

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

FOR NCRB USE ONLY	
Date	<u>April 5, 2011</u>
Recommend Approval	<input checked="" type="checkbox"/>
Return To Dept.	<input checked="" type="checkbox"/>
Reject	<input checked="" type="checkbox"/>
Vote	<u>5-YES</u>

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

**COMPLETE THIS SECTION IF NEW CONTRACT**

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

Request that negotiations be conducted only with THE MITAS GROUP for the product(s) and/or service(s) described herein.

**This is a request for:**

One-Time Contractor Requisition #: 57504, copy attached or  Term Agreement or  Delegate Agency (Check one).

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

Pre-Assigned Specification No.: 95144

Pre-Assigned Contract No.:           

**COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT**

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

Contract #:           

Company or Agency Name:           

Specification #:           

Contract or Program Description:           

Modification #:           

(Attach List, if multiple)

Originator Name ROBERT HAGUE Telephone 4-5204

Signature

Department: HED

03/29/2011

Date:

*Robert Hague*

3-29-2011

**PROCUREMENT HISTORY**

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

The purpose of this request is to create a new contract with the vendor, The Mitas Group, so that the Department of Housing and Economic Development can continue using the vendor and their services. Since the implementation of the Mitas system in 2003 the department has seen improvement in many of our business processes for multi-family and single family programs. The areas of improvement include: reporting, data management, improved services to residents, and overall staff development.

In January of 2007 the department retained an on-site Mitas Project Manager to assist with more complex system automation. These included: the development of internet websites to improve services currently being offered to developers, and lending partners; the development of custom reporting; improvement in system functionality, and the continuation of training and customization. This onsite project manager was on-site through November 2008.

Lender access to the Tax Smart Mortgage Credit Certificate program has been a tremendous success after the web access was available.

The request at this time is to continue using the Mitas system in order to continue providing the valuable services the software provides to our staff, the Comptrollers Office, and outside lending institutions. We are requesting a new contract for Support and Maintenance only to become effective January 1, 2012 for a period of 2 years with a 1 year extension.

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

In 2001, the former Department of Housing (DOH), in an effort to improve processes and efficiency, submitted a Justification for a Non-competitive Procurement for the purchase and implementation of an internal enterprise system called Mitas. This decision to purchase the Mitas system was based on a study conducted by the consulting firm of DeLoitte & Touche (D&T). The non-competitive procurement request was approved in 2002 and the contract was extended an additional two years through May of 2007. The most recent contract expired May 13, 2010.

**3. Explain attempts made to competitively bid the requirement. (Attach copy of notices and list of sources contacted)**

The study submitted by DeLoitte & Touche (D&T) reviewed 10 other firms who provide software to housing financing agencies. Of these 10, Mitas was the only firm that had the expertise capable of meeting the needs of DOH. The firms investigated were in the initial sole source request include:

The Mitas Group  
AOD  
ACS Securities  
DBC (Division of Thomas Financial Municipal Group)  
WCWEN Technology Exchange  
Real Page  
Yardi Systems  
Ehousingcredit.com  
IPM Software Inc.  
Investment Systems Co  
Portfol Loan Management System

Previously, HED reviewed software developed by HDS Systems, Inc and Portfol, and Yardi Systems, as possible replacements to the Mitas system. However, while both systems were capable of performing similar functionalities to those of Mitas, it was decided that they offered limited improvements to the Mitas system.

One division within HED currently the Yardi system. It has been a difficult transition but they have managed to make the necessary adjustments. It will be extremely costly to implement this application to HED.

Under our current budgetary crisis it is not feasible at this time to bring in a new vendor. The cost associated with data migration, developing an implementation plan, and training would be more costly than to continue utilizing Mitas for Support and Maintenance, and internet hosting for lenders. Because Mitas is a proprietary software it can only be supported by the Mitas Group.

**4. Describe all research done to find other sources. (List other cities contacted, companies in the industry contacted, professional organizations, periodicals and other publications used).**

Software reviewed in 2009/10 include:

- Housing & Development Software  
[www.hdsoftware.com](http://www.hdsoftware.com)
- Portfol  
<http://www.portfol.org/>

Current Mitas Customers contacted include:

- Michigan State Housing Development Authority
- New Mexico Development Finance Authority
- Illinois Housing Development Authority
- Kansas Housing Resources Corporation
- Portland Development Commission

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

This is a request to create a new contract that would be for a term of up to 2 years with a 1 year extension option so the department can continue using the vendor and their product. This contract would allow us to continue providing web access to lenders who participate in the Mortgage Credit Certificate program. On a parallel track our objective is to begin preparing an RFP to review vendor proposals that would meet the department's long term objective of procuring an enterprise wide system that would provide enhanced services at a lower cost.

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

The department intends to issue a new RFP to be completed within the next 18-24 months.

**ESTIMATED COST**

**1. What is the estimated cost for this requirement (or for each contract, if multiple awards contemplated)? See table below and attachment.**

**2. What is the funding source?**  
CDBG and local funding

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

<b>The Mitas Group, Inc. Support/Maintenance &amp; Internet Hosting Proposal</b>					
Year One M&S		01/01/2012 – 12/31/12	\$135,372.73		
	Year One Hosting	01/01/2012 – 12/31/12	\$2,000.00		
				Year One Total	\$137,372.73
Year Two M&S		01/01/2013 – 12/31/13	\$143,495.09		
	Year Two Hosting	01/01/2013 – 12/31/13	\$2,000.00		
				Year Two Total	\$145,495.09
Year Three M&S		01/01/2014 – 12/31/14	\$152,104.79		
	Year Three Hosting	01/01/2014 – 12/31/14	\$2,000.00		
			Year Three Total	Year Three Total	\$154,104.79
	Contract Total				<b>\$436,972.61</b>

4. **Explain the basis for estimating the cost and what assumptions were made and/or data used (ie. budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimate, etc).**

The costs are based on the proposal submitted by Mitas in February 2011 See attached

5. **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.**

Currently there is no duplication of design that will occur if this contract is approved.

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

HED negotiated and reviewed various on-site options and selected the most affordable and practical solution that meets the needs of the department. Additionally, HED discussed various support and maintenance plans with the vendor and selected the most practical and cost effective option.

**SCHEDULE REQUIREMENTS**

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

This schedule was presented to HED in February 2011. In order to complete the remaining items and deliverables it will be necessary to continue the contract.

2. **Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is the proposed Contractor the only person or firm able to perform under these circumstances? Why are the drawings and specifications lacking? What is the lead time required to get drawings and specifications suitable for competition? If lack of drawings and specifications is not a constraining factor to competitive bidding, explain why only one person or firm can meet the required schedule.**

NA

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

**Scope of Service and Deliverables:**

January 1<sup>st</sup>, 2012

Continue using Mitas under the new contract

There are no plans for future enhancements. This request is strictly to cover annual Support and Maintenance, and Web hosting to our lenders. Please see detailed Support and Maintenance document that details the scope of service in a Q & A format dated 3/29/2011.

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

The greatest impact will be felt by the lenders who have been accessing and submitting MCC loans through the Mitas system. The department processes approximately 800 applications of which 300 are approved. If the Mitas system were not available to them the burden will fall on HED Community Programs Division. Currently, this division has recently lost staff due to retirement and layoffs. It would be difficult to manage the volume with one staff.

Additionally, the Comptrollers Division of Finance also uses the system on a regular basis to service loans; any disruption in support could create serious issues for this Department and its ability service loans for various City Departments if the contract went to competitive bid.

**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, other factors make this person or firm exclusively or uniquely qualified for the project. Attach copy of cost proposal and scope of services.**

The Mitas Group has extensive experience in the affordable housing financing industry. They are widely recognized as the leader in affordable housing financing software, design, and consulting. The Mitas software is a fully integrated system which is unique among other housing software companies.

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

See attached company qualifications.

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

They are highly regarded within the affordable housing financing industry as the software leader.

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?**

NA

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?**

They have worked with HED for nearly 8 years and have an extensive familiarity with HED business processes and City technical standards.

6. **If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features and/or functions the items have which no other brands or models, etc. possess. Is compatibility with existing equipment critical from an operational standpoint? Explain why.**

The Mitas system is system that fully integrates many key areas of the housing industry. These include: multi-family, single family, loan servicing, and asset management. The majority of other housing software vendors are not fully integrated in these areas.

