

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

JNCF Form Rev 12/13/07

APPROVED 2-1
CONDITIONALLY
APPROVED
RETURN TO DEPT.
DISAPPROVED

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

For contract(s) in this request, answer applicable questions 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.

Request that negotiations be conducted only with **Community Development Experts** for the product and/or services described herein. This is a request for

(One-Time Contractor Requisition #: _____, copy attached) or Term Agreement or Delegate Agency (Check one).
(Name of Person or Firm)

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

Pre-Assigned Specification No.: _____

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 #: 15560

Company or Agency Name: Community Development Experts

Specification #: _____

Contract or Program Description: IDIS Technical Assistance
(Attach List, if multiple)

Modification #: _____

Rosalind Stevens

4-2519

Originator Name

Telephone

Signature

05

Department

3/16/09

Date (mm/dd/yr)

Indicate **SEE ATTACHED** in each box below if additional space needed:

<input checked="" type="checkbox"/> PROCUREMENT HISTORY See Attached
<input checked="" type="checkbox"/> ESTIMATED COST See Attached
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS See Attached
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY See Attached
<input type="checkbox"/> OTHER N/A

APPROVED BY: [Signature]
DEPARTMENT HEAD OR DESIGNEE

DATE

[Signature]
BOARD CHAIRPERSON

4/17/09
DATE

[Signature]
APPROVED BY

4/23/09
DATE

DPS PROJECT CHECKLIST

For DPS Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____
CA/CN's Name	_____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

GENERAL INFORMATION:

Date: 3/16/09
REQ No.: _____
Specification No.: (if known): _____
PO No.: (if known): 15560
Modification No.: (if known): _____
Project Description: IDIS Technical Assistance

Contact Person: Rosalind Stevens
Tel: 4-2519 **Fax:** 4-6599 **E-mail:** rstevens@cityofchicago.org
Project Manager: Latoya Vaughn
Tel: 4-9564 **Fax:** 4-6599 **E-mail:** lvaughn@cityofchicago.org
Previous PO No.: (if known): 6969

FUNDING:

City: Corporate Bond Enterprise Grant* Other
 State: IDOT/Transit IDOT/Highway FAA Grant* Other
 Federal: FHWA FTA Grant* Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
	2009	0K35	05	2505	0140	T	0	0	092505	200000

Estimated Value \$200,000

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

SCOPE STATEMENT:

Attached is a Detailed Scope of Services and/or Specification

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.

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.

TYPE OF PROCUREMENT REQUESTED (check all that apply):

NEW REQUEST

- Blanket Agreement
 Standard Agreement
 Small Orders

MOD/AMENDMENT

- Time Extension
 Vendor Limit Increase
 Scope Change/Price Increase/Additional Line Item(s)
 Other (specify): _____

FORMS: Requisition Special Approvals Non-Competitive Review Board (NCRB)

CONTRACT TERM: 03/31/2009 **Requested Term (number of months):** 36 **months**
 -
 04/01/2011

DPS PROJECT CHECKLIST

PRE BID/SUBMITTAL REQUIREMENTS:

Requesting Pre Bid/Submittal Conference? Yes No Requesting Site Visit? Yes No

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

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

Risk Management

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 (fill in) _____

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.

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 and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

If Modification request, please verify and provide the following:

Contractor's Name: N/A

Contractor's Address: N/A

N/A

Contractor's e-mail Address: N/A

Contractor's Phone Number: N/A

Contractor's Contact Person: N/A

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:

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

Risk Management

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

DPS PROJECT CHECKLIST

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 and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

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

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

Contractor's Name: N/A

Contractor's Address: N/A

N/A

Contractor's e-mail Address: N/A

Contractor's Phone Number: N/A

Contractor's Contact Person: N/A

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: 005- CH 604 121 N. LA SALLE ST. ROOM 604 Chicago, IL 60602	REQUISITION: 42208 PAGE: 1 DEPARTMENT: 05 - OFFICE OF BUDGET & MANAGEMENT PREPARER: Rosalind D Stevens NEEDED: APPROVED: 3/13/2009
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REQUISITION DESCRIPTION

INTERGRATED DISBURSEMENT AND INFORMATION SYSTEM (IDIS) TECHNICAL ASSISTANCE SERVICES
 SPECIFICATION NUMBER: 72770

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	91875	200,000.00	USD	1.00	200,000.00						
	CONSULTING SERVICES										
SUGGESTED VENDOR: COMMUNITY DEVELOPMENT EXPERTS		REQUESTED BY: Rosalind D Stevens									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	009	0K35	0052505	0140	220140	0000	00000000	092505	00000	0000	200,000.00
LINE TOTAL:											200,000.00
REQUISITION TOTAL:											200,000.00

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose. Requisitions prepared incorrectly will be returned to the using department.



