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

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

Department	Originator Name	Telephone	Date	Signature of Application Author
Office of the City Clerk	**Michelle Levar**	**312-744-8707**	**6/27/2024**	*Michelle Levar*
Contract Liaison	**Email Contract Liaison**	**Telephone**		
Michelle Levar	**michelle.levar@cityofchicago.org**	**312-744-8707**		

List Name of NCRB Attendees/Department

Michelle Levar	**Office of the City Clerk**
Kathryn O'Connell	**Office of the City Clerk**
Kendra Thomas	**Office of the City Clerk**
Luis Fuentes & Alex Wilson	**Office of the City Clerk**

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

Company: Omicron Technologies

Contact Person:	**Phone:**	**Email:**
Audra Chadwell	**877-448-3876**	**achadwell@omicrontech.net**

Project Description: Technology Vendor for the administration of the Chicago CityKey Identification Program

This is a request for:

☒ **New Contract**   ☐ **Amendment / Modification**

Contract Type   **Type of Modification**

☒ **Blanket Agreement**   Term: **36** (# of mo)   ☐ **Time Extension**   ☐ **Vendor Limit Increase** ☐ **Scope Change**
☐ **Standard Agreement**
Contract Number: _____
Specification Number: _____
Modification Number: _____

Department Request Approval	**Recommended Approval**	
[signature] 4/1/24	*Steve Loboda*	8/15/2024
DEPARTMENT HEAD OR DESIGNEE DATE	BOARD CHAIRPERSON Steve Loboda	DATE
Kathryn O'Connell		
PRINT NAME	PRINT NAME	

(FOR NCRB USE ONLY)	☑ Approved ☐ Rejected
Recommend Approval/Date: _____	
Return to Department/Date: _____	8/16/24
Rejected/Date: _____	CHIEF PROCUREMENT OFFICER DATE

> 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. Describe the requirement and how it evolved from initial planning to its present status?

CityKey is the official municipal identification for residents of the City of Chicago. Launched in 2018 with the collaboration of the City Clerk and the Rahm Emanuel Mayoral Administration, the CityKey ID is a four-in-one government issued identification card. A CityKey serves as a government-issued identification, CTA Ventra card, Chicago Public Library card and prescription discount card. All Chicago residents, regardless of age, housing status, criminal record, immigration status, or gender identity are eligible to apply for a CityKey ID card. All applicants are required to provide proof of identity and valid proof of Chicago residency to qualify.

Our office began printing CityKey ID cards for Chicago residents in 2018. The Office of the City Clerk hosts in-person mobile printing events, where residents can apply for a CityKey ID and receive their card same day. We partner with local community groups, aldermanic offices, and other City of Chicago departments across the City to bring this resource to all of Chicago's residents. Since program launch, the Office of the City Clerk has issued over 120,000 ID cards to Chicago residents through our in-person process.

In order to increase the program's reach and streamline operations, our office is also launching an online CityKey platform. This platform will allow residents to view the calendar of upcoming events and book a printing appointment. This platform will also allow residents to submit an application for a CityKey ID card online. Our office is in the development and implementation phase of this additional program functionality.

The Office of the City Clerk worked with Omicron Technologies to develop the proprietary technology necessary to administer the CityKey ID program. Omicron supplies OCC with the digital platform our office uses to input and process applicant information and generate municipal identification cards. Our office worked with Omicron to create the layout and design of the CityKey ID card. Omicron supplies all of the hardware – including printers, computers, cameras, signature pads, and document screening machines utilized in the printing of the physical identification card.

In addition to development of the software and hardware elements of the program, Omicron Technologies provides trouble-shooting support and routine maintenance of the entire system needed to create, process, and print a Chicago CityKey ID card.

Please note, in 2021 Omicron Technologies officially changed their name to Omicron Technology Solutions. Any mention of "Omicron Technologies", "Omicron Technology Solutions", or "Omicron" are all referring to the same entity.

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

This is a continuation of a previous procurement. In 2017 the Office of the City Clerk released a Request for Proposal for a vendor to supply Municipal ID Technology and Software Services (Spec # 476491). All proposals were due on August 29, 2017. From the eligible bids, Omicron Technologies was chosen as the technology vendor for the initial development and launch of the CityKey ID program. The original contract between Omicron Technologies and the City began December 12, 2017, with an award amount of $900,000. The initial contract term ran from December 12, 2017 to December 11th, 2022. On August 13, 2020 the Office of the City Clerk completed a Vendor Limit Increase in the amount of $773,700 (Modification #337140). It was determined that "circumstance said to necessitate the change in performance were not reasonably foreseeable at the time the Agreement was signed" and our office was granted the VLI. The Office of the City Clerk exercised the two (2) year contract

extension option (found in Section 3.1.8 of the original contract) extending the contract expiration to December 11, 2024 (Modification #540785).

3. Explain attempts made to competitively bid the requirement (attach copy of sources contacted)?

In 2017, during initial program development, the office of the City Clerk competitively bid the contract. Our office released a Request for Proposal, Specification #476491 in 2017. A Pre-Proposal Conference was held on August 7, 2017, 1:00 p.m., Central Time, at Department of Procurement Services, 121 N. LaSalle Street City Hall, Room 103, Chicago, Illinois 60602. After reviewing bids from qualified candidates, the Office of the City Clerk contracted with Omicron Technology, Inc., on December 12, 2017. Since contracting with Omicron, the Office of the City Clerk has worked with the firm to develop proprietary technologies and procedures to generate and print municipal identification cards. Our office has exclusively utilized the custom system developed by Omicron for the entirety of the CityKey ID program.

4. Describe in detail all research done to find other sources; list other cities, companies in the industry, professional organizations contacted. List periodicals and other publications used as references.

In 2017, when our office originally launched CityKey, Chicago was one of the first cities in the nation to develop a municipal identification program. Because there were very few municipalities with an identification program, consulting with other cities or companies that do this work was difficult.

At the time, there were few vendors that were able to provide the detailed knowledge needed to develop and support program infrastructure. After competitively bidding the contract, Omicron Technologies was chosen as the technology vendor and developed a custom system for the City of Chicago.

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

The procurement objective for this project will be ongoing. The internal infrastructure of the program, as well as the hardware needed to create identification cards, was developed by Omicron Technologies. Furthermore, this vendor maintains the system and provides troubleshooting support on an ongoing basis. Because Omicron Technologies is the exclusive technology vendor for the CityKey ID program, we anticipate that we will need to continue to contract with Omicron for the duration of the CityKey ID program.

6. Explain whether or not future competitive bidding is possible. If not, explain in detail.

Future competitive bidding of this contract is not possible without significantly disrupting program operations and forfeiting extensive investment of City funds. The platform used to create and print CityKey identifications uses proprietary technologies designed and maintained by Omicron. The software system and online platform used to create CityKey ID cards was specifically designed with this vendor and changing the technology vendor may require our office to start over with completely new system.

Engaging a new technology vendor may cause changes to the current design of the card. Our office worked with Omicron to develop the original design and layout of the CityKey ID card. Currently, over 120,000 CityKey IDs with the existing design have been issued to Chicagoans. Should our office competitively bid and select a new vendor, we may be required to change the design of the CityKey ID.

Any change in the design of the CityKey ID that deviates from the original layout of the card may be detrimental to program success, as it would essentially create two versions of the CityKey ID; the original version developed by Omicron, and the second version developed with a potential new vendor. This would create a system where there are two versions of the CityKey card being used by residents. This will have negative ramifications around program legitimacy and overall acceptance of the CityKey as an official identification card. It is imperative for program success and longevity that there is only one version of the CityKey ID in circulation.

☐ ESTIMATED COST

. 1. What is the estimated cost for this requirement or for each contract, if multiple awards are contemplated? What is the funding source?

The estimated cost for a future contract is $2,109,150.00. The funding source will be the 0100 Corporate Fund.

2. What is the estimated cost by fiscal year?

The estimated cost per fiscal year for this contract is roughly $703,050.

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.

This figure was calculated based our existing contract as well as a current quote for services from Omicron Technologies. This price quote includes the costs for our original, in-person printing events, including but not limited to technology development, licensing fees, maintenance, and support. In addition to our original system, our office is working with Omicron to develop an online platform, allowing applicants to digitally book appointments for events, as well submit an application for a CityKey ID card fully online. The costs associated with our online platform are also included in this quote price.

In addition to running and maintaining the system, a significant amount of city funds are expended on commodities purchase. To print each identification card, our office must purchase rolls of custom film and ribbon. The film and ribbon are placed into the ID printing machine and adhered to the cardstock to create the graphic information on the CityKey ID Card. Every ID card printed requires film and ribbon, thus quantities required by our office directly correlates to program demand. Over the course of the program, the amount of film and ribbon needed has increased substantially with program popularity.

Together these costs and fees total $703,050 annually or $2,109,150.00 over (3) three years.

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.

