51595
Specification # 264587
Requisition # 321269

The Department of Planning and Development (DPD) is requesting approval by the Non-Competitive Review Board (NCRB) of a **Vendor Limit Increase** of \$ 8,397 to our existing Purchase Order # 51595 with **CoStar Realty Information, Inc.** and time extension from 3/19/2020 through 6/30/2020. The VLI will cover the cost of the software licensing subscriptions with CoStar Realty Information, Inc. for the additional time extension that will extend the current 3-year contract term expiring on 3/19/2020 to 6/30/2020. The current maximum compensation on this contract is \$90,972. The additional \$8,397 will allow us to remain under the small order cap of \$100,000 as the new PO limit will be \$99,369. Please note that the NCRB originally approved a contract term of 3 years or 36 months with an option to two one-year renewal terms, an additional 24 months. DPD is also working with the vendor to complete a new NCRB application for a new agreement to begin on July 1, 2020.

No other changes to the terms and conditions of the original contract are being requested.

We are including the following supporting documentation with the memorandum:

- 1. NCRB Application**
- 2. DPS Project Checklist**
- 3. Scope of Work (see the original scope of work for this contract)**
- 4. Vendor has terms and conditions based on the executed contract**
- 5. Complete Justification from Vendor (see the original justification)**
- 6. An M/WBE Compliance: (see the original Approval of No Stated Goals)**
- 7. Insurance Certificate**
- 8. Online EDS Filing Certificate**
- 9. Current and Valid Price Quotation for the Time Extension on Vendor Letterhead**

For any questions regarding this matter, please contact Peter Murawski at 4-6228.

Thank you for your cooperation to this matter.

Cc: Paul Imparl, DPD
Peter Murawski, DPD
Alex Budnik, DPD
Sonia Garcia, DPD
Chenin Kilduff, DPD
File

1. **NCRB Application**
2. **DPS Project Checklist**
3. **Scope of Work (see the original scope of work for this contract)**
4. **Vendor has terms and conditions based on the executed contract**
5. **Complete Justification from Vendor (see the original justification)**
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Thank you for your cooperation to this matter.

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Chenin Kilduff, DPD
File




DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

NO STATED GOAL REPLY MEMORANDUM

TO: David L. Reifman
Commissioner
Department of Planning and Development

FROM: 
Rich Butler
First Deputy Procurement Officer

DATE: **SEP 21 2016**

RE: CoStar Software Services
Specification No. 264587

After further review and consideration, the Department of Procurement Services approves the No Stated Goal request for the CoStar Software Services project for the Department of Planning and Development.

If you have any questions, please contact Monica Jimenez, Deputy Procurement Officer, at (312) 744-0845.

JLR:gs



111 S. Wacker Drive

Suite 3900
Chicago, IL 60606

877 621 3053 Toll

Free

312 263 6256 Fax

costargroup.com
NASDAQ: CSGP

In the event, 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,

A handwritten signature in blue ink, appearing to read "Scott Jana".

Scott Jana
Regional Director
CoStar Realty Information, Inc.



111 S. Wacker Drive
Suite 3900
Chicago, IL 60606

877 621 3053 free
312 263 6256 Fax

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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:

- 120,972 Total Sales Comps, 9,019 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:

- 198,563 Total Commercial Real Estate Tenants

CoStar Realty Information, Inc. **Go:** The power of CoStar Realty Information, Inc. 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 Realty Information, Inc. 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.

Request of MBE/WBE Goals Waiver

In reference to contract between CoStar Realty Information, Inc. and City of Chicago, CoStar Realty Information, Inc. 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.



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Chicago, IL 60606

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July 29, 2016

Mr. Leonard Oblor
City of Chicago
121 N. LaSalle Street
Chicago, IL 60602

RE: CoStar Realty Information, Inc. Justification Letter

Dear Mr. Leonard Oblor:

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 1,600 highly-trained research professionals and more than 150 field research vehicles scouring the market to ensure you have access to information you can't get anywhere else. CoStar is a shortened name for the CoStar Realty Information, Inc. That is, anywhere CoStar is used in any document should mean CoStar Realty Information, Inc.

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. The total subscription investment is \$2,527.00/month for a term of 3 years.

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 Realty Information, Inc. 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:

- 130,493 Properties totaling over 3.5 Billion SF
- 14,312 Properties For Sale and 14,188 Properties For Lease
- 251,525,406 of available space, 16,747,193 SF of available sublet space



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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 3 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

3/3/2017

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

CoStar Group

150 N Riverside
Suite 5150
Chicago, IL 60606

888 658 7368 Toll Free

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NASDAQ: CSGP

November 20, 2019

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

RE: Term Extension Addendum / PO # 51595

Dear Mr. Paul Impari,

As noted in the contract extension addendum, your current CoStar rate of \$2,527/month will be extended from 3/19/2020- 6/30/2020.

Sincerely,

Brendan Church

Brendan Church

Account executive

CoStar Group