City of Chicago
Richard M. Daley, Mayor

Office of Budget and Management

Ann McNabb
Acting Budget Director

City Hall, Room 604
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-3323
(312) 744-3618 (FAX)
(312) 744-3619 (TTY)

<http://www.cityofchicago.org>

MEMORANDUM

TO: Montel M. Gayles
Chief Procurement Officer
Department of Procurement Services

ATTN: Brent Walter
Deputy Procurement Officer
Chairman Sole Source Review Board

FROM: Ann McNabb *AMcNabb*
Acting Budget Director
Office of Budget and Management

DATE: March 17, 2009

RE: **Non-Competitive Sole Source Justification for Community
Development Experts (Existing Contract Number 15560)**

The Office of Budget and Management Office is requesting to retain the services of Community Development Experts from March 31, 2009 through April 1, 2011, with one possible extension option, with a budget of up to \$200,000. This agency is needed to assist with ongoing issues related to the federal Integrated Disbursement and Information Systems (IDIS). Attached are the following documents:

1. Cover Memo
2. Justification for Non-Competitive Procurement Form
3. DPS Project Checklist
4. Requisition Form
5. Scope of Service
6. Estimated Cost
7. WBE/MBE Waiver
8. EDS

If you should have any questions, please contact Rosalind Stevens, of my staff, at 4-2519. Thank You.





City of Chicago
Richard M. Daley, Mayor

Office of Budget and Management

Ann McNabb
Acting Budget Director

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Justification for Non-Competitive Procurement

Department: Office of Budget and Management

Vendor: Community Development Experts

Procurement Request:

The Office of Budget and Management is requesting to use the services of Community Development Experts three years for \$200,000 to assist with ongoing issues and Technical Assistance relating to the Integrated Disbursement and Information Systems (IDIS).

Procurement History

This agency has been contracted with the City since 2005 to assist the City with various findings in reference to the Community Development Block Grant program. The U.S. Department of Housing and Urban Development (HUD) requested that the City of Chicago engage the services of an experienced consultant to provide assistance to grantees that are required to report on HUD's Integrated Disbursement and Information System. As a result, the Office of Budget and Management (OBM) reached out to the Community Development Experts per HUD's suggestion to assist with training and technical assistance. HUD suggested to OBM that the Community Development Experts are unique to address the City's needs because they have addressed similar training and technical assistance issues for numerous HUD grantees, including the county of Cook.

Scheduled Requirements

Community Development Experts specifications were based on discussions with the vendor and the noted findings and concerns from HUD regarding the City's reporting and use of IDIS. We are requesting to use the service for 36 months with an additional extension option to assist with ongoing technical assistance related to various HUD audit findings. The cost section of the proposal includes detailed time allocated to complete each task.

Exclusivity or Unique Capability

CDE has conducted IDIS training and technical assistance since 1996; they have the unique experience of providing IDIS technical assistance to numerous State, County, and Local governments that receive HUD formula grants. Additionally, they have an established relationship with HUD that will help facilitate the resolution of existing grant audit findings and concerns regarding the City's reporting and usage of IDIS. Furthermore, CDE has the necessary IDIS clearance that will be necessary to access the City's IDIS data.



COMMUNITY DEVELOPMENT EXPERTS



January 2, 2009

Budget Director
121 N. LaSalle St
Chicago, IL 60602

RE: Exclusivity Justification

Dear Budget Director:

CDE is pleased to submit this letter for the exclusive provision of IDIS training and technical assistance support to the Office of Budget and Management. CDE feels that there are two reasons to extend the provision of IDIS services exclusively to our partnership.

First, CDE is the most recognized providers of IDIS training in the nation. From 1997 – 2003, CDE staff were the sole providers of IDIS training and technical assistance services due to contract exclusivity with our former employer Tonya Inc. Since then, we have continued to grow our reputation as the company to turn to for IDIS services. Even today, CDE has a wait list for training workshops due to our expertise but also because of the lack of qualified providers with the necessary knowledge of IDIS. CDE's reputation as the best choice for IDIS services was verified by HUD Headquarters' selection of CDE for a major IDIS training need back in 2004. The department contacted CDE to conduct IDIS training to its largest group of new grant recipients that department has ever had. HUD contacted CDE despite our organization's absence from any formal contractor list maintained by the department during that time.