The City of Chicago has a substantial dollar investment in the original design, implementation, and continued administration of the CityKey ID program. Of this investment, a significant amount has been expended through the contract with Omicron Technologies. The City contracted with Omicron Technologies to develop custom software & printing technology, as well as to develop the online appointment scheduling and application platform. All of these components have been customized and tailored specifically for the needs of the Office of the City Clerk and thus required a substantial investment of City funds.

Competitively bidding this contract in the future may create a scenario where a significant amount of the money invested in the original technology system would be forfeited. Development of a separate system with a new vendor would cost the City considerable funds on two fronts. The first, is that the City would be paying a new technology vendor to duplicate an existing software system. Second, the City would be forfeiting funds already invested in the system built by Omicron Technologies.

In addition to the technology development, our office has also invested significant City funds on the purchase of commodities and equipment. The technology systems developed by Omicron were specifically designed to be used with a unique equipment set-up to create a CityKey ID card. Our office currently has 10 mobile printer set-ups that are used at events to generate & print CityKey identification cards.

Each printing set up comes equipped with a camera, tripod, signature pad, Gemalto document scanner, ID printer, and all associated cords and wires needed for operation. Working with a new technology vendor may create a

scenario where the equipment already purchased by the City would be unusable. Additionally, the City will incur the cost of purchasing new equipment with a new vendor.

Our office has expended significant City funds on the material cost of each CityKey ID card already printed. Our office has spent over ($200,000) on the purchase of the cardstock our office uses to create each card. Additionally, our office must purchase custom rolls of film and ribbon. These rolls are loaded into the printing machines and are adhered to each card, creating the images on the identification. Engaging a new technology vendor may create a scenario where our office must recall and destroy all of the cards from the original vendor, thus forfeiting funds already expended. Our office would also incur the cost of re-printing or creating new ID cards for all of these cardholders.

In addition to the hard costs of development and commodities purchase, the city expends substantial resources on the soft costs associated with administering the program. Travel to and from the event, staffing, and labor costs must also be factored into the total cost per ID printed.

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

The Office of the City Clerk worked with the current vendor to develop the software program and source the equipment needed to administer the CityKey ID card program. Omicron developed a unique system to be used specifically for our office. The program used for the city was custom built for the City of Chicago. Technology development is expensive and competitive. Our office has worked with Omicron to ensure that we are being charged the market value for the work completed. We source our physical equipment from Omicron, ensuring the equipment works seamlessly with the software system. Omicron Technologies offers an integrated and streamlined system, allowing for program efficiency and efficacy.

☐ SCHEDULE REQUIREMENTS

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

The initial contract with Omicron Technologies was for a term of five (5) years with a two (2) year extension option. Our office chose to exercise the contract extension, and the contract with Omicron will expire on December 11, 2024. Our office began the RFP process, but after discussing with DPS, our office determined that this contract best suited for the NCRB process. The Office of the City Clerk hopes to secure a new contract before current contract expiration in order to avoid any disruption in service for Chicago residents.

2.   Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is 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 once person or firm can meet the required schedule.

Omicron Technologies developed the software that has been used to produce CityKey ID cards for the last six (6) years. All of the technology developed is custom built for the CityKey ID program. It is difficult our office to produce drawings or specifications that can be released to the general public, due to the fact that the current system contains significant proprietary technology developed by our current vendor.

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

Our current contract with Omicron ends on December 11, 2024. As previously mentioned, Omicron developed and maintains the software portal that our office uses to administer the CityKey ID program. Additionally, the vendor also supplies and maintains the printing machines and hardware equipment used to create physical identification

cards. Our office would be forced to stop printing CityKey ID cards and pause program operations until another vendor is secured. Our office cannot afford to halt printing operations while a new vendor is chosen, and a new system implemented, particularly given the high demand for CityKey ID cards. It is critical that our office secures a new contract with our existing technology vendor before December 11, 2024, so that there is no break in services for our constituents.

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

Access to the CityKey ID card is vital for some of Chicago's most vulnerable residents, and halting operations would greatly impact these communities. Youths, seniors, LGBTQ+, immigrants, re-entry community, and survivors of domestic violence are just a few of the groups who would be impacted by disruption in CityKey services. Our office has seen unprecedented interest in the CityKey ID card over the last year and has issued over 120,000 identification cards since program inception. Our office currently holds 10-15 events monthly to keep up with demand. We partner with community organizations, other City departments (DFSS, CPL, CPS, etc.), and alderpeople to host events for interested residents. A disruption in our ability to offer the CityKey ID will not just impact our office but will have reverberating effects for several other entities.

Competitive bidding will not only impact funds already expended, but also money that has been budgeted for the CityKey ID program. Our office wants to ensure that we are not continuing to invest in development and support of a system that may be obsolete after the contract with our current vendor ends on December 11, 2024.

☐ 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.

This request is not for a Professional Service Consultant.

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

Yes, Omicron Technologies provides industry leading software and solutions for a variety of industries across the country. Omicron Technologies has over 25 years of experience with agile software development and custom application builds. In addition to custom software development, Omicron Technologies also serves schools, universities, and public transit agencies. Omicron has history contracting with local agencies such as the Chicago Transit Authority, the Regional Transportation Authority, Pace, and Chicago Public Schools.

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

Omicron Technologies has extensive experience in technology development and posses highly specialized information that is vital to the administration of the CityKey ID program. The software developed by Omicron Technologies was custom built, specifically for the Office of the City Clerk. This firm has almost seven (7) years experience with technology development, maintenance and support of the CityKey ID system. This system is highly specialized, and Omicron possesses prior knowledge that is imperative to program success.

In addition to working with the Office of the City Clerk, Omicron Technologies also has experience working with the Chicago Transit Authority. A crucial component of the CityKey ID program is the Ventra portion of the card. Each individual identification is printed on Ventra enabled Chicago Transit Authority cardstock, allowing cardholders to add value to their card for riding the CTA. Every CityKey ID card is printed on Ventra cardstock that is embedded with proprietary technology in partnership with CTA and Ventra. Omicron Technologies' experience partnering with the CTA is invaluable to the future of the CityKey ID 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?

Omicron Technologies possesses the technology and internal systems that were used to develop the original CityKey ID software. Additionally, the vendor is working to test and refine the online platform using technology that is proprietary to Omicron Technologies. Additionally, this vendor supplies all of the custom-built equipment our office uses to generate ID cards.

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?

This firm possesses historical knowledge that is imperative for CityKey ID program administration. It is not feasible for the Office of the City Clerk to contract with a new vendor to support this program due to both time constraints and cost to the City. Our office cannot pause program operations that would occur in the event that a new vendor is engaged. Selecting a new vendor through competitive bidding would also incur additional expenses for the City that remaining with the current vendor would not.

6. If procuring products or equipment, describe the intended use and explain any exclusion or unique capabilities, features and/or functions the items have which no other brands or models, posses. Is compatibility with existing equipment critical from an operational standpoint? If so, provide detailed explanation?

The current software system used to generate CityKey ID cards was developed by Omicron Technologies to work with specific equipment. This technology allows our office to generate and print a physical identification card, on-site, to distribute to applicants. Some of the equipment (camera, signature pen pad, tripod) is not proprietary and could potentially be procured from another source. However, the printing device used to produce CityKey ID cards is specifically designed and calibrated to be used with the software developed by Omicron. It is unclear that we would be able to utilize existing printing equipment if our office contracts with a new vendor.

7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or proprietary data (attach documentation verifying such)?

Yes. Omicron Technologies custom developed the software used in the administration of the CityKey ID program. This technology is proprietary to the City and Omicron Technologies.

8. If procuring replacement parts and/or maintenance services, explain where or not 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

Omicron developed the internal system and provides our office with the physical printing equipment needed to administer the CityKey ID program. In the event that our printing machines need technical troubleshooting assistance or physical part replacement, Omicron Technologies is the only firm who possess the knowledge to adequately address maintenance issues.

☐ OTHER

1. N/A

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

INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT APPLICATION

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 Application" in which procurement is requested on a or non-competitive basis in accordance with 65 ILCS 5/8-10-4 of the Illinois Compiled Statutes. Using this instruction sheet, all applicable information must be addressed on the worksheet. 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. For Amendments, Modifications, 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.

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 sources contacted).
4. Describe in detail all research done to find other sources; list other cities, companies in the industry, professional organizations contacted. List periodicals and other publications used as references.
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, explain in detail.

ESTIMATED COST

1. What is the estimated cost for this requirement or for each contract, if multiple awards are contemplated? What is the funding source?
2. What is the estimated cost by fiscal year?
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 experiences 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, possess. Is compatibility with existing equipment critical from an operational standpoint? If so, provide detailed explanation?
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 on company letterhead.

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 completed 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

1. Explain other related considerations and attach all applicable supporting documents, i.e., an **approved "ITGB Form"** or "Request For **Individual Hire Form**".