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

Yes, Mitas software is proprietary

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.**

Mitas software is proprietary and they are the owner of the software code.

#### **Mitas Technical Information**

To continue supporting the application, the department upgraded its network infrastructure with the purchase of two database servers, 30 new computers, and other technical upgrades.

#### **Mitas Platform**

**Mitas Platform**

Database	Oracle 9.2
Application backend	Acucobol 7.0
Web applications	.net
OS compatible	Win 95, 98, NT, 2000, XP

OTHER

APPROVED BY:   
DEPARTMENT HEAD OR DESIGNEE

3.30.11  
DATE

 4.6.2011  
BOARD CHAIRPERSON DATE

PRINT NAME  
Jamie Delle  
CHIEF PROCUREMENT OFFICER

RICH BUTLER  
PRINT NAME  
5/26/11  
DATE OF APPROVAL

## INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT FORM

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

### PROCUREMENT HISTORY

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

### ESTIMATED COST

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

### SCHEDULE REQUIREMENTS

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

### EXCLUSIVE OR UNIQUE CAPABILITY

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

### MBE/WBE COMPLIANCE PLAN

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

### OTHER

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

### REVIEW AND APPROVAL

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



City of Chicago  
Richard M. Daley, Mayor

Department of Housing  
and Economic Development

City Hall, Room 1000  
121 North LaSalle Street  
Chicago, Illinois 60602  
(312) 744-4190 (Voice)  
(312) 744-2271 (FAX)  
(312) 744-2578 (TTY)  
<http://www.cityofchicago.org>

Jamie L. Rhee  
Chief Procurement Officer  
Department of Procurement Services  
121 N La Salle, Room 403  
Chicago, IL 60602

March 30, 2011

Ms. Rhee,

The Department of Housing and Economic Development (HED) will be submitting a new Sole Source request to the Department of Procurement Services to seek approval to obtain a new contract with the Mitas Group, Inc. In addition, we are requesting both an MBE and WBE waiver for the new contract. Below is a brief description of the system and why we are seeking these waivers.

The Mitas system is an enterprise wide system that permits HED the ability to track various department wide functions. These include: tracking project development, Loan Servicing, Property Management, Tax Credit Monitoring, and monitoring both Single Family and Multi-family programs. The system has been used at the former Department of Housing since 2003. The system is very unique and continues to meet the needs of our department very well.

Following the expiration of the original contract in 2005 the vendor was awarded a two year contract extension. In 2007, a second three year contract was awarded via the Sole Source process. The 2007 contract recently expired and we are preparing a new Sole Source Justification request. The new contract will strictly be for Support and Maintenance and also web hosting which will continue to permit our external lenders to submit loan applications via the internet. The bullets below highlight additional justification to support our request to exclude the MBE/WBE participation.

- The Mitas system is very unique to our industry
- The application uses exclusive proprietary software and maintenance
- Mitas provides an internet service to our lenders that is not available from other agencies
- There will not be any additional enhancements or customizations to the system

While the department would like to invite the MBE and WBE vendors to participate in the new contract with the Mitas Group, Inc., there are no opportunities to contribute to the Support and Maintenance of the system. Please review this request to exclude the MBE and WBE requirements from this contract. Finally, because of a recent merger and departmental reorganization, HED intends to pursue on a parallel track, a new RFP in order to better meet our evolving business needs. We anticipate including MBE and WBE vendors as part of the new RFP process.

Sincerely,

Andrew Mooney, Commissioner  
City of Chicago  
Department of Housing and Economic Development  
312-744-9476

cc: Mike Jasso, Managing Deputy  
Robert Hague, IT Manager  
Ed Ellis, Deputy Commissioner  
Peter Murawski, Assistant Commissioner





# DPS PROJECT CHECKLIST

## For DPS Use Only

Date Received

Date Returned

Date Accepted

CA/CN's Name

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

### General Information:

Date: 03/30/11	Need by (estimated date): ASAP	
Requisition No.: 57504	Contact Person:	Project Manager:
Specification No.: (if known) 95144	SONIA GARCIA	ROBERT HAGUE
PO No.: (if known)	Telephone: -20627	Telephone: ( 312) 744-5204
Modification No.: (if known)	Fax: -21398	Fax:
Previous PO No.: (if known)	Email: sonia.garcia@cityofchicago.org	Email:

Project Description: SUPPORT MAINTENANCE REQUEST TO MAINTAIN EXISTING ENTERPRISE DATA

### Funding:

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

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	\$ DOLLAR AMOUNT
001	2011	0159	54	2005	0140	0000			317,973.61
002	2011	0K37	54	2005	0138	0000			119,000.00

Term Estimated Value \$436972.61

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

### Scope Statement:

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

### IMPORTANT:

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

### Purchase Order Type (Check All That Apply):

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

Contract Term: 1/1/2012 THROUGH 12/31/2013

\*\* Requested Term (Number of Months): ( 2 ) YEAR CONTRACT + 1 YEAR EXTENSION

### Pre-Bid/Submittal Requirements:

Mandatory Pre Bid/Submittal Conference?  Yes\*  No

Requesting Site Visit?  Yes  No

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

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

**ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST**

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

**Risk Management**

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

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

**Other Agency Concurrence Required:**  None  State  Federal  Other \_\_\_\_\_

**If Amendment request, please verify and provide the following:**

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

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

**AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST**

DOA sign-off for final design documents:  Yes  No

**Required Attachments:**

Copy of Draft Contract Documents and Detailed Specifications

**Risk Management:**

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

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

Do bid documents contain Sensitive Security Information (SSI)?  Yes\*  No  Redacted

\*If yes, attach Confidentiality Statement

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

**If Amendment request, please verify and provide the following:**

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

**COMMODITIES SUPPLEMENTAL CHECKLIST**

**Required Attachments:**

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

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Yes  No

Is this a **Revenue Producing contract?**

Yes  No

**If Modification request**, please verify and provide the following:

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

**CONSTRUCTION SUPPLEMENTAL CHECKLIST**

**Required attachments:**

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

**Risk Management**

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

Yes  No

Yes  No

Yes  No

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Yes  No

**If Modification request**, please verify and provide the following:

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

**PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST**

**If New Request (Check applicable boxes):**

- Is this a **Request for Information (RFI)**?  Yes  No
- Is this a **Request for Qualifications (RFQ)**?  Yes  No
- Is this a **Request for Proposal (RFP)**?  Yes  No
- If RFQ or RFP, did any outside Consultant provide advice or deliverables in developing the RFQ or RFP?  Yes\*  No

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

**Attach a narrative explaining the consulting services and deliverables provided.**

Is this a **Non-Competitive Procurement**?  Yes\*  No

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

Is this a request for **Individual Contract Services**?  Yes\*  No

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

Is this a **Revenue Producing contract**?  Yes  No

Does this request involve the **purchase of Software**?  Yes\*  No

\*If yes, is City required to sign a software license?  Yes\*  No

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

**PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST (continued)**

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

- Statement of Work (SOW), Deliverables or Scope of Services defined  
Does SOW involve any work in the public way?  Yes\*  No  
\*If yes, attach list of locations.
- Does SOW involve any public improvement to property that requires performance bond or prevailing wage?  Yes\*  No  
\*If yes, attach list of locations.
- Is City Council approval required?  Yes  No
- Project or Program Background Information
- Project Goals and Objectives
- Qualifications or Licenses/Certifications required for any disciplines
- Evaluation Criterion desired in RFP or RFQ
- Evaluation Committee (EC) members recommended. Attach list of names, titles and departments
- Technical and/or Functional Requirements, if applicable
- Cost Proposal/Schedule of Compensation structure (If Sole Source, over Contract Term by Milestone Deliverables)
- If an Information Technology (IT) project valued at \$100,000.00 or more, attach approval transmittal sheet from Information Technology Governance Board (ITGB)

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

**If Amendment request, please verify and provide the following:**

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

**VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST**

**Required Attachments:**

- Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories
- Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)
- Delivery Location(s)
- Technical Literature
- Drawings, if any
- Part Number List (Manufacturer, or Dealer; or Other Source)
- Current Price List(s)/Catalog(s)
- Special Approval Form
- Exhibits and Attachments

Attach Recommendation of **MBE/WBE/DBE Analysis Form**  Yes  No  
Is this a **Revenue Producing Contract?**  Yes  No

**If Modification request, please verify and provide the following:**

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

**WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST**

**Required Attachments:**

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

**Risk Management:**

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

**Attach Recommendation of MBE/WBE/DBE Analysis Form**

- Is this a Revenue Producing contract?  Yes  No

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

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

# Memorandum

**To:** Jamie Rhee  
Chief Procurement Officer, DPS

**From:** Kate McAdams  
Information Technology Governance Board (ITGB) Chair  
Assistant to the Mayor, Office of the Mayor

**Date:** March 11, 2011

**Re:** ITGB Approval to Continue Technology Procurement

The Information Technology Governance Board has approved the request for the Department of Housing and Economic Development to pursue procurement approval for the Mitas Group web hosting contract. Please continue the RFQ, RFP or non-competitive procurement process.

