



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

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

Department: Mayor's Office
Originator Name: Elizabeth Beatty
Telephone: 4-7350
Date: 09/01/22
Signature of Application Author: [Handwritten Signature]

List Name of NCRB Attendees/Department: Elizabeth Beatty, Patrick Hall, Wanda Gonzalez
Office of the Mayor

OCT 27 2022 [Handwritten Signature]

Request NCRB review be conducted for the product(s) and/or service(s) described herein.
Company: William Filan Ltd
Contact Person: William Filan
Phone: 312-420-6813
Email: wfilan1716@gmail.com
Project Description: Legislative Consulting Services

This is a request for:
[X] New Contract
[ ] Amendment / Modification
Contract Type:
[X] Blanket Agreement Term: 12 (# of mo)
[ ] Standard Agreement
[ ] Time Extension
[ ] Vendor Limit Increase
[ ] Scope Change

Department Request Approval: Helen Elizabeth Beatty, 9.22.2022
Recommended Approval: Steven M. Lohoda, DEC 16 2022

(FOR NCRB USE ONLY)
Recommend Approval/Date:
Return to Department/Date:
Rejected/Date:

[X] Approved [ ] Rejected
Aileen Valenzuela, DEC 16 2022
CHIEF PROCUREMENT OFFICER



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

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

**Justification for Non-Competitive Procurement Worksheet**

**PROCUREMENT HISTORY**

1. Due to the importance of state funding, legislation, and administrative actions to the operations and finances of the City, the City of Chicago has consistently had a presence in Springfield. Historically, this team has been composed of a number of City employees, as well as one or more professional legislative consultants. The City requires the services of a consultant with extensive knowledge of the state legislative process and the people that work within that process. As such, it is important to maintain outside representation continuously. Such a consultant provides advice and insight regarding state legislative matters and furthers the City's interests in initiatives taking place at the state level.

Consultant has served the City since 1995. The Consultant has been engaged through the non-competitive procurement process on the basis of Consultant's background, expertise on state and city issues, understanding of the legislative process and institutional knowledge. Based on his expertise and performance to date, it was determined it would be beneficial for the City to continue this engagement.

2. The Consultant currently has a contract that expires on December 18, 2022. We are requesting that Consultant be provided a new contract for an additional year, with an option for the City to extend the contract for an additional year thereafter.

3. There have been no efforts to competitively bid this requirement as it is believed the Consultant is uniquely situated to be the provider of the required services to the City.

4. Proposals were not solicited due to the specific nature of the duties to be performed.

5. It is possible that there will be future requests made for the services of the Consultant. This will depend on the City's needs and the performance of the Consultant.

6. The expertise and qualifications that are critical to legislative consulting - including relationships within both City government and state government, as well as a history with and understanding of the needs and priorities of the City and how these needs and priorities intersect with state policy, regulation, legislation, and funding - are often specific to an individual. As such, it is likely that such services will continue to be procured through the public non-competitive procurement process.

**ESTIMATED COST**

1. We estimate the cost of this contract to be \$92,000 per fiscal year. As in the current contract, Consultant would be paid at a rate of \$30,000 for each of the first two quarters of the year and then \$16,000 for each of the final two quarters of the one-year period.

2. \$92,000

3. Current contract rates (\$30,000 quarterly for the first two quarters of the fiscal year and \$16,000 for the last two quarters) will remain the same for the term of the extension.

4. The proposed contract rate is the same as the rate under the prior year of the current contract. The cost of the contract is based on the Consultant's experience and expertise; the travel, time, and "24/7 on call" requirements of the engagement. The Consultant's almost 15 years of experience in state legislative affairs, as well as his current knowledge of sister agency initiatives and agendas and his singular focus on City-related matters, makes his services especially valuable to the City.

**SCHEDULE REQUIREMENTS**

1. The Consultant will be engaged year-round, and will be especially active during the legislative session, when the



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Consultant will have to spend weeks in Springfield consulting and strategizing on the City's state legislative agenda. More specifically: Planning and preparation will largely occur during the late summer and fall months; execution of the agenda will occur during the winter and spring months, mostly in Springfield; and late spring and summer will entail review of the prior legislative session. The Consultant will also assist in regulatory matters, which occur throughout the year.