REVIEW AND APPROVAL

This application must be signed by both Originator of the request and signed by the Department Head. After review and final disposition from the Board, this application will be signed by the Board Chairman. After review and final disposition from the Board, this form will be presented to the Chief Procurement Officer recommending approval.

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: June 27, 2024	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.

Department Name:
Office of the City Clerk

Requisition No: 608757	**Specification No:** 1301805
PO No:	**Modification No:**

Contract Liaison:
Kendra Thomas

Telephone:
312-744-6248

Email:
kendra.thomas@cityofchicago.org

Project / Program Manager:
Michelle Levar

Telephone:
312-744-8701

Email:
michelle.levar@cityofchicago.org

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

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

Project Title: CityKey Technology Vendor - NCRB Request Omicron

Project Description: The Office of the City Clerk submiting a request to the NCRB for Omicron Technology Solutions, the technology vendor for the CityKey ID Program.

Funding:

☒ Corporate	☐ Bond	☐ Enterprise	☐ Grant	☐ Other:
☐ IDOT/Transit	☐ IDOT/Highway	☐ FHWA	☐ FTA	☐ FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
024	0100	025	2005	0149	220149				2,109,150.00

Check One:
☒ **New Contract Request**

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

*Project / Program Manager Signature

*Commissioner/Authorized Designee Signature

Purchase Order Information:

Contract Term (No. of Months):	36 Months
Extension Options (Rate of Recurrence):	One 24-month
Estimated Spend/Value:	$ 2,109,150.00
Grant Commitment / Expiration Date:	

Pre-Bid/Submittal Conference: ☐ Yes ☐ No
☐ Mandatory ☐ Site Visit

☐ **Modification or Amendment**

Modification Information:

PO Start Date:

PO End Date:

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 Filling (included)	☒ Yes ☐ No
IDOT Concurrence (required)	☐ Yes ☐ No

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

Safety Enhancing Vehicle Equipment (MCC 2-92-597) Yes__ No___

Modification/Amendment Type:
☐ Time Extension ☐ Scope Change/Price Increase /Additional Line Item(s)
☐ Vendor Limit Increase ☐ Requisition Encumbrance Adjustment
☐ Other (specify):

Vendor Information

Name:	Omicron Technology Solutions
Contact:	Audra Chadwell
Address:	2031 Kings Hwy, Shreveport, LA 71103
E-mail:	achadwell@omicrontech.net
Phone:	877-448-3876

September, 2017

To: Tiheta Hinton
           Acting Chief Procurement Officer
           Department of Procurement Services

From: Anna M. Valencia
           City Clerk
           Office of the City Clerk

Subject: CityKey Technology Vendor – Omicron NCRB Request
           Specification Number: 1301805
           Requisition Number: 608757
           Contract Type: Professional Services Consulting - $250,000 or Above
           Reason For REQ: New Request

Date: June 27, 2024

The Office of the City Clerk (OCC) respectfully submits the attached packet for consideration and approval from the Non-Competitive Review Board (NCRB). The OCC is requesting approval to establish Omicron Technology Solutions (Omicron) as the sole source technology vendor for the City of Chicago Municipal Identification Program (CityKey). The current contract expires on December 11, 2024. Omicron Technology Solutions is contracted to develop, implement, and maintain the internal system as well as all equipment used to administer the CityKey Identification Program.

The CityKey is the official municipal identification for residents of the City of Chicago and acts as a four-in-one government issued identification card. After competitive bidding, the OCC contracted with Omicron on December 12, 2017, to develop a custom software system that allows our office to print identification cards. Additionally, Omicron supplies our office with the physical equipment used to create CityKey ID cards. Omicron provides ongoing support and maintenance for both the software and hardware systems associated with program administration. The cost of the base term of the requested contract is estimated at $2,109,150.00. The requested contract term is 36 months with an optional 24 month extension.

If you should require any additional information, please contact Michelle Levar, Chief Legal Counsel, at 312-744-8701 or Kendra Thomas, Chief Administrative and Financial Officer, at 312-744-6248.

Cc:

Kathryn O'Connell, Chief of Staff
Michelle Levar, Deputy Chief Legal Counsel

Purchase Request Summary

Procurement Type: Professional Services

Purpose of Request: New Contract

Project Description: Technology Vendor for CityKey ID Program

Vendor Name: Omicron Technology Solutions

User Department: Office of the City Clerk

Contract Start Date: December 12, 2024

Estimated Cost/Contract Value: $2,109,150

Duration of Term: 36-month with optional 24-month extension

Funding Source: Corporate

Kathryn O'Connell, Chief of Staff

Kendra Thomas, Chief Administration and Financial Officer

SCOPE OF SERVICES

1. GENERAL INVITATION

1.1 Purpose of the Request for Proposal

The City of Chicago ("City") acting through the Office of the City Clerk ("Department") invites the submission of proposals from firms with expertise and experience in providing and implementing Municipal ID Technology and Software Services (the "Services"). The work contemplated is professional in nature. It is understood that the Selected Respondent ("Consultant") acting as an individual, partnership, corporation or other legal entity, is of professional status, licensed to perform in the State of Illinois and the City of Chicago for all applicable professional discipline(s) requiring licensing and will be governed by the professional ethics in its relationship to the City. It is also understood that all reports, information, or data prepared or assembled by the Consultant under a contract awarded pursuant to this RFP may be made available to any individual organization, under the Freedom of Information Act (FOIA). The Consultant shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

2. DEFINITIONS

"Agreement" means the City of Chicago's Professional Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications, or revisions made in accordance with its terms, as attached in this RFP in Exhibit 9.

"Chief Procurement Officer" ("CPO") means the Chief Procurement Officer for the City of Chicago.

"City Clerk" means the Chief Executive Officer of the Office of the City Clerk or any representative duly authorized in writing to act on the respective Chief Executive Officer's behalf with respect to this contract.

"CityKey" means the name of Chicago's municipal identification card.

"DPS" means the City of Chicago Department of Procurement Services.

"ERS" means Enrollment & Reporting System.

"Proposals" means the documents submitted in response to this RFP.

"Respondent" means the individuals or business entities submitting a proposal in response to this RFP.

"Selected Respondent" or "Consultant" or "Contractor" means the entity awarded a contract pursuant to the City's RFP process and includes the Consultant's Subcontractors.

3. SCOPE OF SERVICES

3.1 Background

The City of Chicago (The City), acting through the Office of the City Clerk, invites the submission of proposals from firms for various technology and services relating to the municipal identification project, including the provision of a system, inclusive of hardware and software, to be used by the Office of the City Clerk to print Municipal Identity Cards (also known as the Chicago CityKey ID); enroll applicants for municipal identity cards; allow applicants to schedule appointments online for in person Municipal ID printing events; process and verify applicant information to remotely generate, print, and distribute Municipal ID cards; store data with respect to those applicants; allow for fraud prevention; and allow for maintenance of the technology and hardware that print the identity cards. As described in this RFP, the system shall have the capacity to interface with other City systems so that the holders of the cards have access to City services by the various City departments and other local governmental entities as requested by the City. The Consultant shall design, develop, test, install and train the City on the system, and provide such other services as are described herein.

Numerous cities across the country, including New Haven, CT; San Francisco, CA; and New York City, NY, have successfully implemented municipal ID programs bringing benefits to every city resident, including communities that often face barriers obtaining a traditional form of identification – homeless, youth, LGBTQ+, elderly, undocumented immigrants, formerly incarcerated and others. It is the City's intent that CityKey ID cards will be official, government-issued ID's available to all Chicagoans. The cards are expected to display critical information, such as the cardholder's photo, signature, name, date of birth, address, expiration date, and as an option, the cardholder's self-determined gender. Chicago's municipal ID will provide residents with an additional means of proving residency in the City for purposes of accessing City programs, services, and activities, and providing identification, including to law enforcement. Possession of a municipal identification card is not a pre-requisite to obtaining any city program, service or activity for residents otherwise eligible.

The Municipal ID is a physical card which will serve as a physical and soft-platform to access services. The ID card should encompass several different methods of identification, such as a physical printed ID, RFID chips, bar codes and magnetic strip. Each form of identification allows for flexible integration with existing City of Chicago services.

The City of Chicago Municipal ID card must be unique to the City of Chicago and be produced with the highest integrated security measures to protect against counterfeit reproduction. The City would like to be able to produce cards on-site (City Hall), as well as off-site, including pop-up locations in partnership with other City departments, such as libraries, as well as in locations such as communication based organization sites.

The Consultant will build an electronic Enrollment & Reporting System which is used by staff to print cards while retaining the information set forth in the RFP. This Enrollment & Reporting system should be compatible with existing City software and be capable of producing identification cards that are comparable in quality and design to existing Chicago Municipal Identification cards. A Municipal ID Validation API will also be maintained to provide basic validation to ensure IDs are valid.

The Consultant will build an online Municipal ID platform that is fully integrated and compatible with existing Municipal ID technology as outlined in this RFP. The online platform will have the ability to allow applicants to reserve/cancel appointments online for in-person Municipal ID

printing events as well as to complete an online Municipal ID application and submit documentation.