Second, CDE has provided important IDIS services to OMB since 2006 that has resolved a number of findings identified by Chicago HUD and that has provided CDE with a greater understanding of how to effectively assist OMB going forward. These services have given rise to other opportunities that CDE has identified that can result in better oversight and management of the CDBG program for OMB. Among these include the development of a procedural manual for project management, performance measurement document and training, and IDIS data entry and IDIS reporting services. As a result of the time spent with the various grants management departments and OMB since 2006, CDE is equipped with the requisite knowledge to effectively support OMB in its goals and objectives for future accomplishments with its CDBG program.

Thanks for your consideration in this matter.

Sincerely,

Ronald Allen
Partner

COMMUNITY DEVELOPMENT EXPERTS



October 7, 2008

Budget Director
121 N. LaSalle St
Chicago, IL 60602

RE: Proposal to provide on-going Technical Assistance and Training on HUD's Integrated Disbursement and Information System (IDIS) and Development of Performance Measurement Guidebook and Procedural Manual for Management of Project/Activity Set Up and Annual Reporting information.

Dear:

CDE is pleased to submit this updated scope of services as the basis for a contract extension for the 2009 – 2011 program year period for the City of Chicago. CDE has successfully assisted the city in resolving HUD findings related to annual reporting requirements of the CDBG program for years 2003 -2006. Currently CDE is in the last stages of resolving annual reporting issues identified by HUD Chicago for program year 2007 and CDBG data clean up issues identified by HUD Headquarters.

The scope of services includes on-going IDIS technical assistance to the city as well as the production of two important documents that will address: (1) OBM's need to report to HUD performance measurement data currently not effectively provided by city departments. This service includes the development of a performance measurement guidebook and corresponding training for city agencies that manage the CDBG, HOME, ESG, and HOPWA entitlement grant programs from HUD. (2) A Procedural Manual that will codify a process of setting up projects and activities and reporting accomplishments and the transmission of this information to departments that handle the federal grants programs

SCOPE OF WORK

Task

I – IDIS Technical Assistance

- Provide continued IDIS training needs for department staff
- Perform data entry for 2009, 2010, & 2011 project & activity set ups in IDIS
- Perform data entry of annual reporting data into IDIS system from Departments administering CDBG grants
- Assist comptrollers to produce accurate CDBG Financial Summary reports for 2009 - 2011
- Generate IDIS CAPER reports for annual reporting
- Travel

II – Performance Measurement Guidebook

- Development of Performance Measurement Guidebook
- On-site assessment of City Department contracts for delegate agencies
- 2 – 1 day trainings on Performance Measurements
- Travel

III – Procedural Manual

- Development of procedural manual designed to capture information flow for project/activity set ups and dissemination of same information to department staff
- Travel

COMMUNITY DEVELOPMENT EXPERTS



COST

<u>Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
I – IDIS Technical Assistance	800	125hr	\$100,000
II – IDIS Training	192	125hr	\$24,000
III – CDBG Guidebook	250	125hr	\$31,250
IV – Procedural Manual	300	125hr	\$37,500
V – Travel			<u>\$7,250</u>
			\$200,000

Should you have any questions about this proposal or any other questions related to these services, please contact me at (301) 869-6210. Again, CDE is pleased to provide these services to the City of Chicago.

Sincerely,

Ronald L. Allen

Ronald Allen

Community Development Experts

Support Services to Department of Housing and Urban Development Grantees

Partners

Ronald Allen
18804 Impulse Lane
Gaithersburg, MD 20879
Tel: 301-869-6210
Fax: 301-869-6626
ron@cdexperts.net



Baron Bell
12212 Asbury Drive
Ft. Washington, MD 20744
Tel: 301-292-5198
Fax: 301-292-5198
baron@cdexperts.net

OUR MISSION & HISTORY

Community Development Experts (CDE), a partnership formed by Ronald Allen and Baron Bell in 2004, specializes in training and the provision of technical assistance to state and local governments receiving federal housing and community development funds. Mr. Allen and Mr. Bell have over 20 years collective experience in this field.

From 1996 through 2002, as members of Tonya, Inc, the partners functioned as team members on various project assignments for HUD including conducting training and technical assistance. The partners managed or co-managed major training contracts for HUD during their tenure including training on Consolidated Planning, Integrated Disbursement and Information System (IDIS), and Grants Management Process for HUD field office staff.