2. N/A

3. Because of the year-round schedule described above and the volatility of schedules and needs related to state legislation and funding, it is critical to have a consistent presence in state legislative affairs. Contracting with a state legislative consultant provides the flexibility and coverage to achieve this.

4. N/A

**EXCLUSIVE OR UNIQUE CAPABILITY**

1. The Consultant is uniquely qualified to represent the City's interest before state governmental bodies and to assist the City in forming strategies to influence the posture of state legislation, state regulations, and other matters affecting the City. The Consultant not only understands the state legislature, its processes, and its people, but also understands the City and has a deep understanding of the complex issues related to the City's agenda in Springfield. The Consultant also has background and current knowledge of the priorities and agendas of the City's sister agencies, facilitating critical coordination with those agencies. The Consultant has strong relationships in Springfield and a strong network within the government affairs field generally, which enables Consultant to advise on strategy and connect with individuals to execute that strategy.

2. The qualifications discussed in this application relate to a specific individual, William Filan.

3. The Consultant brings a unique experience from his prior work in both the public and private sector at the state and local levels, including almost 40 years of involvement in the state legislative process, significantly enhancing the City's ability to be effective in Springfield.

Additionally, the Consultant has worked on several top-tier issues that the City will continue to work on going forward including education reform, sales-tax sourcing, and efforts to strengthen public safety. The Consultant has also worked on state budget issues and their impact on the City. The Consultant has worked on all of these issues in the past and his background will be critical for the City into the future.

4. N/A

5. The City team must work under significant time constraints and deadlines while in Springfield and must be on a call at all times throughout the day and year. Having an individual such as Consultant is indispensable to provide a direct line to decision-makers and senior staff to make quick progress on vital issues. The numerous committee actions and amendments that are offered on a daily basis require an individual with experience and the ability to act quickly and strategically and Consultant has the capabilities and network to do so.

6. N/A

7. N/A

8. N/A

**OTHER**

Personal Services Contractor form attached



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

Date: **October 17, 2022**

Department Name: **Office of the Mayor**

Requisition No: **488806**      Specification No: **1256619**

PO No: \_\_\_\_\_      Modification No: \_\_\_\_\_

Contract Liaison: **Wanda Gonzalez**

Telephone: **312-744-3872**

Email: **Wanda.Gonzalez@cityofchicago.org**

Project / Program Manager: **Patrick Hall**

Telephone: **312-744-2597**

Email: **Patrick.Hall@cityofchicago.org**

For Blanket Agreements, the lead department must consult with other departments who may want to participate in the Blanket Agreement. If grant funded, attach copy of the approved grant application and other terms and conditions of the funding source.

Note:

- 1) **Funding:** Attach information if multiple funding lines
- 2) **Individual Contract Services:** Include approval form signed by all parties
- 3) **ITGB:** IT project valued at \$100,000.00 or more, attach approval transmittal sheet.

\*Contract Liaison Signature: *Wanda Gonzalez*

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

Project Title: **Legislative Consulting Services**

Project Description: **Legislative Consulting Services in Springfield IL for the City of Chicago**

**Funding:**

Corporate     Bond     Enterprise     Grant     Other:

IDOT/Transit     IDOT/Highway     FHWA     FTA     FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
022	0100	01		2005	0140		220140		
025	0100	01		2005	0140		220140		

Check One:

**New Contract Request**

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

\*Project / Program Manager Signature: *Patrick Hall*

\*Commissioner/Authorized Designee Signature: *A. Elizabeth Deatty*

**Purchase Order Information:**

Contract Term (No. of Months): **12**

Extension Options (Rate of Recurrence): **12-month Extension Option**

Estimated Spend/Value: **\$ 92,000**

Grant Commitment / Expiration Date: \_\_\_\_\_

Pre-Bid/Submittal Conference:  Yes     No

Mandatory     Site Visit

**Purchase Order Type:**

Blanket/Purchase Order (DUR)

Master Consultant Agreement (Task Order)

