



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

TO: Steven Berlin
Executive Director
Board of Ethics

FROM: 

Jamie L. Rhee
Chief Procurement Officer
Department of Procurement Services

Re: Update regarding a potential conflict of interest regarding Leopardo
and AECOM

Date: March 6, 2015

This memorandum is intended to update you on a matter that I last reported to you on January 20, 2015. This memorandum is intended to address what could be conceived as a potential conflict of interest between me and two current City of Chicago vendors, Leopardo Companies, Inc. ("Leopardo"), and AECOM. My husband, Michael Carlson, who currently holds a position as a project manager with Leopardo Companies, Inc., recently received an offer of employment from AECOM, which he has accepted. Mr. Carlson will start work with AECOM on March 9, 2015. AECOM has numerous contracts with the City as well as other pending matters over which I had exercised management and control, until I recused myself on January 20, 2015.

Therefore, I will continue to take the following steps put in place on January 20, 2015 in regards to any management or control decisions regarding AECOM:

1. I will set up a wall between me and any contract decisions regarding AECOM as follows:
 - a. Approval of requests from City departments regarding any of AECOM's current contracts will be reviewed and approved or declined by DPS's First Deputy, Richard Butler, without any input from me.
 - b. For any other contracting decisions regarding AECOM, DPS General Counsel, James McIsaac is authorized to make all

determinations without input from me. James Mclsaac has been designated as my proxy since December 22, 2009.

- c. For any future City of Chicago bid specifications that AECOM submits a bid or proposal on, or determinations of whether or not AECOM may be considered the responsive and responsible bidder or proposer on any contract will be made by Mr. Mclsaac without input from me. Any contracts awarded to AECOM will be signed by Mr. Mclsaac.

Additionally, as a result of Mr. Carlson leaving the employment of Leopardo, some of the prior steps that I have taken with respect to management and/or control decisions regarding the JOC program which were put in place in 2012, are no longer necessary. Therefore, I am amending the JOC process as follows:

I will now return to administering the City's JOC program and other contract matters as authorized by the Municipal Purchasing Act and the Municipal Code of Chicago, subject to the exceptions listed below.

2. I will continue to maintain an ethical wall between me and any contract decisions regarding Leopardo's City business as follows:
 - a. Approval of closeout, compliance or other contracting decisions related to POs 15038, 29744, 29743, 30741 will be made by DPS General Counsel James Mclsaac, who is authorized to make all determinations without input from me.
 - b. For a period of one year from the date of this letter, any future City of Chicago bid specifications that Leopardo submits a bid on, determinations of whether or not Leopardo may be considered the responsive and responsible low bidder on the contract will be made by Mr. Mclsaac without input from me. Any future contracts awarded to Leopardo will be signed by Mr. Mclsaac.
3. These amended measures shall take effect immediately and will remain in place as long as the conflict exists during my tenure as Chief Procurement Officer.

Please contact me should there be any questions, or should you require further information regarding this matter.