The Consultant will develop an internal system which allows for the processing of applications submitted online, as well as the collection and verification of applicant information, including digital photo and signature. The Consultant will have the capacity to verify information, remotely generate CityKey IDs in accordance with existing technical and design specifications, and distribute Municipal ID cards to applicants via the U.S. Postal Service.

3.2 Description of Service

A. Deliverables: Technology, Services, Enrollment System, Municipal ID Issuance Database, Training, Maintenance and Support

The Services includes, but is not limited to, overseeing and managing all design, development, integration, installation, testing, acceptance and scheduling of verification training of all components listed below to the satisfaction of the City.

The Services will include, but are not limited to:

- Reviewing, confirming, and validating project components (hardware, software, and services) meet the City's Municipal ID Card program requirements;
- Measuring and evaluating project progress against established project work plans and schedules;
- Providing periodic written progress reports to the City until the completion of all tasks contained in the Scope of Work; and
- Providing weekly status reports to the City Clerk on tasks that have been completed and any follow up actions required.
- Providing maintenance and updates for all project components and technical support services for all hardware and software issues that may arise.

1. Technology

a. Printer(s)

The Consultant will furnish the City with a printer or technology to produce Municipal ID's, and the printer or technology should be able to do the following:

- Output ID cards on-premise and on-demand;
- Output single as well as batch ID cards;
- Output on a contactless smart card with the following physical characteristics: ISO 7810 (physical size: ID-1), and made of the following card material: PVC;
  - The City will provide the cardstock
- Output in a way such that ink or toner impressions on the card do not absorb into the paper, as does conventional ink, but instead form a layer on the surface after the card prints, or otherwise creates no digital or physical information to be retained; and

- Able to digitally laser engrave or print on card a UPC-A variation encode 12 numerical digits- One-Dimensional (1D)] barcode that meets the following requirements: Print in a space approximately .603", a thermal barcode with a specific sequence.

The Consultant will furnish the City with a printer or technology able to produce cards that can implement Department of Homeland Security standards for Level 1 security features for national and state identification cards – that is, features that allow for examination done without tools or aids, and involves easily identifiable visual or tactile features for rapid inspection at point of usage. Examples of the City's preferred security features for fraud prevention include, but may not be limited to the following:

- Cardstock inventory serialized by laser engraving;
- Embedded watermark;
- Fine line pattern;
- Invisible ink;
- Microtext;
- Foil city seal;
- Holographic lamination at point of issuance;
- Rainbow printing;
- Optical character Reader-Type B;
- Changeable Laser imaging;
- Laser Etching;
- Ability to view image through Ultra Violet lighting;
- Biometrics features; and
- CLI image changes.

The Consultant shall provide the technology to produce cards that can include the following information:

- Full Name;
- Date of Birth;
- Eye Color;
- Hair Color;
- Weight;
- Height;
- Residential Address;
- Issuance Date;
- Expiration Date;
- Application Signature;
- Photo;
- Gender (including male, female, and non-binary gender markers, as well as the option for no gender marker);
- Organ Donor Designation;
- Veterans Designation; and
- Optional Information, i.e., Allergies, Emergency Contact

b. Camera(s)

The Consultant should provide a camera or technology that will allow the City to capture the photo image of the cardholder with advanced features such as auto focus and cropping.

Additionally, the Consultant should provide the City with technology that will allow for the remote capture of the digital photo image of the applicant with advanced features such as auto focus and cropping. This technology should be capable of capturing, formatting, and incorporating these remotely captured digital photo images to be impressed onto the Municipal Identification cards.

c. Signature Pad(s)

The Consultant should provide a signature pad or technology that allows for the digital capture of the card holder signature to be impressed onto the Municipal ID card.

The Consultant should provide technology that will allow for the remote capture of the digital signature of the applicant. This technology should be capable of capturing, formatting, and incorporating remotely captured digital signatures to be impressed onto the Municipal ID card.

d. Document Authentication Hardware

The Consultant should provide technology or hardware that will allow the City to authenticate the documents provided by cardholders to verify identity and residency. This technology should have the capability to verify physical documentation on-site as well as the capability to verify digital documentation submitted by applicants.

2. Services

The Municipal ID will provide residents with access to a variety of city services. Some of these services are sensitive and require Chicagoans to demonstrate a proof of residency while other services are broad and not necessarily limited to people residing in the city.

The CityKey ID card will provide a platform to bridge these services while also providing convenience to card holders by reducing the number of physical cards needing to access transportation, library, and recreational services.

The Municipal ID Number will be laser-etched into the card. This number will be used to provide proof of residency and will only be known to the card-holder.

a. Municipal ID Number

The Municipal ID Number should be unique for each individual and may not be reissued under any circumstance. The ID number needs to be complex enough so the sequence cannot be guessed or calculated while also following expected patterns so individuals can detect fraudulent Municipal IDs.

The Consultant should propose methods to provide on-sight validation of IDs through the use of checksums and standard sequences based on the individual's information on the card.

b. Fraud Prevention

While the Municipal ID will have several physical features to reduce or make fraud obvious, the Municipal ID Number should also have features and characteristics to minimize fraud and also contain features that allows investigators to analyze and detect the level of sophistication of the fraud.

The Consultant should propose a system by which to verify all digitally submitted identification and residency documentation, which may include utilizing industry-standard digital verification databases.

1. Spot-check Fraud Prevention

The Consultant should propose a Municipal ID Number system which will allow City employees and others to quickly spot and validate a Municipal ID. Examples include but are not limited to the use of checksum digits, expected leading characters, or encoding limited digits based on information printed on the card or on the card holder.

2. In-depth Fraud Investigation

The Consultant's solution should use more sophisticated methods to create a sequence of Municipal ID numbers that is difficult to replicate.

II. Privacy and Security

1. Separation of Municipal ID From Other Identifiers

The Municipal ID Number should only be associated with an individual's information while someone is in possession of the ID itself. To protect the privacy of any Municipal ID card holder, the Municipal ID Number may not be:

- Stored electronically on the card (i.e. it may not be stored as an RFID, bar code, magnetic strip, etc.);
- Wholly algorithmically derived from other identifying numbers on the card (i.e., card serial number, PAN);
- Repeated or reissued; or
- Able to reverse-engineer the ID number sequencing.

2. Digital Signature (optional)

Exposing printed information on the card provides ready-access for card-users that service providers that need basic information. However, it also provides a risk to individual privacy since the card could be readily taken. Items such as address, gender, allergy, and other personal details are only needed to be known from specific organizations.

In order to reduce unnecessary exposure of information, the Consultant should propose a solution that may include a digital signature on the card that contains select personal information.

The digital signature should only be viewable with a private key.

a. Services Integration

The CityKey ID will serve as a platform so residents can access a myriad of services. As a large city with nearly three dozen city departments and hundreds of services, it is not possible to unify all city services to a single ID number. City of Chicago departments also use a myriad of identification technologies, ranging from recent RFID chips to magnetic strips.

Likewise, providing a single ID number for all residents that is linked with home addresses and other services may compromise the privacy, security, and safety of Chicago's residents.

To meet these constraints, but provide a platform for robust integration, the physical Municipal ID will contain the ability to accommodate several forms of identification methods, such as a bar code, RFID, and magnetic strip.

i. Bar Code

Chicago Public Library has specified order and criteria for bar codes and will provide the vendor with the list of eligible bar codes to be printed on the Municipal ID.

ii. Magnetic Strip (optional)

The rear of the card should contain a magnetic strip that meets the specifications set forth in ISO/IEC 7811.

3. Enrollment & Reporting System

The Consultant shall provide an Enrollment & Reporting System which will provide the Office of the Clerk:

- An application to enter data for the purposes of creating a new municipal ID;
- Modifying an existing record in the case of lost, stolen or revoked cards; and
- (Optional) Creating reports on data generated by the Enrollment Reporting System.

a. Fields and Elements

The process of creating a CityKey ID generates two types of fields within the Enrollment and Reporting Sytem (ERS). System Generated fields are automatically produced by the ERS, contain no personal applicant information and may be stored. Manually Generated fields are manually input into the ERS system, do contain personal applicant information and cannot be stored for any reason. No personal information may be stored, even temporarily, in any database, temporary files (i.e. CSV, TXT, etc), on printed paper, or in any non-transitory manner. An exhaustive list of these fields can be found in Table 1. All applicant identity and residency documentation digitally submitted will be utilized for the express purpose of creating a municipal identification card. With the exception of the automatically generated fields, no other digitally submitted information may be collected without express consent of the applicant.