Standard/One-Time Purchase

**Procurement Method:**

Bid     RFP     RFQ     RFI

Small Order

**Special Approvals Required:**

Emergency

Non-Competitive Review Board (NCRB)

Request for Individual Contract Services

Information Technology Governance Board (ITGB)

IDOT Concurrence

**Contract Type:**

Architect Engineering     Commodity     Construction     JOC     SBI

Professional Services     Revenue Generating     Vehicle & Heavy Equipment

Work Service     Joint Procurement     Reference Contract

**Modification or Amendment**

Modification Information:

PO Start Date: **12/18/2022**

PO End Date: **12/19/2023**

Amount (Increase/Reduction): \_\_\_\_\_

**Safety Enhancing Vehicle Equipment (MCC 2-92-597) Yes \_\_\_ No \_\_\_**

**Modification/Amendment Type:**

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

Vendor Limit Increase     Requisition Encumbrance Adjustment

Other (specify): \_\_\_\_\_

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

Full Compliance     Contract Specific Goals

No Stated Goals     Waiver Request

**Risk Management / EDS / IDOT**

Insurance Requirements (included)  Yes     No

EDS Certification of Filing (included)  Yes     No

IDOT Concurrence (required)  Yes     No

**Vendor Information**

Name: **William Filan Ltd**

Contact: **William Filan**

Address: **1716 West George Street**

E-mail: **wfilan@1716@gmail.com**

Phone: **312-420-6813**

**OCT 26 2022**

*[Signature]*



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

Date: October 17, 2022

Department Name: Office of the Mayor

Requisition No: 488806      Specification No: 1256619

PO No:      Modification No:

Contract Liaison: Wanda Gonzalez

Telephone: 312-744-3872

Email: Wanda.Gonzalez@cityofchicago.org

Project / Program Manager: Patrick Hall

Telephone: 312-744-2597

Email: Patrick.Hall@cityofchicago.org

For Blanket Agreements, the lead department must consult with other departments who may want to participate in the Blanket Agreement. If grant funded, attach copy of the approved grant application and other terms and conditions of the funding source.

Note:

- 1) Funding: Attach information if multiple funding lines
- 2) Individual Contract Services: Include approval form signed by all parties
- 3) ITGB: IT project valued at \$100,000.00 or more, attach approval transmittal sheet.

Contract Liaison Signature: *Wanda Gonzalez*

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

Project Title: Legislative Consulting Services

Project Description: Legislative Consulting Services in Springfield IL for the City of Chicago

Funding:

Corporate       Bond       Enterprise       Grant       Other

IDOT/Transit       IDOT/Highway       FHWA       FTA       FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
<del>022</del>	<del>0100</del>	<del>01</del>	<del>2005</del>	<del>0140</del>	<del>220140</del>	<del>022</del>	<del>100</del>	<del>12005</del>	<del>9121</del>
<del>023</del>	<del>0100</del>	<del>01</del>	<del>2005</del>	<del>0140</del>	<del>220140</del>	<del>023</del>	<del>100</del>	<del>12005</del>	<del>9121</del>

Check One:

New Contract Request

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

Project / Program Manager Signature: *Patrick Hall*

Commissioner/Authorized Designee Signature: *A. Ellyssa Beatty*

Purchase Order Information:

Contract Term (No. of Months): 12

Extension Options (Rate of Recurrence): 12-month Extension Option

Estimated Spend/Value: \$ 92,000

Grant Commitment / Expiration Date:

Pre-Bid/Submittal Conference:  Yes  No

Mandatory       Site Visit

Purchase Order Type:

Blanket/Purchase Order (DUR)

Master Consultant Agreement (Task Order)

Standard/One-Time Purchase

Procurement Method:

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Small Order

Special Approvals Required:

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Contract Type:

Architect Engineering       Commodity       Construction       JOC       SBI

Professional Services       Revenue Generating       Vehicle & Heavy Equipment

Work Service       Joint Procurement       Reference Contract

Modification or Amendment

Modification Information:

PO Start Date: 12/18/2022

PO End Date: 12/19/2023

Amount (Increase/Reduction):