CDE is committed to providing effective, results oriented solutions to problems encountered by HUD grantees at the local, county and state levels. We accomplish this mission by consistently providing high-quality, responsive, engaging, friendly customer-centered service. CDE provides technical assistance in the following areas:

- Performance Measurements
- IDIS Training & Technical Assistance
- Consolidated & Action Plan Development
- Environmental Review
- CAPER Reporting
- Uniform Relocation and Real Properties Acquisition

IDIS PROJECT SUMMARIES

CLIENT: COMMUNITY PLANNING AND DEVELOPMENT GRANTEES
SERVICE PERIOD: QUARTERLY IDIS TRAINING WORKSHOPS SINCE 2005

Since 1996, CDE staff has trained and provided technical assistance in IDIS to hundreds of grantee staff members including new and experienced IDIS users. CDE staff has trained state, county, and local grantees at both hotel and HUD Field Office locations and has unrivaled IDIS training and technical assistance experience. Our contacts at HUD enable us to effectively solve both administrative and technical IDIS issues that may arise at training and technical assistance sessions. The IDIS workshops that CDE staff has conducted have effectively equipped grantee users to set up activities, drawdown funds, and report accomplishments to HUD. CDE has also provided on-site technical assistance to numerous grantees; many with unique needs, including data clean-up items, as well as troubleshooting financial and program information in IDIS.

CLIENT: HOUSING AND URBAN DEVELOPMENT'S SYSTEMS DEVELOPMENT AND EVALUATION DIVISION
SERVICE PERIOD: 2004

Per request from HUD Headquarters, CDE conducted fourteen IDIS training workshops for sixty four new entitlements and grantees considered hardship by HUD. These new grantees were the largest number of first time participants in HUD's formula grant program since its start year of 1974. Because of the requirement that grantees use IDIS for draw downs and reporting, the department had an immediate need for IDIS training expertise and contacted CDE. Via a subcontracting arrangement with Management Technology Institute (MTI), CDE was able meet HUD's short turnaround time to conduct the workshops. Training sessions were held in all regions of the US. CDE handled all administrative and technical requirements for the training including the following:

- Web based training registration
- Secure training facilities for fourteen workshops
- Training materials
- Training staff
- Travel arrangements

CITY OF CHICAGO

CDE has successfully conducted IDIS training workshops and on-going IDIS technical assistance to Chicago's OBM. Training has focused on basic instruction for the various department staff (Housing, Economic Development, Community Planning and Development) as well as training tailored to finance staff. In addition, CDE provides program guidance support related to the eligible activities under the CDBG program. CDE has also assisted the city to successfully resolve HUD findings related to exceeding public service caps from 2003 – 2005 and activity eligibility and performance reporting for program year 2007. Services with OBM include:

- *CDBG Data Clean Up* – corrections and revisions to over a thousand activities in IDIS.

- *Close outs* – completed over five hundred activities showing as still open in IDIS with final accomplishment and beneficiary data.
- *CDBG Financial Summary Report* – corrections to 2003 – 2005 submissions
- *Monthly conference calls* – provide guidance on annual reporting issues and CDBG program guidance.
- *Telephone technical assistance* – field questions and provide guidance concerning various issues related to annual reporting as well project/activity set ups.

BUSINESS DESIGNATIONS

Currently Pursuing MBE status



City of Chicago
Richard M. Daley, Mayor

Office of Budget and Management


Ann McNabb
Acting Budget Director

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<http://www.cityofchicago.org>

MEMORANDUM

TO: Ann McNabb
Acting Budget Director

FROM: Rosalind Stevens 
Director of Administration

DATE: March 16, 2009

RE: **Minority Owned Business and Women Business Enterprise
(WBE) Compliance Waiver**

Please review the attached correspondence requesting a waiver of MBE and WBE compliance.

Attached is correspondence from Community Development Experts and a memo to the Department of Procurement requesting the aforementioned waiver. If you have any questions, please give me a call at 4-2519.

Thank you for your assistance in this matter.

NEIGHBORHOODS



COMMUNITY DEVELOPMENT EXPERTS



February 19, 2009

Ann McNabb
Acting Budget Director
121 N. LaSalle St
City Hall - 403
Chicago, IL 60602

RE: MBE/WBE Status Waiver

Dear Ann:

Although Community Development Experts is a minority owned partnership we do not currently have the MBE/WBE designation with city of Chicago. CDE anticipates completing the application process for the designation in the coming months. Nevertheless, we request a current waiver from this requirement for two reasons.