Table 1: Enrollment & Reporting System Fields

Field Name	Description	Default Data in Field	System Generated	Manual	Front	Back	Enrollment Data Recorded
			Data Entry		**Print Data on Card**		
Record Date	Date Record Created	System Date	Yes	No	No	No	Yes
Card Issue Date	Date Card Issued = Date Record Created	System Date	Yes	No	Yes	No	Yes
Expiriation Date	"x number" of years from Record Date	System Calculation	Yes	No	Yes	No	Yes
Operator ID	Clerk's system ID who created record	System Login ID	Yes	No	No	No	Yes
Municpal ID	Unique Serial Number printed on Card Stock	Blank	Yes	No	Yes	No	Yes
Termination Date*	Date the the Card Status	Blank	No	No	No	No	Yes
Applicant First Name	First Name	Blank	No	Yes	Yes	No	No
Applicant Middle Name	Middle Name	Blank	No	Yes	Yes	No	No
Applicant Last Name	Last Name	Blank	No	Yes	Yes	No	No
Applicant Suffix	Jr., III, etc.	Blank	No	Yes	Yes	No.	No
Applicant House Number	House Address and Street	Blank	No	Yes	Yes	No	No
Applicant City	Default to "Chicago"	Chicago	Yes	Yes	No	Yes	No
Applicant State	Default to "IL"	IL	Yes	No	Yes	No	No
Applicant Zip Code	USPS Zip Code	Blank	No	Yes	Yes	No	No
Applicant Birth Date	Date of Birth	Blank	No	Yes	Yes	No	No
Applicant Digital Photo	Digital Photo	Camera	Yes	No	Yes	Yes	No
Applicant Digital Signature	Digital Signature (no digital signature if a minor)	Signature Pad	Yes	No	Yes	No	No
Applicant Allergy/ Medical Information	25 Character Line	Blank	No	Yes	No	Yes	No
Applicant Emergency	50 Character Line	Blank	No	Yes	No	Yes	No
Homeless	Homeless Verification	"No"	No	Yes	No	No	No
Veteran	Veteran's Designation	"No"	No	Yes	Yes	No	No
Gender	Male, Female, Non-Binary, or No Gender Marker	Blank	No	Yes	Yes	No	No
ELI	Extremely Low Income Verification	"No"	No	Yes	No	No	No
Status	Card Status (Lost, Stolen, Surrendered...)	"Active"	No	Yes	No	No	No

b. Data Preparation

Upon completion of the enrollment and validation, the captured data specified in Table 1, will be prepared into a compatible format for the printer and transferred to the Municipal ID card printers to produce a Municipal ID card.

c. Reporting (optional)

The system should be able to run general reports on numerical data that is disaggregated from applicant identity (i.e.how many cards have been printed or number of ID cards that are expired).

The ERS must protect applicant privacy and security by refraining from linking the Municipal ID to other systems or individual identifiers..

Reports should be viewable on the screen and exported in widely-used formats, such as Excel, PDF, and CSV.

The reporting solution, if a modular add-on, should be priced separately.

d. Technical System Requirements

The Enrollment & Reporting System is expected to run on Windows-based PCs, version 7 or higher. Supported browsers include Internet Explorer 10+, Google Chrome, and Firefox.

All printing stations are assumed to have internet connectivity. Printing stations placed at City Hall and other fixed locations will have a hardwire connection within the City of Chicago network. The Consultant should assume off-site locations are expected to have some form of internet connectivity.

e. Technical Specifications

Consultants may propose "hosted" solutions or propose that the Enrollment and Reporting System be maintained by the Office of the Clerk. Below is an outline of the parameters required under either proposal.

i. Hosted Solution

The Municipal ID ERS may be "hosted", that is, placed on cloud-based, Infrastructure-as-a-Service (IaaS) solutions (i.e., Amazon Web Services, Azure, Rackspace, etc.).

Consultant may use their preferred solution for a hosted solution, provided it meets the criteria specified in the City of Chicago Information Security and Technology Policies and provided that Consultant complies with the City of Chicago Data Policy, attached hereto as Exhibit 8.

The Consultant should specify whether the Municipal ID ERS could be maintained by the Office of the Clerk or the City of Chicago without the aid of the Consultant. If the Consultant states the Office of the Clerk or the City of Chicago cannot maintain the Municipal ID Issuance database after the period of performance, the Consultant should explain and provide reasoning (e.g., is a shared database with other clients).

Data from the hosted solution as a form of extraction or export of the original system must be accessible to the Office of the Clerk upon request. The Consultant should specify how the data may be extracted, including:

- The frequency that this data can be made available and refreshed;
- The format of the data, such as Comma Separated Values or database export;
- Specify records that would not be available in the extract, such as log information;

ii. On-site Proposals

The Office of the Clerk, supported by the City of Chicago, maintains on-premise data center which can host a solution provided that it fits within the standard technology and application specifications.

- Server Operating Systems: Red Hat Linux or Windows
- Web server: Apache or Tomcat; and
- Database: Postgres

iii. Validation Application Programmer Interface (API)

The Validation API will provide selected third-parties, such as other City Departments, to check and validate if a Municipal ID has been issued by the Office of the Clerk and whether it is still active and valid.

At a minimum, the API should accept two inputs:

- Security token; and
- Municipal ID.

At a minimum, the API should provide a logical return value stating whether or not the Municipal ID is valid.

The API will not be available to all parties. In addition to providing token-based security, the solution should be able to whitelist servers and IP ranges which have the ability to access the service.

iv. Privacy & Security

The Municipal ID Issuance database should maintain a basic function of validating IDs while maintaining the privacy and security of Municipal ID holders. Thus, the Municipal ID Issuance database should not:

- Retain privately identifiable information;
- Contain other identifiers that link the Municipal ID to other city services or unique identifiers; and
- Contain information about where the Municipal ID was issued.

4. Training

The Consultant should provide a professional in secure printing technology science to perform multi-session verification training during business days. The Consultant should provide hand-outs, prepare training materials, and presentation(s). Training courses or presentation should include teaching the fundamental basic operation and maintenance of the Municipal ID Card Printer, Document Authentication hardware, Camera, Signature Pad, and Enrollment System.

5. Maintenance

The Consultant should provide maintenance and support services for all Municipal ID hardware products – such as the printer, camera, signature pad, and document authentication hardware– as well as all software products – including the enrollment and reporting systems, as well as the Municipal ID Issuance database.

3.3 Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a base contract period of three (3) years with two (2) one-year extension options or one (1) two-year extension option.

Kathryn O'Connell

First Deputy City Clerk

Kendra Thomas

Chief Administrative & Financial Officer

ACORD® CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 02/26/2024

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	CONTACT NAME: Kristen Holland
Querbes & Nelson 214 Milam Street Shreveport LA 71101	PHONE (A/C, No, Ext): (318) 221-5241 FAX (A/C, No): (318) 429-0500 E-MAIL ADDRESS: kholland@qnins.com

	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A :	Certain Underwriters at Lloyds London(IL)	15792
INSURER B :	Employers Preferred Insurance Company	10346
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Omicron Technology Solutions, LLC
PO Box 38050

Shreveport LA 71133

COVERAGES CERTIFICATE NUMBER: 23-24 Omicron Master 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	WG00004863AC	10/01/2023	10/01/2024	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 250,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 4,000,000
								$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	WG00004863AC	10/01/2023	10/01/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	EIG470983803	10/01/2023	10/01/2024	☒ PER STATUTE ☐ 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
A	Cyber Liability	Y		WG00004863AC	10/01/2023	10/01/2024	Each Claim	$2,000,000
							Aggregate	$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability and Automobile includes Additional Insured on a Primary and Non-contributory basis and a waiver of subrogation where required by written contract. Professional Liability HMA6072730183 10/01/23 - 10/01/24 Limit $3,000,000 General Aggregate / $1,000,000 per Occurrence

Workers Comp includes waiver of subrogation in favor of City of Chicago.

Cyber includes Additional Insured where required by writtten contract.

CERTIFICATE HOLDER	CANCELLATION
City of Chicago Department of Procurement Services 121 North LaSalle Street #806 Chicago IL 60602	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**

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

Omicron Technology Solutions
2301 Kings Highway
Shreveport, LA 71103

May 21, 2024

Omicron Technology Solutions, LLC.
2031 Kings Highway
Shreveport, LA 71103

RE: Sole Source Vendor

To whom it may concern:

TransitMe Municipal ID platform is a configurable software solution for cities wishing to issue municipal IDs to their residents. It requires a combination of software, hardware, services, and training. There is no other single entity that can provide this integrated solution other than Omicron Technology Solutions, LLC. We have the unique qualifications with our technology and proven support services.

This letter is to confirm that the TransitMe Municipal ID platform is a sole source product, manufactured, sold and distributed exclusively by Omicron Technology Solutions, LLC. No division of Omicron Technology Solutions, LLC, nor any other company, makes a similar or competing product. This product must be purchased directly by organizations from Omicron Technology Solutions, LLC at the address listed above. There are no agents or dealers authorized to represent this product. Omicron Technology Solutions, LLC is the manufacturer and creator of TransitMe Municipal ID platform and has no distributors.

TransitMe Municipal ID platform demonstrates a unique and innovative concept and demonstrates a unique capability within this market and for its specific purpose and functions.