Should you have any questions, please do not hesitate to contact me at 312-744-9991.

Thank you.

**Cc:** Andrew Mooney, Sonia Garcia, Ed Ellis, DHED  
Andrea Gibson, Erin Keane, Mario Esquivel, OBM  
Jason DeHaan, Diane O'Brien, DoIT  
Richard Butler, John D. O'Brien, DPS



*The Mitas Group, Inc.*

1575 Heritage Drive, Suite 300  
McKinney, Texas 75069  
Main: 972.547.6404  
Customer Support: 800.914.6482  
Fax: 972.547.6493

February 17, 2011

Mr. Peter Murawski  
Chicago Department of Housing and Economic Development  
121 N LaSalle, Suite 1003  
Chicago, IL 60602

Dear Mr. Murawski;

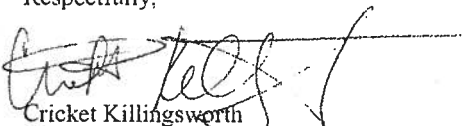
Mitas has been asked to provide information regarding the justification of Sole Source and exclusion from MBE/WBE requirements. We appreciate the purpose and value of MBE/WBE programs and congratulate the City of Chicago for all of the work they do in this area.

The MITAS Software Application is an exclusively designed and privately developed software application. This product does not contain self educating documentation for Maintenance or Implementation purposes. It would be almost impossible for non Mitas trained third party vendors to provide supporting efforts related to the product. The knowledge required is only available to those who have invested extensive training with Mitas staff and original architects of the product (The Mitas family).

The maintenance and support efforts required for this product are tied to specific industry knowledge or familiarity with the product design and development. The Mitas team currently provides enhancements, upgrades, support and remote training of the product from the corporate office in McKinney, TX and has no other trained personnel capable of providing these services. The product is currently hosted from the Mitas Hardware in Dallas TX and therefore does not require IT oversight at a server level onsite. The Mitas Group is the only provider of these services for the MITAS application today.

Should any other information or details regarding the exclusivity of this product or services be needed, please feel free to contact me directly.

Respectfully,



Cricket Killingsworth  
Director of Business Operations



February 17, 2011

Mr. Peter Murawski  
Chicago Department of Housing and Economic Development  
121 N LaSalle Suite 1003  
Chicago, IL 60602

Via email:

Dear Mr. Murawski:

Per your request, below is the cost proposal for Hosting, Maintenance and Support for the MITAS Software Application, effective January 1, 2012 through December 31, 2014. This proposal is made contingent on the full balance of \$101,515.70 currently due at the time of this proposal being paid in full, service reactivated and payment is made in accordance with the proposal dated 02/16/2011 for the period of 03/14/2011 through 12/31/2011.

Year One M&S	01/01/12 – 12/31/12	\$135,372.73
Year One Hosting	01/01/12 – 12/31/12	<u>\$ 2,000.00</u>
	Year One Total	\$137,372.73
Year Two M&S	01/01/13 – 12/31/13	\$143,495.09
Year Two Hosting	01/01/13 – 12/31/13	<u>\$ 2,000.00</u>
	Year Two Total	\$145,495.09
Year Three M&S	01/01/14 – 12/31/14	\$152,104.79
Year Three Hosting	01/01/14 – 12/31/14	<u>\$ 2,000.00</u>
	Year Three Total	\$154,104.79

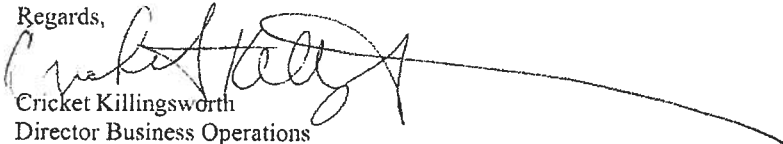
The 2012 rate for Hosting reflects a drastic reduction over previous years. The flat fee will be \$200 per user. Any named users over the count of ten (10) will be added at the cost of \$150 one time set up fee and \$200 per year.

Billable services beyond maintenance and support and hosting are as follows:

On-Site Consulting Services	\$2,100 per day.
On-Site Installation Services	\$1,800 per day.
On-Site Training Services	\$1,800 per day.
On-Site Daily Travel Expenses (excluding Airfare)	\$350 per day.
Airfare to travel to AGENCY:	Actual airfare expense incurred.
Data Conversion Services	\$250 per hour.
Custom Programming Services	\$250 per hour.
Technical Support Services	\$250 per hour.
Remote Training/Implementation Services	\$250 per hour.

If you have any questions, please contact me at your earliest convenience at (800) 847-6404.

Regards,

  
Cricket Killingsworth  
Director Business Operations



<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 02/21/2011												
PRODUCER (972)864-0400 FAX (972)278-8400 Davis-Dyer-Max, Inc. a Member of the Insurors Group P.O. Box 495429 Garland, TX 75049		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED THE MITAS GROUP INC 1575 HERITAGE DRIVE, SUITE 300 MCKINNEY, TX 75069		<table border="1"> <tr> <th>INSURERS AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Hartford Lloyds Insurance Co.</td> <td>38253</td> </tr> <tr> <td>INSURER B: Utica National of Texas</td> <td></td> </tr> <tr> <td>INSURER C: Hartford Fire Insurance Co.</td> <td>19682</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: Hartford Lloyds Insurance Co.	38253	INSURER B: Utica National of Texas		INSURER C: Hartford Fire Insurance Co.	19682	INSURER D:		INSURER E:	
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**COVERAGES**

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	46SBALU8897	09/02/2010	09/02/2011	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 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 <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	46SBALU8897	09/02/2010	09/02/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	46SBALU8897	09/02/2010	09/02/2011	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	W2967539	03/09/2010	03/09/2011	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <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
C		OTHER Professional Liability	00TE0224580-10	05/01/2010	05/01/2011	Limit: \$1,000,000 Retention: \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 Chicago Department of Community Development are additional insureds on the General Liability.

**CERTIFICATE HOLDER**

**CANCELLATION**

Chicago Department of Community Development 121 N. LaSalle, Ste 1000 Chicago, IL 60602	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE Perry Max/DSG

## IMPORTANT

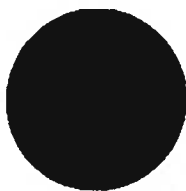
If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

## DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

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CITY OF CHICAGO  
ECONOMIC DISCLOSURE STATEMENT and AFFIDAVIT  
Related to Contract/Amendment/Solicitation  
EDS # 20670

**SECTION I -- GENERAL INFORMATION**

A. Legal name of the Disclosing Party submitting the EDS:

THE MITAS GROUP, INC.

Enter d/b/a if applicable:

The Disclosing Party submitting this EDS is:

the Applicant

B. Business address of the Disclosing Party:

1575 HERITAGE DRIVE  
SUITE 300  
MCKINNEY, TX 75069  
United States

C. Telephone:

972-547-6404

Fax:

---

972-547-6493

Email:

mary@mitas.com

D. Name of contact person:

Ms. Mary R Colman

E. Federal Employer Identification No. (if you have one):

75-2466285

F. Brief description of contract, transaction or other undertaking (referred to below as the "Matter") to which this EDS pertains:

INTEGRATED DATA MANAGEMENT CONTRACT

Which City agency or department is requesting this EDS?

DEPT OF HOUSING AND ECONOMIC DEVELOPMENT

Specification Number

Contract (PO) Number

Revision Number

Release Number

User Department Project Number

## **SECTION II -- DISCLOSURE OF OWNERSHIP INTERESTS**

### **A. NATURE OF THE DISCLOSING PARTY**

1. Indicate the nature of the Disclosing Party:

Privately held business corporation

Is the Disclosing Party incorporated or organized in the State of Illinois?