First, the City of Chicago's Office of Budget and Management is expected to meet timelines HUD has set for the submission of its annual performance report, corrections to 2008 Action Plan Projects, set up of 2009 Action Plan Projects, and clean up of 2007 performance data related to the CDBG program. CDE has assisted the city under a prior contract to resolve outstanding HUD issues at that time (2003 - 2006) and requires prompt approval for this new contract to continue providing the highest quality IDIS technical assistance and program support to the city. The city has a due date of March 30th 2009 for its annual report to HUD as well as a pre-March due date for programmatic concerns for its 2008 Action Plan Projects. The 2009 projects need to be set up to meet imminent cash payout requests from city vendors performing work under the city grant programs.

Second, CDE has provided critical and necessary IDIS technical support to OBM since late 2007 and as a result has helped the city to successfully address HUD findings for IDIS data and financial concerns identified by the department. Without CDE's assistance the city would have realized a probable repayment of grant funds back to HUD because of a violation of public service expenditure limits. Potentially the city could have paid back more than a million dollars if CDE had not successfully addressed the HUD finding.

Important though in getting this resolved, in addition to CDE's expertise, is the relationship CDE has established with city staff from the various departments administering CDBG grants. CDE has been able to successfully work with staff to navigate through various challenges in addressing HUD findings. As a result of this familiarity with department staff, CDE's ability to more quickly resolve problems has been enhanced and enabled work schedules for CDE to be completed in a timely fashion. CDE's acquired knowledge of department programs and internal processes related to program management during the initial contract period has proven indispensable in providing successful technical support.

COMMUNITY DEVELOPMENT EXPERTS



This established relationship has become essential to CDE in successfully addressing problems and would pose an unnecessary hurdle to any other vendor seeking to engage the city in IDIS support in addition to the inherent difficulty of meeting the short turnaround times related to the deliverables identified above.

Thanks for your consideration in this matter.

Sincerely,

Ronald L. Allen

Ronald Allen
Partner



City of Chicago
Richard M. Daley, Mayor

Office of Budget and Management

Ann McNabb
Acting Budget Director

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<http://www.cityofchicago.org>

MEMORANDUM

TO: Montel M. Gayles
Chief Procurement Officer

FROM: Ann McNabb *Ann McNabb*
Acting Budget Director

DATE: March 16, 2009

RE: **Minority Owned Business and Women Business Enterprise
(WBE) Compliance Waiver**

As stated in previous correspondence with the Community Development Experts dated February 19, 2009, the Office of Budget and Management (OBM) is in concurrence that the WBE compliance can not be met. Therefore, we are requesting a waiver for the MBE/WBE participation requirement. The Office of Budget and Management began using the services of the Community Development Experts in 2005 and officially contracted with this agency in 2007 to assist the Office of Budget and Management Empowerment Zone as well as various other City departments to correct issues related to the input of information relating to the federal Integrated Disbursement and Information Systems (IDIS). We are aware that there are only two employees associated with this company and the agency is not located in Chicago. The services that the company provides is limited to reports generated via the IDIS system, therefore, the MBE and WBE requirements can not be met. OBM is concurrent with the aforementioned information and acknowledges that Community Development Experts can not meet the requirements of the WBE/MBE program and is therefore requesting a waiver of the requirements.

Attached is correspondence from the Community Development Experts requesting the aforementioned waiver. If you have any questions, please give me a call at 4-2519.

Thank you for your assistance in this matter.





City of Chicago
Richard M. Daley, Mayor

Office of Budget and Management

Ann McNabb
Acting Budget Director

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<http://www.cityofchicago.org>

March 16, 2008

Ronald Allen
Community Development Experts
18804 Impulse Lane
Gaithersburg, MD 20879

RE: MBE/WBE Waiver

Dear Mr. Allen,

This letter is in response to your request for a waiver of the Minority Owned Business (MBE) and Women's Business Enterprise (WBE) requirement. The Office of Budget and Management began using your in 2005 and officially contracted with your agency in 2007 to assist the Office of Budget and Management Empowerment Zone as well as various other City departments to correct issues related to the input of information relating to the federal Integrated Disbursement and Information Systems (IDIS). We are aware that there are only two employees associated with your company and the company is not located in Chicago, the services that your company provides is limited to reports generated via the IDIS system, therefore, the MBE and WBE requirements can not be met. OBM is concurrent with the aforementioned information and acknowledges that Community Development Experts can not meet the requirements of the WBE/MBE program.

If you have any questions, please feel free to contact Rosalind Stevens, of my staff, at (312) 744-2519.

Sincerely,

Ann McNabb
Acting Budget Director