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

Full Compliance       Contract Specific Goals

No Stated Goals       Waiver Request

Risk Management / EDS / IDOT

Insurance Requirements (included)  Yes  No

EDS Certification of Filing (included)  Yes  No

IDOT Concurrence (required)  Yes  No

Safety Enhancing Vehicle Equipment (MCC 2-92-597) Yes \_\_\_ No \_\_\_

Modification/Amendment Type:

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

Vendor Limit Increase       Requisition Encumbrance Adjustment

Other (specify):

Vendor Information

Name: William Filan Ltd

Contact: William Filan

Address: 1716 West George Street

E-mail: wfilan@1716@gmail.com

Phone: 312-420-6813

OCT 26 2022

*W*



To: Aileen Velazquez, Chief Procurement Officer, Department of Procurement Services  
From: Elizabeth Beatty, Deputy Mayor of Intergovernmental Affairs, Office of the Mayor *EB*  
Re: Procurement of Legislative Consulting Services – William Filan  
Date: September 1, 2022

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This memorandum is to request the approval of a new 12-month contract for the legislative consulting services of William Filan of William Filan, Ltd. The proposed contract would be for a term of one year with an option for the City to extend its terms for an additional year. The contract would compensate William Filan, Ltd. at the designated annual rate of up to \$92,000.

Mr. Filan performs state legislative consulting services on a year-round basis for the City. This includes travel to Springfield for all legislative session days, monitoring of the legislative rulemaking process, and the tracking and drafting of state legislation. Mr. Filan also attends meetings, committee hearings, and conferences as needed and works with the City's Springfield intergovernmental affairs team on bill negotiations in both chambers of the General Assembly. Mr. Filan is integral in advancing the City's agenda at the state level and working with legislators to protect the interests of the City.

Mr. Filan's extensive experience in state legislative affairs and institutional knowledge of issues relevant to the City make him a uniquely qualified candidate for this role. Mr. Filan has around 40 years of state government experience, both working as a legislative senior staff member and as a consultant. His deep knowledge and historic understanding of the issues at hand, as well as his network of relationships in Springfield, are unmatched and have proven pivotal to the City's work in Springfield.

Thank you, and please do not hesitate to contact me with any questions or concerns.

*Submit to: Christopher Owens, Commissioner, Department of Human Resources*

**REQUEST TO USE PERSONAL SERVICES CONTRACTOR**

Requesting department: Office of the Mayor Date: August 22, 2022

Contact person and phone number: Wanda Gonzalez 312-744-3872

**A. Please provide the following information (attach additional sheets if needed):**

1. Name of the personal services contractor: William Filan (William Filan Ltd.)
2. Explain why the contractor's services are necessary: The City requires the services of a consultant who possesses unique and extensive knowledge of the State legislative process and the people that work within that process. That consultant will provide advice and key insight regarding all such matters and will further the City's interest in legislative initiatives taking place at the state level. Mr. Filan has extensive experience in many aspects of the State legislative process and is uniquely qualified to represent the City's interest before state governmental bodies and to assist the City in forming strategies to influence the posture of state legislation, state regulations, and other matters affecting the City. Mr. Filan not only understands the state legislature, its processes, and its people, but also understands the City and has a deep understanding of the issues related to the City's agenda in Springfield. The Consultant has strong relationships in Springfield and a strong network within the government affairs field generally, which enables Consultant to advise on strategy and connect with individuals to execute that strategy.
3. Describe the nature of the work to be performed: The contractor will consult with the City and its departments on various matters, including, but not limited, policy matters and legislative strategy; assist and advise the City in drafting, preparing, and presenting state legislation; appear before state legislative committees representing the City's interests; provide information and background on legislation impacting the City of Chicago; provide training for City team members from his particular nuanced perspective as an introduction to the general state legislative process.
4. Explain how the personal services contractor will function as an independent contractor and not function as employee-like (for guidance, please refer to attached criteria): The contractor will not have an office at City Hall nor will he be supplied with equipment or support staff but will instead provide consulting services from his personal office, home, over the phone, and from Springfield. He will provide strategic counsel and guidance based upon his unique qualifications, employment history, and legislative perspective and relationships. With his decades of experience in Springfield, Mr. Filan will maintain a distinct role by