No

State or foreign country of incorporation or organization:

TEXAS

Registered to do business in the State of Illinois as a foreign entity?

Yes

**B. DISCLOSING PARTY IS A LEGAL ENTITY:**

**1.a.1 Does the Disclosing Party have any directors?**

No

**1.a.3 List below the full names and titles of all executive officers and all directors, if any, of the entity. Do not include any directors who have no power to select the entity's officers.**

**Officer/Director:** Mr. HAROLD MITAS  
**Title:** CHAIRMAN OF THE BOARD  
**Role:** Officer

-----  
**Officer/Director:** Mrs. SUSAN MITAS  
**Title:** CEO  
**Role:** Officer

-----  
**Officer/Director:** Ms. MICHELLE BEYTHAN  
**Title:** CFO  
**Role:** Officer

-----  
**Officer/Director:** Mr. STEVEN MITAS  
**Title:** PRESIDENT  
**Role:** Officer

-----  
**Officer/Director:** Mrs. LISA KOCSIS  
**Title:** VICE-PRESIDENT  
**Role:** Officer

**2. Ownership Information**

Please provide ownership information concerning each person or entity having a direct or indirect beneficial interest in excess of 7.5% of the Disclosing Party. Examples of such an interest include shares in a corporation, partnership interest in a partnership or joint venture, interest of a member or manager in a limited liability company, or interest of a beneficiary of a trust, estate, or other similar entity. Note: Pursuant to Section 2-154-030 of the Municipal code of Chicago, the City may require any such additional information from any applicant which is reasonably intended to achieve full disclosure.

- Mr. HAROLD MITAS - 19%
- Mrs. SUSAN MITAS - 19%

- Ms. MICHELLE BEYTHAN - 19%
- Mr. STEVEN MITAS - 19%
- Mrs. LISA KOCSIS - 19%

**Owner Details**

Name	Address
Mr. HAROLD MITAS	1575 HERITAGE DRIVE SUITE 300 MCKINNEY, TX 75069 United States
Mr. STEVEN MITAS	1575 HERITAGE DRIVE SUITE 300 MCKINNEY, TX 75069 United States
Mrs. LISA KOCSIS	1575 HERITAGE DRIVE SUITE 300 MCKINNEY, TX 75069 United States
Mrs. SUSAN MITAS	1575 HERITAGE DRIVE SUITE 300 MCKINNEY, TX 75069 United States
Ms. MICHELLE BEYTHAN	1575 HERITAGE DRIVE SUITE 300 MCKINNEY, TX 75069 United States

---

**SECTION III -- BUSINESS RELATIONSHIPS WITH CITY ELECTED OFFICIALS**

---

Has the Disclosing Party had a "business relationship," as defined in Chapter 2-156 of the Municipal Code, with any City elected official in the 12 months before the date this EDS is signed?

No

## **SECTION IV -- DISCLOSURE OF SUBCONTRACTORS AND OTHER RETAINED PARTIES**

The Disclosing Party must disclose the name and business address of each subcontractor, attorney, lobbyist, accountant, consultant and any other person or entity whom the Disclosing Party has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Disclosing Party is not required to disclose employees who are paid solely through the Disclosing Party's regular payroll.

"Lobbyist" means any person or entity who undertakes to influence any legislative or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2) himself. "Lobbyist" also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

If the Disclosing Party is uncertain whether a disclosure is required under this Section, the Disclosing Party must either ask the City whether disclosure is required or make the disclosure.

1. Has the Disclosing Party retained any legal entities in connection with the Matter?

No

3. Has the Disclosing Party retained any persons in connection with the Matter?

No

## **SECTION V -- CERTIFICATIONS**

### **A. COURT-ORDERED CHILD SUPPORT COMPLIANCE**

Under Municipal Code Section 2-92-415, substantial owners of business entities that contract with the City must remain in compliance with their child support obligations throughout the contract's term.

Has any person who directly or indirectly owns 10% or more of the Disclosing Party been declared in arrearage of any child support obligations by any Illinois court of competent jurisdiction?

No

### **B. FURTHER CERTIFICATIONS**

1. Pursuant to Municipal Code Chapter 1-23, Article I ("Article I")(which the Applicant should consult for defined terms (e.g., "doing business") and legal requirements), if

the Disclosing Party submitting this EDS is the Applicant and is doing business with the City, then the Disclosing Party certifies as follows:

- i. neither the Applicant nor any controlling person is currently indicted or charged with, or has admitted guilt of, or has ever been convicted of, or placed under supervision for, any criminal offense involving actual, attempted, or conspiracy to commit bribery, theft, fraud, forgery, perjury, dishonesty or deceit against an officer or employee of the City or any sister agency; and
- ii. the Applicant understands and acknowledges that compliance with Article I is a continuing requirement for doing business with the City.

NOTE: If Article I applies to the Applicant, the permanent compliance timeframe in Article I supersedes some five-year compliance timeframes in certifications 2 and 3 below.

I certify the above to be true

2. The Disclosing Party and, if the Disclosing Party is a legal entity, all of those persons or entities identified in Section II.B.1. of this EDS:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. have not, within a five-year period preceding the date of this EDS, been convicted of a criminal offense, adjudged guilty, or had a civil judgment rendered against them in connection with: obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; a violation of federal or state antitrust statutes; fraud; embezzlement; theft; forgery; bribery; falsification or destruction of records; making false statements; or receiving stolen property;
- c. are not presently indicted for, or criminally or civilly charged by, a governmental entity (federal, state or local) with committing any of the offenses set forth in clause B.2.b. of this Section V;
- d. have not, within a five-year period preceding the date of this EDS, had one or more public transactions (federal, state or local) terminated for cause or default; and
- e. have not, within a five-year period preceding the date of this EDS, been convicted, adjudged guilty, or found liable in a civil proceeding, or in any criminal or civil action, including actions concerning environmental violations, instituted by the City or by the federal government, any state, or any other unit of local government.

I certify the above to be true

3. Neither the Disclosing Party, nor any Contractor, nor any Affiliated Entity of either the Disclosing Party or any Contractor nor any Agents have, during the five years



before the date this EDS is signed, or, with respect to a Contractor, an Affiliated Entity, or an Affiliated Entity of a Contractor during the five years before the date of such Contractor's or Affiliated Entity's contract or engagement in connection with the Matter:

- a. bribed or attempted to bribe, or been convicted or adjudged guilty of bribery or attempting to bribe, a public officer or employee of the City, the State of Illinois, or any agency of the federal government or of any state or local government in the United States of America, in that officer's or employee's official capacity;
- b. agreed or colluded with other bidders or prospective bidders, or been a party to any such agreement, or been convicted or adjudged guilty of agreement or collusion among bidders or prospective bidders, in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
- c. made an admission of such conduct described in a. or b. above that is a matter of record, but have not been prosecuted for such conduct; or
- d. violated the provisions of Municipal Code Section 2-92-610 (Living Wage Ordinance).

I certify the above to be true

4. Neither the Disclosing Party, Affiliated Entity or Contractor, or any of their employees, officials, agents or partners, is barred from contracting with any unit of state or local government as a result of engaging in or being convicted of

- bid-rigging in violation of 720 ILCS 5/33E-3;
- bid-rotating in violation of 720 ILCS 5/33E-4; or
- any similar offense of any state or of the United States of America that contains the same elements as the offense of bid-rigging or bid-rotating.

I certify the above to be true

5. Neither the Disclosing Party nor any Affiliated Entity is listed on any of the following lists maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury or the Bureau of Industry and Security of the U.S. Department of Commerce or their successors: the Specially Designated Nationals List, the Denied Persons List, the Unverified List, the Entity List and the Debarred List.

I certify the above to be true

6. The Disclosing Party understands and shall comply with the applicable requirements of Chapters 2-55 (Legislative Inspector General), Chapter 2-56 (Inspector General) and Chapter 2-156 (Governmental Ethics) of the Municipal Code.

I certify the above to be true

### C. CERTIFICATION OF STATUS AS FINANCIAL INSTITUTION

The Disclosing Party certifies that, as defined in Section 2-32-455(b) of the Municipal Code, the Disclosing Party

is not a "financial institution"

### D. CERTIFICATION REGARDING INTEREST IN CITY BUSINESS

Any words or terms that are defined in Chapter 2-156 of the Municipal Code have the same meanings when used in this Part D.