If you desire additional information, please do not hesitate to contact us at (877) 448-3876 at any time.

Sincerely,

Audra Chadwell
Vice President of Operations

To: Tiheta Hinton
           Acting Chief Procurement Officer
           Department of Procurement Services

From: Anna M. Valencia
           City Clerk
           Office of the City Clerk

Subject: Omicron Technology Solutions MBE/WBE Waiver
           Specification Number: 1301805
           Requisition Number: 608757

Date: July 11, 2024

The Office of the City Clerk (OCC) is transmitting the attached letter to request a reconsideration of the M/WBE requirements for a future contract between Omicron Technology Solutions and the City of Chicago.
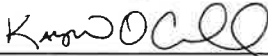
Omicron Technology Solutions and the Office of the City Clerk are requesting a reconsideration of the currently stipulated goals of 25% and 5% M/WBE participation to 12% and 3% M/WBE participation.

The equipment & commodities required for this project are specialized and are largely developed and managed internally by Omicron Technology Solutions. Additionally, Omicron Technology Solutions is an HID Global partner, allowing for significant discounts on essential commodities for this project. No M/WBE partners are currently registered HID Global partners, and thus would not be able to access associated discounts.

The Office of the City Clerk is in concurrence with the reduction of the M/WBE requirements and is requesting the Department of Procurement Services grant a reduction in requirements to Omicron Technology Solutions.

If you should require any additional information, please contact Michelle Levar, Chief Legal Counsel, at 312-744-8701 or Kendra Thomas, Chief Administrative and Financial Officer, at 312-744-6248.

Cc:
Kathryn O'Connell, Chief of Staff
Michelle Levar, Deputy Chief Legal Counsel

Kathryn O'Connell, Chief of Staff

Kendra Thomas, Chief Administration and Financial Officer

City of Chicago
121 N Lasalle St.
Chicago, IL 60602

To Whom It May Concern,

Omicron Technology Solutions, LLC. is writing to request a reconsideration of the current MBE/WBE requirements for the CityKey contract, which currently stipulates 25% and 5% MBE/WBE participation. Our company is an HID Global partner, benefiting from significant discounts on commodity items essential for the successful and cost-effective execution of the project. Unfortunately, no MBE/WBE partners are registered HID Global partners, meaning they cannot access these discounts. Despite our efforts to collaborate with HID to identify MBE/WBE partners, they have confirmed that none are available to meet our needs.

Moreover, the equipment and commodities required for this project are highly specialized, and MBE/WBE partners do not have access to our distributors. This equipment is required to successfully fulfill the requirements of the contract. Additionally, the software required for this contract has already been developed by our team and will not necessitate any additional work from MBE/WBE partners. Given these circumstances, we respectfully request a 50% reduction in the MBE/WBE participation percentages to 12% and 3% MBE/WBE. This adjustment will allow us to leverage our HID Global partnership benefits and provide the best level of service.

Please let us know if you have any questions or need additional information.

Sincerely,

Audra Chadwell

OCC-025-PRO SERV CONSULTING $250,000orABOVE

June 26, 2024

Contractor must provide and maintain at Contractor's own expense, during the term of the Agreement and during the time period following expiration if Contractor is required to return and perform any work, services, or operations, the insurance coverages and requirements specified below, insuring all work, services, or operations related to the Agreement.

A.   INSURANCE REQUIRED FROM CONTRACTOR

1)   Workers' Compensation and Employer's Liability (Primary and Umbrella)

Workers' Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under this Agreement and Employer's Liability coverage with limits of not less than **$1,000,000** each accident; **$1,000,000** disease-policy limit and **$1,000,000** disease-each employee, or the full per occurrence limits of the policy, whichever is greater.

The Contractor may use a combination of primary and Excess/Umbrella policy/policies to satisfy the limits of liability required herein. The Excess/Umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

2)   Commercial General Liability

Commercial General Liability Insurance or equivalent must be maintained with limits of not less than **$1,000,000** per occurrence and **$2,000,000** aggregate for bodily injury, personal injury, and property damage liability. Coverages must include but not be limited to, the following: all premises and operations, products/completed operations (for a minimum of two (2) years following project completion), explosion, collapse, underground, separation of insureds, defense, contractual liability (not to include endorsement CG 21 39 or equivalent), no exclusion for damage to work performed by Subcontractors, any limitation of coverage for designated premises or project is not permitted (not to include endorsement CG 21 44 or equivalent) and any endorsement modifying or deleting the exception to the Employer's Liability exclusion is not permitted. Where the general aggregate limit applies, the general

aggregate must apply per project/location and once per policy period if applicable, or Contractor may obtain separate insurance to provide the required limits which will not be subject to depletion because of claims arising out of any other work or activity of Contractor. If a general aggregate applies to products/completed operations, the general aggregate limits must apply per project and once per policy period.

The City must be provided additional insured status with respect to liability arising out of Contractor's work, services or operations and completed operations performed on behalf of the City. Such additional insured coverage must be provided on ISO form CG 2010 10 01 and CG 2037 10 01 or on an endorsement form at least as broad for ongoing operations and completed operations. The City's additional insured status must apply to liability and defense of suits arising out of Contractor's acts or omissions, whether such liability is attributable to the Contactor or to the City. The full policy limits and scope of protection also will apply to the City as an additional insured, even if they exceed the City's minimum limits required herein. A copy of the physical 'Additional Insured' endorsement must accompany the Certificate of Insurance when submitted. Contractor's liability insurance must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

The Contractor may use a combination of primary and Excess/Umbrella policy/policies to satisfy the limits of liability required herein. The Excess/Umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

3) **Automobile Liability**

A Business Auto Policy covering any motor vehicles (owned, non-owned and hired) which are used in connection with work, services, or operations to be performed, must be maintained by the Contractor. Limits of not less than **$1,000,000** per accident for bodily injury and property damage and covering the ownership, maintenance, or use of any auto whether owned, leased, non-owned or hired used in the performance of the work or services. The City is to be added as an additional insured on a primary, non-contributory basis. A copy of the physical 'Additional Insured' endorsement must accompany the Certificate of Insurance when submitted.

The Contractor may use a combination of primary and Excess/Umbrella policy/policies to satisfy the limits of liability required herein. The Excess/Umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

4) Umbrella or Excess

Umbrella or Excess Liability Insurance must be maintained with limits of not less than $**10,000,000** per occurrence, or the full per occurrence limits of the policy, whichever is greater. The policy/policies must provide the same coverages/follow form as the underlying Commercial General Liability, Automobile Liability, Employers Liability and Completed Operations coverage required herein and expressly provide that the Excess or Umbrella policy/policies will drop down over reduced and/or exhausted aggregate limit, if any, of the underlying insurance. The Excess/Umbrella policy/policies must be primary without the right of contribution by any other insurance or self-insurance maintained by or available to the City.

The Contractor may use a combination of primary and Excess/Umbrella policies to satisfy the limits of liability required under Workers' Compensation, Employer's Liability, Commercial General Liability, and Automobile Liability.

*Insurance coverages that begin with "**when**," "**if**," or "**where**," are considered conditional, and it is the Contractor's responsibility to obtain the applicable coverage when performing such work, service, or operation as described in the conditional coverage paragraph(s). If it is determined that conditional coverage is not initially applicable, it is the Contractor's continuing responsibility to update the insurance coverage as needed. If at any time, the Contractor or City determines that a conditional coverage is applicable, the Contractor shall not perform the work, service, or operation in connection with the contract until evidence of all applicable insurance coverage is provided to the City.*

5) Professional Liability (when applicable)

When any professional consultants perform work, services, or operations in connection with this Agreement, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than $**5,000,000** per claim. Coverage must include, but not be limited to, technology errors and omissions and pollution liability if environmental site assessments are conducted, when applicable. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work under the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

6) Cyber Liabiliy (Required)

If any personally identifiable information, personally identifiable credit information, or protected health information is collected and maintained by Contractor; Cyber Liability must be maintained with limits of not less than $**5,000,000** for each occurrence or claim. Coverage must be sufficiently broad to respond to the duties

and obligations as is undertaken by Contractor in this Agreement and must include, but not be limited to, the following: invasion of privacy violations, information theft, release of private information, extortion and network security, breach response coverage and cost, regulatory liability including fines and penalties and credit monitoring expenses, denial or loss of service, unauthorized access to or use of computer systems, no exclusion/restriction for unencrypted portable devices/media may be on the policy and introduction, implantation, and/or spread of malicious software code and property damage liability in an amount sufficient to cover the full replacement value of damage to, loss of, alteration of, or destruction of electronic data and/or information property of the City that will be in the care, custody, or control of Contractor must also be included. The City must be named as an indemnified party or additional insured. Should the City be named as an additional insured and the policy contains an insured vs insured exclusion, the exclusion must be amended and not be applicable to the City. A copy of the physical 'Additional Insured' endorsement must accompany the Certificate of Insurance when submitted.