*If you have any questions, please contact Christopher Owen, First Deputy, Department of Human Resources at 312-744-8395*

APPENDIX A

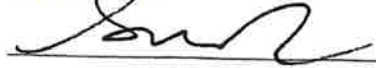
DHR: Approved Not Approved



Date:

9/27/2022

OBM: Approved Not Approved



Date:

9/27/2022

*If you have any questions, please contact Christopher Owen, First Deputy, Department of Human Resources at 312-744-8395*



# WILLIAM FILAN

---

1716 West George Street  
Chicago, Illinois 60657  
(312)420-6813  
Email: wfilan1716@gmail.com

August 1, 2022

Elizabeth Beatty  
Deputy Mayor  
Mayor's Office of Intergovernmental Affairs  
City of Chicago  
121 N. La Salle Street, Room 406  
Chicago, IL 60602

Re: Salary

Dear Ms. Beatty,

I am requesting that my rate for my contract beginning on December 28, 2022 stay at \$92,000 per year to be paid quarterly.

Thank you.

Sincerely,

**William Filan**

William Filan

# WILLIAM FILAN

---

1716 West George Street  
Chicago, Illinois 60657  
(312)420-6813  
Email: wfilan1716@gmail.com

August 1, 2022

Elizabeth Beatty,  
Deputy Mayor  
Mayor's Office of Intergovernmental Affairs  
City of Chicago  
121 N. La Salle Street, Room 406  
Chicago, IL 60602

Re: MBE/WBE Waiver

Dear Ms. Beatty:

I am writing to you concerning my proposed Legislative Consulting Contract with the Mayor's Office of Intergovernmental Affairs. Besides my wife Kimberly, I am a sole proprietor with no other employees. I do not have any stated goals for any MBE/WBE participation and, therefore, am requesting a waiver.

Please call if you have any questions or need additional information. Thank you for your assistance in this matter.

Sincerely,

**William Filan**

William Filan



To: Aileen Velasquez  
Chief Procurement Officer  
Department of Procurement Services

From: Elizabeth Beatty  
Office of the Mayor  
Intergovernmental Affairs

Date: September 1, 2022

Re: MBE/WBE Goals – William Filan

This memorandum is to confirm our office's concurrence with the request from William Filan ("Consultant" / William Filan Ltd), in connection with the proposed contract extension for legislative consulting services, that there be no stated MBE/WBE participation goals for the contract, for the reasons stated in consultant's request letter.

Thank you, and please do not hesitate to contact me with any questions or concerns.

# WILLIAM FILAN

---

1716 West George Street  
Chicago, Illinois 60657  
(312)420-6813  
Email: wfilan1716@gmail.com

August 1, 2022

Elizabeth Beatty  
Deputy Mayor  
Mayor's Office of Intergovernmental Affairs  
City of Chicago  
121 N. La Salle Street, Room 406  
Chicago, IL 60602

Dear Ms. Beatty:

I have been involved in the legislative process for close to 40 years and have worked with the City of Chicago on many of their issues for over 25 years. I am a problem solver that provides valuable institutional knowledge, advice and direction to your excellent staff and city departments. I assist in the reviewing of over 9,000 bills along with countless amendments that are introduced in any given session, and then follow many of these bills throughout the legislative session. I have established relationships with my peers, members of the General Assembly, the legislative staff and the executives who run the various departments within the Executive Branch under the Governor.

Some of the issues that confront us in Springfield range from transportation, public safety, revenue issues such as restoring the Local Government Distribution Fund (LGDF), pension stability and protecting our water, airports and home rule powers.

I have extensive knowledge on the various public policy issues confronting the City of Chicago. I believe my strategic advice and legislative expertise are invaluable to your team during a legislative session that moves and changes quickly. I understand the budget process and the rules that run the legislative process in both the Senate and the House.

It will be important to have folks with the experience and institutional knowledge of past sessions when discussing issues and strategies as we approach the new legislative session following the November general election.