1. In accordance with Section 2-156-110 of the Municipal Code: Does any official or employee of the City have a financial interest in his or her own name or in the name of any other person or entity in the Matter?

No

### E. CERTIFICATION REGARDING SLAVERY ERA BUSINESS

If the Disclosing Party cannot make this verification, the Disclosing Party must disclose all required information in the space provided below or in an attachment in the "Additional Info" tab. Failure to comply with these disclosure requirements may make any contract entered into with the City in connection with the Matter voidable by the City.

The Disclosing Party verifies that the Disclosing Party has searched any and all records of the Disclosing Party and any and all predecessor entities regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era (including insurance policies issued to slaveholders that provided coverage for damage to or injury or death of their slaves), and the Disclosing Party has found no such records.

I can make the above verification

## **SECTION VI -- CERTIFICATIONS FOR FEDERALLY-FUNDED MATTERS**

---

Is the Matter federally funded? For the purposes of this Section VI, tax credits allocated by the City and proceeds of debt obligations of the City are not federal funding.

Yes

## A. CERTIFICATION REGARDING LOBBYING

1.a Are there any persons who have made lobbying contacts on behalf of the Disclosing Party with respect to the Matter?

No

1.c. Are there any legal entities who have made lobbying contacts on behalf of the Disclosing Party with respect to the Matter?

No

2. The Disclosing Party has not spent and will not expend any federally appropriated funds to pay any person or entity listed in Paragraph A.1. above for his or her lobbying activities or to pay any person or entity to influence or attempt to influence an officer or employee of any agency, as defined by applicable federal law, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the award of any federally funded contract, making any federally funded grant or loan, entering into any cooperative agreement, or to extend, continue, renew, amend, or modify any federally funded contract, grant, loan, or cooperative agreement.

I certify to the above.

3. The Disclosing Party will submit an updated certification at the end of each calendar quarter in which there occurs any event that materially affects the accuracy of the statements and information set forth in paragraphs A.1. and A.2. above.

I certify to the above.

4. The Disclosing Party certifies that either:

- i. it is not an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 or
- ii. it is an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 but has not engaged and will not engage in "Lobbying Activities".

I certify to the above.

5. If the Disclosing Party is the Applicant, the Disclosing Party must obtain certifications equal in form and substance to paragraphs A.1. through A.4. above from all subcontractors before it awards any subcontract and the Disclosing Party must maintain all such subcontractors' certifications for the duration of the Matter and must make such certifications promptly available to the City upon request.

I certify to the above.

## **B. CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

If the Matter is federally funded, federal regulations require the Applicant and all proposed subcontractors to submit the following information with their bids or in writing at the outset of negotiations.

1. Have you developed and do you have on file affirmative action programs pursuant to applicable federal regulations? (See 41 CFR Part 60-2.)

Not applicable because disclosing party has fewer than 50 employees

2. Have you filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance Programs, or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements?

No

Explain:

The Mitas Group, Inc. is not subject to the Affirmative Action Regulations because we do not have enough employees to be subject to the rule.

3. Have you participated in any previous contracts or subcontracts subject to the equal opportunity clause?

No

## **SECTION VII -- ACKNOWLEDGMENTS, CONTRACT INCORPORATION, COMPLIANCE, PENALTIES, DISCLOSURE**

The Disclosing Party understands and agrees that:

- A. The certifications, disclosures, and acknowledgments contained in this EDS will become part of any contract or other agreement between the Applicant and the City in connection with the Matter, whether procurement, City assistance, or other City action, and are material inducements to the City's execution of any contract or taking other action with respect to the Matter. The Disclosing Party understands that it must comply with all statutes, ordinances, and regulations on which this EDS is based.
- B. The City's Governmental Ethics and Campaign Financing Ordinances, Chapters 2-156 and 2-164 of the Municipal Code, impose certain duties and obligations on persons or entities seeking City contracts, work,

business, or transactions. A training program is available on line at [www.cityofchicago.org/city/en/depts/ethics.html](http://www.cityofchicago.org/city/en/depts/ethics.html), and may also be obtained from the City's Board of Ethics, 740 N. Sedgwick St., Suite 500, Chicago, IL 60610, (312) 744-9660. The Disclosing Party must comply fully with the applicable ordinances.

I acknowledge and consent to the above

The Disclosing Party understands and agrees that:

- C. If the City determines that any information provided in this EDS is false, incomplete or inaccurate, any contract or other agreement in connection with which it is submitted may be rescinded or be void or voidable, and the City may pursue any remedies under the contract or agreement (if not rescinded or void), at law, or in equity, including terminating the Disclosing Party's participation in the Matter and/or declining to allow the Disclosing Party to participate in other transactions with the City. Remedies at law for a false statement of material fact may include incarceration and an award to the City of treble damages.
- D. It is the City's policy to make this document available to the public on its Internet site and/or upon request. Some or all of the information provided on this EDS and any attachments to this EDS may be made available to the public on the Internet, in response to a Freedom of Information Act request, or otherwise. By completing and signing this EDS, the Disclosing Party waives and releases any possible rights or claims which it may have against the City in connection with the public release of information contained in this EDS and also authorizes the City to verify the accuracy of any information submitted in this EDS.
- E. The information provided in this EDS must be kept current. In the event of changes, the Disclosing Party must supplement this EDS up to the time the City takes action on the Matter. If the Matter is a contract being handled by the City's Department of Procurement Services, the Disclosing Party must update this EDS as the contract requires. NOTE: With respect to Matters subject to Article I of Chapter 1-23 of the Municipal Code (imposing PERMANENT INELIGIBILITY for certain specified offenses), the information provided herein regarding eligibility must be kept current for a longer period, as required by Chapter 1-23 and Section 2-154-020 of the Municipal Code.

I acknowledge and consent to the above

The Disclosing Party represents and warrants that:

F.1. The Disclosing Party is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, nor are the Disclosing Party or its Affiliated Entities delinquent in paying any fine, fee, tax or other charge owed to the City. This includes, but is not limited to, all water charges, sewer charges, license fees, parking tickets, property taxes or sales taxes.

I certify the above to be true

F.2 If the Disclosing Party is the Applicant, the Disclosing Party and its Affiliated Entities will not use, nor permit their subcontractors to use, any facility listed by the U.S. E.P.A. on the federal Excluded Parties List System ("EPLS") maintained by the U.S. General Services Administration.

I certify the above to be true

F.3 If the Disclosing Party is the Applicant, the Disclosing Party will obtain from any contractors/subcontractors hired or to be hired in connection with the Matter certifications equal in form and substance to those in F.1. and F.2. above and will not, without the prior written consent of the City, use any such contractor/subcontractor that does not provide such certifications or that the Disclosing Party has reason to believe has not provided or cannot provide truthful certifications.

I certify the above to be true

## **FAMILIAL RELATIONSHIPS WITH ELECTED CITY OFFICIALS AND DEPARTMENT HEADS**

This question is to be completed only by (a) the Applicant, and (b) any legal entity which has a direct ownership interest in the Applicant exceeding 7.5 percent. It is not to be completed by any legal entity which has only an indirect ownership interest in the Applicant.

Under Municipal Code Section 2-154-015, the Disclosing Party must disclose whether such Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof currently has a "familial relationship" with any elected city official or department head. A "familial relationship" exists if, as of the date this EDS is signed, the Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof is related to the mayor, any alderman, the city clerk, the city treasurer or any city department head as spouse or domestic partner or as any of the following, whether by blood or adoption: parent, child, brother or sister, aunt or uncle, niece or nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister or half-brother or half-sister.

"Applicable Party" means (1) all corporate officers of the Disclosing Party, if the Disclosing Party is a corporation; all partners of the Disclosing Party, if the Disclosing Party is a general partnership; all general partners and limited partners of the Disclosing Party, if the Disclosing Party is a limited partnership; all managers, managing members and members of the Disclosing Party, if the Disclosing Party is a limited liability company; (2) all principal officers of the Disclosing Party; and (3) any

person having more than a 7.5 percent ownership interest in the Disclosing Party. "Principal officers" means the president, chief operating officer, executive director, chief financial officer, treasurer or secretary of a legal entity or any person exercising similar authority.

Does the Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof currently have a "familial relationship" with an elected city official or department head?

No

### **ADDITIONAL INFO**

Please add any additional explanatory information here. If needed you may add an attachment below.

List of vendor attachments uploaded by City staff

None .

List of attachments uploaded by vendor

None .