7) Valuable Papers (when applicable)

When any plans, designs, drawings, specifications, media, data, records, reports, and other documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever and must have limits sufficient to pay for the re-creation and reconstruction of such records.

8) Blanket Crime (when applicable)

When applicable, Contractor must maintain Crime Insurance or equivalent covering all persons handling funds under this Agreement, against loss by employee dishonesty, forgery or alteration, funds transfer fraud, robbery, theft, destruction or disappearance, computer fraud, credit card forgery, and other related crime risks. The policy limit shall be written to cover losses in the amount of the maximum monies collected or received and in the possession of Contractor at any given time under this Agreement.

9) Garage Liability (when applicable)

Where the business operations entail automobile or truck garages, Commercial Garage Liability Insurance or equivalent must be maintained with limits of not less than **$1,000,000** per occurrence and **$2,000,000** aggregate/accident for Garage Operations – Covered Autos, Garage Operations - Other than Covered Auto and

Personal Injury for bodily injury and property damage liability. Coverage must include but not be limited to the following: all premises and operations, products/completed operations, separation of insureds, defense, and contractual liability must be included. Coverage extensions must include Garage Keepers Legal Liability for limits of a minimum of **$250,000** on a Primary basis for Comprehensive and Collision coverages.

The City must be provided with an additional insured status with respect to liability arising out of Contractor's work, services or operations performed on behalf of the City. The City's additional insured status must apply to liability and defense of suits arising out of Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the City on an additional insured endorsement form acceptable to the City. The full policy limits and scope of protection also will apply to the City as an additional insured, even if they exceed the City's minimum limits required herein. A copy of the physical 'Additional Insured' endorsement must accompany the Certificate of Insurance when submitted. Contractor's liability insurance must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

The Contractor may use a combination of primary and Excess/Umbrella policy/policies to satisfy the limits of liability required herein. The Excess/Umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies. The Contractor is responsible for all loss or damage to personal property (including materials, equipment, tools and supplies) owned, rented or used by the Contractor.

10) Property (when applicable)

Contractor is responsible for all loss or damage to City property at full replacement cost as a result of the Agreement.

Contractor is responsible for all loss or damage to personal property (including materials, equipment, tools and supplies) owned, rented or used by Contractor.

11) Builders Risk (when applicable)

When Contractor undertakes any construction, including improvements, betterments, and/or repairs to real property, the Contractor must provide All Risk Builders Risk Insurance at replacement cost for materials, supplies, equipment, machinery, and fixtures that are or will be part of the project. Coverage(s) must include but are not limited to, the following: material stored off-site and in-transit, collapse, water including leakage, overflow, sewer backup or seepage, debris

removal, landscaping and faulty workmanship or materials. The City of Chicago is to be named as an additional insured and loss payee.

12) Miscellaneous Medical Professional Liability (when applicable)

When applicable, Miscellaneous Medical Professional Liability Insurance must be maintained or cause to be maintained, covering acts, errors, or omissions related to the supplying of or failure to supply medical services or health care services by paramedics with limits of not less than **$5,000,00** per claim. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede commencement of medical services under this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

13) Railroad Protective Liability (when applicable)

When, in connection with this Agreement, any work is to be done within 50 feet adjacent to or on property owned by a railroad or public transit entity, Contractor shall procure and maintain, or cause to be procured and maintained, with respect to the operations that Contractor or any Subcontractor shall perform, railroad protective liability insurance in the name of such railroad or public transit entity. The policy shall have limits of not less than **$2,000,000** per occurrence, combined single limit, and **$6,000,000** in the aggregate for losses arising out of injuries to or death of all persons, and for damage to or destruction of property, including the loss of use thereof.

B.   Additional Requirements

Evidence of Insurance. Contractor must furnish the City of Chicago, Certificates of Insurance (COI) and additional insured endorsement, or other evidence of insurance, to be in force on the date of this Agreement, and renewal COIs and endorsement, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. The Contractor must submit evidence of insurance prior to execution of Agreement. The receipt of any COI does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the COI are in compliance with all requirements of Agreement. The failure of the City to obtain, nor the City's receipt of, or failure to object to a non-complying insurance

certificate, endorsement or other insurance evidence from Contractor, its insurance broker(s) and/or insurer(s) will not be construed as a waiver by the City of any of the required insurance provisions. Contractor must advise all insurers of the Agreement provisions regarding insurance. The City in no way warrants that the insurance required herein is sufficient to protect the Contractor for liabilities which may arise from or relate to the Agreement. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time.

Failure to Maintain Insurance. Failure of the Contractor to comply with required coverage and terms and conditions outlined herein will not limit Contractor's liability or responsibility nor does it relieve Contractor of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

Notice of Material Change, Cancellation or Non-Renewal. Contractor must provide for sixty (60) days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed and ten (10) days prior written notice for non-payment of premium. A copy of the physical endorsements must accompany the Certificate of Insurance for General Liability, Automobile Liability and Workers Compensation in order to comply with the insurance requirements.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor.

Waiver of Subrogation. Contractor hereby waives its rights and its insurer(s)' rights of, and agrees to require their insurers to waive their rights of, subrogation against the City under all required insurance herein for any loss arising from or relating to this Agreement. The Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the City receives a waiver of subrogation endorsement for Contractor's insurer(s).

Contractors Insurance Primary. All insurance required of Contractor under this Agreement shall be endorsed to state that Contractor's insurance policy is primary and not contributory with any insurance carrier by the City.

No Limitation as to Contractor's Liabilities. The coverages and limits furnished by the Contractor in no way limit the Contractor's liabilities and responsibilities specified within the Agreement or by law.

No Contribution by the City. Any insurance or self-insurance programs maintained by the City do not contribute with insurance provided by Contractor under this Agreement.

Insurance not Limited by Indemnification. The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

Insurance and Limits Maintained. If Contractor maintains higher limits and/or broader coverage than the minimums shown herein, the City requires and shall be entitled the higher limits and/or broader coverage maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Joint Venture or Limited Liability Company. If Contractor is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

Other Insurance obtained by Contractor. If Contractor desires additional coverages, the Contractor will be responsible for the acquisition and cost.

Insurance required of Subcontractors. Contractor shall name the Subcontractor(s) as a named insured(s) under Contractor's insurance or Contractor will require each Subcontractor(s) to provide and maintain Commercial General Liability, Commercial Automobile Liability, Worker's Compensation, Employers Liability and Professional Liability Insurance, and when applicable Excess/Umbrella Liability Insurance with coverage at least as broad as in outlined in Section A, Insurance Required. The limits of coverage will be determined by Contractor. Contractor shall determine if Subcontractor(s) must also provide any additional coverage or other coverage outlined in Section A, Insurance Required. The Contractor is responsible for ensuring that each Subcontractor has named the City of Chicago as an additional insured where required, as well as specifically naming the City of Chicago as an additional insured on any endorsement form at least as broad and acceptable to the City. The Contractor is also responsible for ensuring that each Subcontractor has complied with the required coverage and terms and conditions outlined in this Section B, Additional Requirements. When requested by the City, the Contractor must provide to the City Certificates of Insurance and additional insured endorsements or other evidence of insurance. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time. Failure of the Subcontractor(s) to comply with required coverage and terms and conditions outlined herein will not limit Contractor's liability or responsibility.

City's Right to Modify. Notwithstanding any provisions in the Agreement to the contrary, the City, Department of Finance, Risk Management Division maintains the right to modify, delete, alter or change these requirements.

To: Tiheta Hinton
            Acting Chief Procurement Officer
            Department of Procurement Services

From: Anna M. Valencia
            City Clerk
            Office of the City Clerk

Subject: CityKey Technology Vendor – Omicron EDS Filing
            Specification Number: 1301805
            Requisition Number: 608757
            Contract Type: Professional Services Consulting - $250,000 or Above
            Reason For REQ: New Request

Date: July 11, 2024

The Office of the City Clerk (OCC) respectfully submits the attached memo from Omicron Technologies Solutions. Our vendor, Omicron Technology Solutions. filed an Online Economic Disclosure Statement with the City on June 27th, 2024. The "Disclosing Party" associated with this EDS filing is "Biomedical Research Foundation of Northwest Louisiana", which is the parent company of Omicron Technologies Inc.

The attached document demonstrates that Omicron Technology Solutions is a "wholly owned subsidiary of Biomedical Research Foundation of Northwest Louisiana".

If you should require any additional information, please contact Michelle Levar, Chief Legal Counsel, at 312-744-8701 or Kendra Thomas, Chief Administrative and Financial Officer, at 312-744-6248.