In the past, I have worked with your team to prevent laws from being passed that would be detrimental to the City. I have also worked closely with your team to make sure Chicago gets its fair share of state revenue. My strengths lie in constantly reviewing strategies and tactics for new



CERTIFICATE OF FILING FOR  
CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 175372  
Certificate Printed on: 08/22/2022

Date of This Filing: 08/22/2022 02:17 PM  
Original Filing Date: 08/22/2022 02:17 PM

Disclosing Party: WILLIAM FILAN  
Filed by: Mr. WILLIAM M FILAN

Title: OWNER

Matter: consulting & lobbying contract  
Applicant: WILLIAM FILAN  
Specification #: 1216670  
Contract #: 156289

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

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



WILLFIL-01

JSLOVER

DATE (MM/DD/YYYY)  
8/2/2022

# CERTIFICATE OF LIABILITY INSURANCE

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

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

**PRODUCER**  
Maslow Insurance Services, Inc.  
2333 Waukegan Rd, Ste 100  
Bannockburn, IL 60015

**CONTACT NAME:**  
**PHONE (A/C, No, Ext):** (847) 444-1060  
**FAX (A/C, No):** (847) 201-4720  
**E-MAIL ADDRESS:**

**INSURER(S) AFFORDING COVERAGE**  
**INSURER A:** Hanover Insurance Company  
**NAIC #** 22292

**INSURED**  
William Filan Ltd  
1716 W Georgia Street  
Chicago, IL 60657

**INSURER B:**  
**INSURER C:**  
**INSURER D:**  
**INSURER E:**  
**INSURER F:**

### COVERAGES

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY _____ PRO-JECT _____ LOC _____ OTHER: _____					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ _____ \$
	<b>AUTOMOBILE LIABILITY</b> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ _____ \$
	<b>UMBRELLA LIAB</b> OCCUR <b>EXCESS LIAB</b> CLAIMS-MADE  DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ _____ \$ PER STATUTE OTH-ER
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liabil	X	LHCH70800201	7/30/2022	7/30/2023	\$500k OCC/ \$500k AGG

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
It is hereby understood and agreed that City of Chicago Procurement Dept 121 n La Salle at rm 806 Chicago Illinois 60602, is a Limited Additional Insured in regards to the professional policy.

### CERTIFICATE HOLDER

City of Chicago  
Dept of Procurement  
121 N. LaSalle  
Chicago, IL 60602

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## SCOPE OF SERVICES

Contractor will perform legislative consulting services on a year-round basis for the City of Chicago. Services will include:

1. Travel to Springfield for all legislative session days (Spring, Fall, and any special session days announced).
2. Monitoring of the legislative rulemaking committee.
3. Attendance at meetings and conferences as needed.
4. Tracking state legislation and spotting issues of concern for the City on a daily basis.
5. Advancing the City's agenda at the state level, while also working closely with legislators to protect the interest of the City on potentially harmful legislation.
6. Relationship building will be a critical Contractor function, as planning and attending legislative events and meetings will be a large part of Contractor role.
7. Work directly with the City's Springfield team on bill negotiations in both chambers of the General Assembly.
8. Attending legislative committee hearings in Springfield and Chicago.
9. Assist the City in drafting legislation as well as amendments for legislation adversely affecting the City.
10. Conducting research to ensure the most optimal outcomes of the legislation proposed by City departments and other entities.
11. Consulting with other policymaking entities on legislative strategy.
12. Assisting in the passage of legislation needed by the City's departments and the Mayor's Office.
13. Provide information to the City from other entities and lobbyists about state government.
14. Maintaining open lines of communication with the City and its legislative team.
15. Assisting in any state government or legislative affairs related tasks, programs, events, and projects as needed.
16. Contractor should devote all such time to perform the services under this Contract as may reasonably be required.
17. The Contractor shall submit summary/weekly reports when in legislative session and ad hoc reports when not in session.

**Conflict Notification Requirement**

If the Contractor believes there is a conflict, may be a conflict, or the appearance of a conflict between the interests of the City and any other client(s), Contractor must promptly notify the City in writing. The City may require the Contractor to provide further information on the potential conflict. At the City's request, Contractor will suspend its work on the particular project for the other client(s), or cease work for the City on the particular project (in which case the City may reduce Contractor's compensation under this Agreement). The City may deem Contractor's failure to abide by this provision a breach of this Agreement.