### **CERTIFICATION**

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this EDS on behalf of the Disclosing Party, and (2) warrants that all certifications and statements contained in this EDS are true, accurate and complete as of the date furnished to the City.

/s/ 03/01/2011

Ms. Mary R Colman  
Accounting Manager  
THE MITAS GROUP, INC.

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This is a printed copy of the Economic Disclosure Statement, the original of which is filed electronically with the City of Chicago. Any alterations must be made electronically, alterations on this printed copy are void and of no effect.

**MITAS Employee Resumes**

**Layne Killingsworth**

***Eastern Regional Sales Representative***

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**Software Industry Experience**

- 26 Years

**Key Qualifications**

- Implementation and Training Specialist
- Project Management Experience
- Customer Relations and Quality Control Experience
- Customer Support Representative
- Certified Public Accountant

**Relevant Project Experience**

- Michigan State Housing Development Authority - Project Manager for the implementation of the MITAS Multifamily and Accounting software
- Chicago Department of Housing - Project Manager for the implementation for both the Multifamily and Single Family Departments

**Education and Certifications**

- CPA
- College Coursework in Business Administration

**The Mitas Group, Inc. Responsibilities**

- Layne is responsible for providing project management services, training and implementation to new and existing MITAS clients.
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MITAS Employee Resumes

**Doug Greene**  
***Software Development***

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**Software Industry Experience**

- 4 Years

**Key Qualifications**

- Web based application development using Microsoft Visual Studio .Net/C# in MSSQL®
- Application Software design for both web based applications and Windows®
- Microsoft Domain Server installation, configuration and support experience
- Network Administration

**Relevant Project Experience**

- Product developer for existing and new MITAS clients.
- Development team for PHA product

**Education and Certifications**

- B.S. - Computer Science & Software Engineering, University of Texas at Dallas, Texas
- Database Experience - MySQL, MSSQL
- Computer Languages - C#, Visual Basic, PHP, ASP, COBOL, C++, JavaScript
- Development Tools: Visual Studio, .NET, Visual Studio 6, MSSQL Development Studio

**The Mitas Group, Inc. Responsibilities**

- Doug is responsible for product design, data conversion and programming support for new and existing MITAS customers.

## MITAS Employee Resumes

### **Luhan Chen** **Programmer**

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#### **Software Industry Experience**

- 22 Years

#### **Key Qualifications**

- Data Conversion Specialist
- Programming Specialist for COBOL, C/C++, JAVA, VC++, VB, SQL, Unix and Linux Shell Script, HTML, and UML

#### **Relevant Project Experience**

- Chicago Department of Housing – Worked on the development team for the design and programming of Multifamily software modules
- Michigan State Housing Development Authority - Worked on the development team for the design and programming of Multifamily software modules
- New Jersey Housing and Mortgage Finance Agency – Responsible for the data conversion of Tax Credits from existing database
- Kansas Housing Resources Corporation – Worked on the development team for the design and programming of the Tenant Compliance module
- Kansas Housing Resources Corporation - Programmer for IDIS Transmission interface and HOME TBRA
- Alaska Housing Finance Corporation - Programmer for single family programs
- Delaware State Housing Authority - Programmer for multifamily programs and data conversion specialist
- Atlanta Development Authority - Data conversion specialist for multifamily tenant data.
- Community Development Program of Beaver County - Data conversion specialist for IDIS, HOME, CDBG, and ESG
- Responsible for Electronic Data Interchange Systems
- Responsible for HUD IDIS systems to facilitate daily data uploads
- Development team for responsible for PHA product

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#### **Education and Certifications**

- Masters Degree - Computer Science, Texas A&M University, Commerce, Texas
- Bachelors of Science - Electronics Engineering, Fudan University, China

#### **The Mitas Group, Inc. Responsibilities**

- Luhan is responsible for product design, data conversion services and programming support for new and existing MITAS customers

## MITAS Employee Resumes

- Senior programmer responsible for developing Windows® Print Drivers for MITAS Software applications
- Senior programmer responsible for developing web based application standards for all MITAS Software applications
- SQL database conversion

### **Education and Certifications**

- Bachelor of Science - Information and Control Systems
- Certified Information and Control Systems Engineer

### **The Mitas Group, Inc. Responsibilities**

- Marian is responsible for *technical* programming and *trouble shooting* all MITAS software applications. Marian also provides technical expertise, support and maintenance of the internal infrastructure as it applies to hosting services provided by MITAS as an ASP (Application Service Provider).

## MITAS Employee Resumes

### **Marian Pancik** ***Infrastructure Manager***

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#### **Software Industry Experience**

- 10 Years

#### **Key Qualifications**

- Software Product Designer
- Data Conversion Specialist
- Programming Specialist for COBOL, UNIX based systems, TCL/TK script, JAVA script, C C++
- Customer Support Representative
- Implementation and Training Specialist

#### **Relevant Project Experience**

- Alaska Housing Finance Corporation - Web services Implementation, Senior Programmer for Single Family Internet Loan Reservations system. Technical and Database specialist.
- Delaware State Housing Authority - Implementation and Training for Multifamily, Tax Credits, Compliance, and Asset Management. Technical specialist for Web Applications.
- Regional Council of Rural Counties (CA) - Led the development team for the design and programming of the MITAS LEAD Generation Tool
- Illinois Housing Development Authority - Led the development team for the design and programming of the MITAS LEAD Generation Tool
- New Jersey Housing and Mortgage Finance Agency – Worked on the development team for the design and programming of the MITAS Tax Credit Compliance Tracking
- Michigan State Housing Development Authority – Worked on the development team for the design and programming of the MITAS Internet Property Management System
- Chicago Department of Housing – Worked on the development team for the design and programming of the MITAS Software Imaging System. Technical specialist for Web Applications.
- Illinois Housing Development Authority – Worked on the development team for the design and programming of the MITAS Section 8 TRACS interface to HUD
- Tennessee Housing Development Agency – Worked on the development team for the design and programming of the MITAS Servicer Reconciliation System
- Development team responsible for web services
- Development team responsible for PHA product
- Senior programmer responsible for maintaining the MITAS Internet Loan Reservation System

## MITAS Employee Resumes

### **Winnie Barnes** ***Business Analyst and Support***

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#### **Software Industry Experience**

- 11 Years

#### **Key Qualifications**

- Customer Support Specialist
- Trouble Shooting, Programming and Data Conversion Skills
- Distribution and Installation of MITAS Software Upgrades
- Knowledgeable of all Client operating environments
- Release Management

#### **Relevant Project Experience**

- Customer Support Manager for all MITAS Clients
- Distributed and installed Release 2000, Release 2002, Release 2003A, Release 2004, Release 2006 and Release 2007
- Documented all MITAS Client operating environments to be able to support multiple installations for TEST vs LIVE databases
- Configuration of VPN, GoToMyPC, PC Anywhere, Remote Desktop and other products to support connectivity to the Client
- Application Service Provider (ASP) installation and support for ASP Clients

#### **Education and Certifications**

- Microsoft NT®
- Microsoft Windows®
- College coursework in COBOL Programming and Computer Science

#### **The Mitas Group, Inc. Responsibilities**

- Winnie is responsible for the oversight of customer service, support and installation of MITAS upgrades for all MITAS customers. Winnie manages the toll-free help desk where she assists all customer service representative with providing timely support of all customer inquiries. Winnie sets the standards and establishes the protocols for customer service and support. Winnie manages the distribution and installation of new software releases and patches for MITAS applications. Winnie is also responsible for the installation and support of Application Service Provider (ASP) clients.

## MITAS Employee Resumes

### **Cricket Killingsworth** ***Director, Business Operations***

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#### **Business Ownership/Manager Experience**

- 25 Years

#### **Key Qualifications**

- Member of the Mitas Executive Management Team
- Director of Customer Service and Client Relationship
- Director of Implementation and Training
- Director of Sales & Marketing
- Director of Project Management
- Director of Human Resources
- Financial Planning, Analysis and Administration

#### **Relevant Project Experience**

- Manages the day to day operations for the Customer Support, Professional Services, Implementation and Training, IT, Administrative Services, and Sales & Marketing divisions of the company.
- Developed and manages the National Sales Team for The Mitas Group. Oversees the Annual Mitas Users Conference and Release event, development and implementation of marketing campaigns and promotions and industry trade show and conferences.
- Developed, implemented, and manages the business model for the company.
- Project Management lead from new business development to project plan execution.