Cc:
Kathryn O'Connell, Chief of Staff
Michelle Levar, Deputy Chief Legal Counsel

Kathryn O'Connell, Chief of Staff

Kendra Thomas, Chief Administration and Financial Officer

Transfer of Contract Agreement

Effective upon the consent of the City of Chicago,

ASSIGNOR Omicron Technologies, Inc (Original Contractor Name), an Illinois
_____ (State of Incorporation) corporation,_____
5415 W Higgins. Ave., Chicago, IL 60630 ("Assignor") assigns its rights and delegates its duties
and obligations under the City of Chicago Contract ("Contract"), identified below, to:

ASSIGNEE Omicron Technology Solutions, LLC, a wholly owned subsidiary of Biomedical Research
Foundation of Northwest Louisiana, a Louisiana non-profit corporation, 2031 Kings Highway, Shreveport, LA ("
Assignee")

Specification Number of the Contract: 476491

Contract Number: 68650

Job/Project Description and/or #: Municipal ID Technology and Software Services

Effective immediately, **Assignee** accepts **Assignor's** rights under the Contract and assumes
performance of the Contract, including all of **Assignor's** duties, and obligations under it, which may
require **Assignee** to post a performance and payment bond acceptable to the City of Chicago. By this
instrument, **Assignor** authorizes and directs the Comptroller of the City of Chicago to pay **Assignee**, all
moneys due under the Contract for work performed after the effective date of this transfer.

SIGNED as of this _20_ day of _April_, 20_21_ by:

ASSIGNOR:

Omicron Technologies Inc
(Original Contractor Name)

By: _____
(Authorized Signature)

Title: _President_
(Print)

Name: _Lionel Robb_
(Print)

Attest: _____
(Corporate Secretary)

AFFIX CORPORATE SEAL (II required in state of incorporation)

State of __ILLINOIS__, County of __COOK__

This instrument was ACKNOWLEDGED before me this __20__ day of __APRIL__, 20 __20__ by:
__LIONEL RABB__ as __PRESIDENT__ of __OMICRON TECHNOLOGY SOLUTION LLC__

and_____ as_____

__Ron G. Tater__
Notary Public

```
"OFFICIAL SEAL"
ROBIN G. TATERKA
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires 01/15/2024
```

ASSIGNEE:

__Omicron Technology Solutions, LLC__
(New Contractor Name)

By: __James D. Dean__
(Authorized Signature)

Title: __EVP/COO__
(Print)

Name: __James D. Dean__
(Print)

Attest: __Cynthia Mitchell__
(Corporate Secretary)

AFFIX CORPORATE SEAL (It required in state of incorporation)

State of __Louisiana__, County of __Caddo Parish__

This instrument was ACKNOWLEDGED before me this __20__ day of __April__, 20 __21__ by:
__James D. Dean__ as __EVP/COO__ of __Omicron Technology Solutions, LLC__
and_____ as_____ of_____

__[signature]__
Notary Public

HILARY A. WOOLEY
NOTARY ID No. 89592
CADDO PARISH LOUISIANA
MY COMMISSION IS FOR LIFE

CONSENT TO TRANSFER OF CONTRACT

THE CITY OF CHICAGO consents to the transfer of the above Contract from the Assignor, __Omicron Technologies, Inc__, to the Assignee, Omicron Technology Solutions, LLC, a wholly owned subsidary of Biomedical Research Foundation of Northwest Louisiana, and will accept performance from the Assignee. This consent is for the convenience of the Assignor and the Assignee. It does not relieve the Assignor of its duties and obligations to the City under the Contract. The Assignor and the Assignee may agree to additional terms and conditions between themselves consistent with the terms and conditions of this Consent and the above Transfer of Contract Agreement.

CITY OF CHICAGO

By: __[signature]__
Aileen Velazquez
Chief Procurement Officer
City of Chicago

Date: __10/25/2021__

Revised 09/11/2018

CERTIFICATE OF FILING FOR

CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 200195
Certificate Printed on: 06/27/2024

Date of This Filing:06/27/2024 12:36 PM
Original Filing Date:06/27/2024 12:36 PM

Disclosing Party: Biomedical Research
Foundation of Northwest Louisiana
Filed by: Audra Chadwell

Title:VP

Matter: MUNICIPAL ID TECHNOLOGY
AND SOFTWARE SERVICES
Applicant: Biomedical Research Foundation of
Northwest Louisiana
Specification #: 1301805
Contract #:

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.

Biomedical Research Foundation of
Northwest Louisiana
2031 Kings Hwy
Shreveport, LA 71103
+1 3187252100
omicrontech.net

omicron

Estimate

ADDRESS	SHIP TO	
City of Chicago, Office of the Clerk	City of Chicago, Office of the Clerk	**ESTIMATE #** 1105
121 North LaSalle St. Room 107	121 North LaSalle St. Room 107	**DATE** 05/28/2024
Chicago, Illinois 60602	Chicago, Illinois 60602	**EXPIRATION DATE** 06/28/2025

SKU	ACTIVITY	QTY	RATE	AMOUNT
SS-1502	**1 Year Cloud/External DC Hosting** 1 Year Cloud/External DC Hosting- 3 years	3	24,000.00	72,000.00
SS-9002	**Additional Support** Additional Support-3 years	3	35,000.00	105,000.00
SS-1609	**TransitMe Platform Maintenance and Service Annual** TransitMe Platform Maintenance and Service (Annual)- 3 years - 10 Users	3	20,000.00	60,000.00
SS-1610	**TransitMe Platform License Annual** TransitMe Enrollment and Reporting System (Annual)- 3 years - 10 Users	3	30,000.00	90,000.00
SS-1611	**TransitMe Municipal ID Issuance Database** TransitMe Municipal ID Issuance Database (Annual) - 3 years 10 Users	3	30,000.00	90,000.00
SS-8001	**Annual Local Template Based ID Verification** Licensing Per Seat- (9 licenses)- 3 years	3	14,000.00	42,000.00
SS-1107	**Training (Bulk)** Training (Refresh)- 3 years	3	5,000.00	15,000.00
RI-1501	**HID/Fargo HDP5600 YMCFK Ribbon 500 images** Ribbon	750	180.00	135,000.00
RI-1077	**HID/Fargo HDP5000/5600 Standard High Secure Orbit Design Film 500 images** Holographic Film	750	325.00	243,750.00
SS-1621	**API Integrations** Annual API Integration Licensing for online portal-3 years	3	5,000.00	15,000.00
SS-1604	**Online Portal Annual Licensing and Maintenance** CityKey Online Portal Annual Licensing and Maintenance-3 years	3	40,000.00	120,000.00
SS-1615	**LexisNexis Scans**	150,000	0.75	112,500.00

SKU	ACTIVITY	QTY	RATE	AMOUNT
	LexisNexis Scans- Up to 150,000 scans- 3 years			
SS-1010	**Permit Printing** CityKey ID card printing-3 years	150,000	4.15	622,500.00
SS-1010	**Card Carriers** Card Carriers- CityKey card carriers- 3 years	150,000	0.32	48,000.00
PI-1001	**Prepaid Postage - Permit Mailing** Prepaid Postage - Permit Mailing- 3 years	150,000	0.607	91,050.00
SS-1011	**Letter Mailing - Rejection Letters** Letter Mailing - Rejection Letters- 3 years	50,000	0.17	8,500.00
PI-1001	**Prepaid Postage - Rejection Letter Mailing** Prepaid Postage - Rejection Letter Mailing- 3 years	50,000	0.607	30,350.00
SS-1598	**TransitME Customer Application Processing** Online CityKey Customer Application Processing- 3 years	150,000	0.39	58,500.00
	CityKey Hardware CItyKey hardware (printers, tripods, backdrops, cameras, signature pads etc)- 3 years	3	50,000.00	150,000.00

TOTAL **$2,109,150.00**

Accepted By

7|1|24

Accepted Date

Audra Chadwell

Vice President of Operations

Audra Chadwell

To: Tiheta Hinton
           Acting Chief Procurement Officer
           Department of Procurement Services

From: Anna M. Valencia
           City Clerk
           Office of the City Clerk

Subject: CityKey Technology Vendor – Omicron NCRB Request
           Specification Number: 130805
           Requisition Number: 608757
           Contract Type: Professional Services Consulting - $250,000 or Above
           Reason For REQ: New Request

Date: June 27, 2024

The Office of the City Clerk (OCC) has been working with the Department of Innovations & Technology regarding the requirement that "any application for IT good and/or services over $100,000 must include a concurrence email from DoIT Commissioner or their designee."

The original contact at DoIT our office was working with was out of office and unable to respond to our request. Our office continues to be in communication with our contact to complete this requirement in a timely manner. Attached, you will find the email correspondence between our office of the Department of Innovation and Technology. The Office of the City Clerk will continue to follow up with DoIT to address this question as soon as possible.

If you should require any additional information, please contact Michelle Levar, Chief Legal Counsel, at 312-744-8701 or Kendra Thomas, Chief Administrative and Financial Officer, at 312-744-6248.

Cc:
Kathryn O'Connell, Chief of Staff
Michelle Levar, Deputy Chief Legal Counsel

Kathryn O'Connell (signature)

_____
Kathryn O'Connell

Chief of Staff

Kendra Thomas
Chief of Administration & Finance