#### **Education and Certifications**

- Bachelor of Arts - Major: Psychology, Minor: Marketing
- NASTE – National Association of Sales and Training Executives

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#### **The Mitas Group, Inc. Responsibilities**

Since joining The Mitas Group in 2008, Cricket has been responsible for the day to day management and staff development of the company. Her additional responsibilities include project management, sales, marketing, customer relations and support, staff development, implementation, training for all business units. Cricket is a member of the Management Team. She is an accomplished business woman, consultant and highly sought after speaker appealing to multiple industries.

## MITAS Employee Resumes

### Sherrie Mitas

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#### Software Industry Experience

- 16 Years

#### Key Qualifications

- Product Documentation Expertise
- Project Management Skills
- Implementation and Training Experience
- Development and Production of Multi-Media Help/Training Presentations
- Customer Billings and Contract Management Specialist
- Customer Service Representative
- Sales & Marketing

#### Relevant Project Experience

- California Department of Veterans Affairs – Project Management of the MITAS Applications in the Single Family and Accounting Departments
- Manages MITAS software application upgrades, release notes and documentation
- Marketing Coordinator for The Mitas Group 2003 Executive Seminar

#### Education and Certifications

- Bachelor of Arts, Major: Psychology/Sociology Composite

#### The Mitas Group, Inc. Responsibilities

- Sherrie is responsible for documentation, multi-media training and the development of sales and marketing literature. Sherrie also establishes standards for documentation of the software applications, release notes and procedures for the support help desk. Sherrie has extensive knowledge of Microsoft Office® and other administrative tools used for documentation, sales and marketing.
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## MITAS Employee Resumes

- Tennessee Housing Development Agency – Implementation and Training in the Single Family Department; Data Conversion Specialist for Single Family programs
- Vermont Housing Finance Agency - Implementation and Training in both the Single Family Department and Multifamily Departments; Data Conversion Specialist
- Arkansas Development Finance Authority - Implementation and Training for Single Family programs; Data Conversion Specialist for Single Family programs
- Delaware State Housing Authority - Implementation and Training for Single Family programs
- Mississippi Home Corporation - Implementation and Training in the Single Family Department; Data Conversion Specialist for Single Family programs
- New Mexico Mortgage Finance Authority – Implementation and Training in the Single Family Department; Data Conversion Specialist for Single Family programs
- New Mexico Finance Authority – Implementation and Training in the Multifamily Department; Data Conversion Specialist for Loan Servicing
- Georgia Environmental Facilities Authority – Implementation and Training for Loan Servicing programs; Data Conversion Specialist for Project Development and Project Servicing
- Portland Development Commission – Implementation and Training for Single Family, Multifamily and Economic Development programs
- Missouri Housing Development Commission – Implementation and Training for Multifamily programs; Data Conversion Specialist for Loan Servicing

## Data Conversion Experience

- LSAMS – Single Family Loan Tracking and Servicing System
- Emphasys (formerly AOD) - Tax Credits Allocations and Compliance System
- AMOS – Loan Origination and Loan Servicing Systems
- Gordian - Construction Management System
- GMS – Grant Management System
- HUD IDIS – HUD's Grant Management System for HOME, CDBG, and ESG
- VAX based Single Family and Loan Servicing systems
- EXCEL Spreadsheets, Paradox, Access, DBASE, and other database systems

## Education and Certifications

- Associates Degree – Building Construction

## Affiliations

- Speaker for The National Council of State Housing Agencies (NCSHA)
- Speaker for The National Association of Local Housing Finance Agencies (NALHFA)
- (Past) President of the Rotary Club of McKinney, Texas



MITAS Employee Resumes

**The Mitas Group, Inc. Responsibilities**

- As Vice President of Programming, Tim is a member of the Management Team and Lead Technical Consultant on the design and development of the Loan Servicing Product Line. He is responsible for Project Management, Implementation, Training and Data Conversion for those Clients installing Loan Servicing software applications. He is an Industry Consultant for Single Family and Multifamily Loan Servicing Programs. He is also responsible for the management of resources on the MITAS programming staff.

**MITAS Employee Resumes**

**Timothy Kocsis**  
***Executive Vice President***

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**Software Industry Experience**

- 16 Years

**Key Qualifications**

- Loan Servicing Product Design and Development
- Lead Technical Consultant on Loan Servicing Product Line
- Industry Consultant for Single Family and Multifamily Loan Servicing Programs
- Project Management Experience
- Implementation and Training Specialist
- Customer Support Representative
- Programming and Data Conversion Skills
- Network Administration and Infrastructure Management Experience
- Member of the Management Team at MITAS
- Manager of the Programming Staff

**Relevant Project Experience**

- Alaska Housing Finance Corporation - Consulting, Implementation and Training in Single Family and Loan Servicing Departments; Data Conversion Specialist and Programming
- Michigan State Housing Development Authority – Consulting, Implementation and Training in the Multifamily Loan Servicing Department; Data Conversion Specialist and programming for Multifamily programs
- Kansas Housing Resources Corporation - Data Conversion Specialist for Tax Credit Compliance and HUD IDIS for HOME
- New Jersey Housing and Mortgage Finance Agency – Implementation and Training in both the Multifamily and Single Family Departments; Data Conversion Specialist
- Chicago Department of Housing – Implementation and Training in the Multifamily and Loan Servicing Departments; Data Conversion Specialist for Single Family and Multifamily programs
- Texas Department of Housing and Community Affairs – Implementation and Training for Single Family programs; Data Conversion Specialist for Loan Servicing
- Illinois Housing Development Authority – Implementation and Training for Single Family programs; Data Conversion Specialist for Loan Servicing
- Nebraska Department of Economic Development – Data Conversion Specialist for Grant Management System and HUD IDIS for HOME, CDBG, and ESG
- The Finance Authority of New Orleans – Implementation and Training in the Single Family Department; Data Conversion Specialist for Single Family programs

## MITAS Employee Resumes

- Atlanta Development Authority – Project Management, Implementation and Training for Multifamily Programs
- Community Development Program of Beaver County (PA) - Consulting, Project Management, Implementation and Training for ASP Client
- The Finance Authority of New Orleans – Network Administration, Infrastructure and Technical Support for the entire Agency
- Arkansas Development Finance Authority - Network Administration Support, Implementation and Training in the Multifamily Department
- New Mexico Mortgage Finance Authority – Network Administration Support
- New Mexico Finance Authority – Network Administration Support
- Illinois Housing Development Authority – Contract Administrator
- NeighborWorks America - Project Management, Implementation and Training for Multifamily Programs
- Federation of Appalachian Housing Enterprises - Project Management
- Community Development Funding, Inc. - Project Management, Implementation and Training for ASP Client
- NCALL Research, Inc. - Project Management
- Atlanta Mutual Housing - Project Management, Implementation and Training for Multifamily Programs

## Education and Certifications

- Bachelor of Science - Major: Chemistry
- Minor: Mathematics

## Affiliations

- Speaker for The National Association of Local Housing Finance Agencies (NALHFA)
- Speaker for The National Council of State Housing Agencies (NCSHA)
- Speaker for The National Association for County Community & Economic Development (NACCED)
- Speaker for The National Community Development Association (NCDA)

## The Mitas Group, Inc. Responsibilities

- As Secretary / Treasurer, Lisa is a member of the Management Team and Lead Technical Consultant on the design and development of the Multifamily Product Line. She is responsible for Project Management, Implementation, Training and Data Conversion for those Clients installing multifamily software applications. She is the primary liaison between HUD and MITAS for the development of EDI and an Industry Consultant for Multifamily Programs. She is also responsible for the Coordination of Sales & Marketing, Preparation of RFPs, Bids and Contract Administration.

## MITAS Employee Resumes

### Lisa (Mitas) Kocsis

#### Software Industry Experience

- 13 Years

#### Key Qualifications

- Multifamily Product Design and Development
- Lead Technical Consultant on Multifamily Product Line
- Liaison between HUD and MITAS during Development of IDIS Interface
- Industry Consultant for Multifamily Programs
- Project Management Experience
- Implementation and Training Specialist
- Customer Support Representative
- Data Conversion Skills
- Network Administration and Infrastructure Management Experience
- Member of the Management Team at MITAS
- Coordination of Sales & Marketing Department
- Preparation of RFPs, Bids and Contract Administration

#### Relevant Project Experience

- New Jersey Housing and Mortgage Finance Agency – Project Management, Implementation and Training of Asset Management, Tax Credit Allocations and Tenant Compliance in the Multifamily Department
- Kansas Housing Resources Corporation – Project Management, Implementation and Training of Tax Credit Compliance, HOME CHDO and HOME TBRA, and Asset Management
- Michigan State Housing Development Authority – Consulting, Project Management, Implementation and Training in the Multifamily Department
- Nebraska Department of Economic Development – Project Management, Implementation and Training of HOME, ESG, CDBG; Development of the HUD IDIS Interface
- Chicago Department of Housing – Project Management, Implementation and Training in the Multifamily Department; Also responsible for Contract Administration and General Contractor Oversight of Subcontractors
- Delaware State Housing Authority - Project Management, Implementation and Training of Multifamily Programs; Also responsible for Contract Administration
- Alaska Housing Finance Corporation - Consulting, Project Management and Implementation for Multifamily Programs

## MITAS Employee Resumes

- Illinois Housing Development Authority – Implementation and Training in Section 8 Department
- Vermont Housing Finance Agency – Implementation and Training in Accounting Department
- Arkansas Development Finance Authority – Implementation and Training for the Accounting Department
- New Mexico Mortgage Finance Authority – Implementation and Training for the Accounting Department; Development of EDI with Trustee
- New Mexico Finance Authority – Implementation and Training for the Accounting Department
- Mississippi Home Corporation – Implementation and Training for the Accounting Department
- Pittsburgh Urban Redevelopment Authority – Implementation and Training for the Accounting Department
- CGI - Implementation and Training for the PBCA Section 8 Department

## Education and Certifications

- Bachelor of Science - Major: Management Information Systems
- Minor: Accounting

## The Mitas Group, Inc. Responsibilities

- As Vice President of Finance, Michelle is the Chief Financial Officer for MITAS and is a member of the Management Team and Lead Technical Consultant on the design and development of the Accounting Product Line. She is responsible for Project Management, Implementation, Training, Programming and Data Conversion for those Clients installing financial software applications. She is an Industry Consultant for Financial Applications and GASB Reporting. She is also responsible for Coordination of Quality Control Policies and Procedures; Preparation of RFPs, Bids and Contract Administration.

## MITAS Employee Resumes

### Michelle (Mitas) Beythan

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#### Software Industry Experience

- 25 Years

#### Key Qualifications

- Accounting Product Design and Development
- Lead Technical Consultant on Accounting Product Line
- Industry Consultant for Financial Applications and GASB Reporting
- Project Management Experience
- Implementation and Training Specialist
- Programming and Data Conversion Skills
- Network Administration and Infrastructure Management Experience
- Member of the Management Team at MITAS
- Preparation of RFPs, Bids and Contract Administration
- Chief Financial Officer for MITAS

#### Relevant Project Experience

- Alaska Housing Finance Corporation - Consulting, Implementation and Training in the Accounting Department; Also responsible for Contract Administration.
- Michigan State Housing Development Authority – Consulting, Implementation and Training in the Accounting Department; Also responsible for Contract Administration; Development of Interface to AGATE System
- New Jersey Housing and Mortgage Finance Agency – Implementation and Training in Accounting Department
- California Department of Veterans Affairs – Implementation and Training in Accounting Department; Development of Interface to State Accounting System
- Texas Department of Housing and Community Affairs – Implementation and Training in Accounting Department; Development of Interface to State Accounting System
- Tennessee Housing Development Agency – Implementation and Training for the Accounting Department
- Delaware State Housing Authority – Implementation and Training for the Accounting Department
- Rhode Island Housing and Mortgage Finance Corporation – Implementation and Training for the Accounting Department
- The Finance Authority of New Orleans – Project Management, Implementation and Training in Accounting Department; Development of EDI with Trustee

## MITAS Employee Resumes

### **Education and Certifications**

- Bachelor of Arts - Major: Business Administration
- Bachelor of Arts -Major: Psychology
- Minor: Computer Science

### **Affiliations**

- Speaker for The National Council of State Housing Agencies (NCSHA)
- Speaker for The National Association of Local Housing Finance Agencies (NALHFA)
- Member of The National Association of Housing and Redevelopment Officials (NAHRO)
- (Past) President of the McKinney (Texas) Housing Finance Corporation
- (Past) President of the Rotary Club of McKinney, Texas

### **The Mitas Group, Inc. Responsibilities**

- As President, Steve is responsible for Financial Planning and Analysis. He also serves as the Director for the Lease Servicing Division as well as the Application Service Provider (ASP) Division of MITAS and the Lead Technical Consultant on the design and development of the Single Family Product Line. Steve is the Director of Research & Development for all product lines. He is responsible for Project Management, Implementation, Training, Programming and Data Conversion for those Clients installing Single Family and Multifamily software applications. He is an Industry Consultant for Single Family, Multifamily and Loan Servicing Programs.

## MITAS Employee Resumes

- Michigan State Housing Development Authority – Consulting, Project Management, Implementation and Training in the Single Family Department
- New Jersey Housing and Mortgage Finance Agency – Consulting, Project Management, Implementation and Training in Single Family Department; Also responsible for Contract Administration
- Chicago Department of Housing – Consulting, Project Management, Implementation and Training in the Single Family Department
- California Department of Veterans Affairs – Consulting, Project Management, Implementation and Training in the Loan Servicing Department; Development of a web based system for the Freddie Mac Lease Servicing Program
- Washington State Housing Finance Commission – Implementation and Training in the Loan Tracking Department; Development of a web based system for Loan Reservations
- Texas Department of Housing and Community Affairs – Implementation and Training in the Single Family Department
- Tennessee Housing Development Agency – Implementation and Training in the Single Family Department; Development of an EDI standard for *daily* Master Servicing reconciliation
- Illinois Housing Development Authority – Implementation and Training in the Single Family Department
- Delaware State Housing Authority – Implementation and Training in the Single Family Department
- Rhode Island Housing and Mortgage Finance Corporation – Consulting, Implementation and Training in the Single Family Department
- The Finance Authority of New Orleans – Implementation and Training in the Single Family Department
- Regional Council of Rural Counties (CA) – Implementation and Training in the Single Family Department
- Vermont Housing Finance Agency – Implementation and Training in Single Family Department
- Arkansas Development Finance Authority – Implementation and Training in Single Family Department
- New Mexico Mortgage Finance Authority – Implementation and Training in Single Family Department
- Mississippi Home Corporation – Implementation and Training in Single Family Department
- CitiMortgage – Implementation and Training in the Single Family Department; Development of a web based system for Loan Reservations
- Lehman Brothers – Implementation and Training of Bond Sizing and Multifamily and Underwriting; Development of a web based system for underwriting Military projects



## MITAS Employee Resumes

### **Steven Mitas** ***President***

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#### **Software Industry Experience**

- 17 Years

#### **Key Qualifications**

- Single Family Product Design and Development
- Lead Technical Consultant on Single Family Product Line
- Industry Consultant for Single Family Programs
- Project Management Experience
- Implementation and Training Specialist
- Customer Support Representative
- Programming and Data Conversion Skills
- Network Administration and Infrastructure Management Experience
- Member of the Management Team at MITAS
- Preparation of RFPs, Bids and Contract Administration
- Human Resources Management
- Financial Planning and Analysis
- Director of Research and Development
- Director of Sales & Marketing
- Director of Lease Servicing Division
- Director of Application Service Provider (ASP) Division

#### **Relevant Project Experience**

- Developed and implemented the *Lease Servicing Division* of MITAS to provide sub-servicing for *Lease To Own* programs for California Cities Home Ownership Authority, California Communities Homeownership Agency, Pima County Arizona, San Diego Housing & Finance Agency, Pacific Housing & Finance Agency, ABAG Finance Authority for Non-profit Corporations, Riverside/San Bernardino Area Housing & Finance Agency, Louisiana Public Facilities Authority, Region III Housing Authority in New Mexico and Travis County Texas
- Developed and implemented the *Application Service Provider (ASP) Division* of MITAS to provide application and data hosting services for Washington State Housing Finance Commission, The Finance Authority of New Orleans, CitiMortgage, Atlanta Development Authority, Federation of Appalachian Housing Enterprises, Kansas Housing Resources Corporation and the Illinois Housing Development Authority
- Alaska Housing Finance Corporation - Consulting for the Single Family and Accounting Departments

4/1