

**CITY OF CHICAGO
DEPARTMENT OF PURCHASES
CONTRACTS AND SUPPLIES
ROOM 403, CITY HALL, 121 NO. LA SALLE ST.**

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT(S)

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with Civitium, Inc. for the product and/or services described herein.

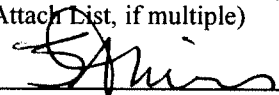
Name of Person or Firm

This is a request for: X (One-Time Contract per Requisition # _____) (copy attached) or _____ Term Agreement or Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the (Attach List) (Program Name)

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

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

Contract # _____	Company or Agency Name:
Specification # _____	Contract or Program Description:
Mod # _____	(Attach List, if multiple)

<u>Judy Mims</u>	<u>312/742-1817</u>		<u>Bus. & Info. Services</u>	<u>7/5/06</u>
Original Name	Telephone	Signature	Department	Date

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

(X) PROCUREMENT HISTORY

Civitium is a Georgia based IT consulting firm that specializes in managing wireless technology projects for municipalities and large institutions. To date, the City has no contractual with this company; however, during April and May of this year (2006), it provided pro-bono services on the preparation of the Community Wireless Broadband Network (CWBN) RFP that is scheduled for release in several weeks.

The Department of Business and Information Services is petitioning a no-bid contract on behalf of Civitium, Inc. in order that they provide management consulting services in the development and execution of the CWBN RFP evaluation and contract negotiation process. (see attached proposal)

(X) ESTIMATED COST

Civitium has proposed to conduct the services stated above for a flat fee of \$165,000 over a ten month period. (see attached).

(X) SCHEDULED REQUIREMENTS

These proposed services are to be completed in a ten-month timeframe, A one year contract is required,

(X) EXCLUSIVE OR UNIQUE CAPABILITY

Civitium is a consulting firm that assists municipalities in the development and management of their city-wide wireless projects and has been involved in much of the City's major wi-fi efforts, to date. If this proposed service was put out to bid, it would be impossible to have a consultant in place by the time of the CWBN RFP response deadline.

(X) OTHER - M/WBE Utilization

(see attached)

06 JUL 14 PM 1:57

APPROVED BY: 

Department Head
Or Designee

07/10/06


Date

Board Chairperson

Date

Memo

To: Barbara Lumpkin/Chief Procurement Officer
Non-Competitive Procurement Committee Members
Dept. of Procurement Services

From: Hardik Bhatt/Chief Information Officer 
Dept. of Business & Information Services

Date: 7/7/2006

Re: Request for MBE/WBE Participation Adjustment

Vendor:	Civitium, Inc.
Recommended MBE %:	5.0%
Recommended WBE %:	5.0%
Estimated Contract Value:	\$165,000.00

The sole source request submitted on behalf of Civitium is specifically for services involved in the vendor evaluation, selection and negotiation phases of the City's current Wi-Fi initiative. A large part of these services will be executed through the use of specialized software application models in which extensive experience in its design, input and support is required.

An effort, by the Vendor, to find MBE and WBE firms from the current list was unsuccessful; however, Civitium did identify several certified firms that can be utilized for indirect compliance (see attached letter).

In addition to the specialized nature of the proposed service, the amount of its estimated cost and its proposed ten-month timeframe are also factors in finding Civitium's adjusted participation levels in accordance with the overall objective of the City's Minority and Women Business Enterprise Program.

For the reasons stated above, I respectfully ask that you and the members of the Non-Competitive Procurement Committee consider the justifications I have submitted on behalf of Civitium, Inc. and concur with my recommendation.



12850 Hwy 9
Suite 600 PMB-306
Alpharetta, Ga. 30004

PHONE: (678) 595-3085
FAX: (678) 623-3489

7 July, 2006

Mr. Hardik Bhatt
Chief Information Officer
City of Chicago, IL

Dear Mr. Bhatt:

This letter supplements the proposal for consulting services submitted by Civitiium on June 13, 2006 to the City of Chicago's Business Information Services Division.

Civitiium understands that the City's Minority and Women-owned Business (M/WBE) Procurement Program is committed to the success of minority- and women-owned businesses in the community. We share this commitment and routinely meet and exceed minority and women-owned participation ranges required by our other local government clients.

The services outlined in our June 13, 2006 proposal, which include advising the City on RFP administration, proposal evaluation and partner negotiation for its Wi-Fi initiative, are highly-specialized and "expert-based" in nature. While we were unable to identify certified and qualified M/WBE firms with relevant skills for many of these specialized services, we do feel it is important to strive for a reasonable level of M/WBE participation.

To this end, we have identified two service categories where we may achieve M/WBE participation; travel services and administrative services. Since our work will require several of our resources to travel to the City of Chicago, and certain documents we prepare for the City during the engagement may require professional editing, we feel we can commit to a minimum goal of 10% M/WBE participation for this engagement.

Our good faith efforts have identified five certified firms who may be able to assist us with travel services and one firm who may be able to provide administrative services during the engagement. These are listed below.

Company/Phone	Address	MBE?	WBE?	DBE?	BEPD?
<u>Brown's Travel Service</u> Phone:(773)874-4113	7334 S. Ada Chicago IL	N	N	Y	N
<u>Four Corners Of The World Travel</u> <u>Db a San Juan Star Travel</u> Phone:(773)862-3500	P.o. Box 478517 Chicago IL	Y	Y	N	N
<u>Meridian Travel Service, Inc.</u> Phone:(630)645-0000	2407 W 22Nd St Suite 100 Oak Brook IL	N	Y	N	N
<u>Sunnyside Travel</u> Phone:(312)225-1025	2100 South Indiana Ave #109 Chicago IL	Y	Y	N	N
<u>The Travel Gallery</u> Phone:(773)763-6161	6645 N Oliphant Ave Chicago IL	N	Y	N	N

Vendor Information for: Ricondo & Associates, Inc.
Address: 20 N Clark Street, Suite 1500

Chicago IL
60602

Primary Contact: Ramon Ricondo
Phone: (312)606-0611
Fax: (312)606-0706

MBE?:Y
WBE?:N
DBE?:N
BEPD?:N

Certification Expiration Date: 10/01/2006

Specialty Areas: Administrative Services, All Kinds
Airport Management Services

I hope that this demonstrates our commitment to M/WBE participation and I welcome any comments, concerns or questions you may have.

Sincerely,



Greg Richardson
Managing Partner
Civitium, LLC

**CITY OF CHICAGO
 PURCHASE REQUISITION**

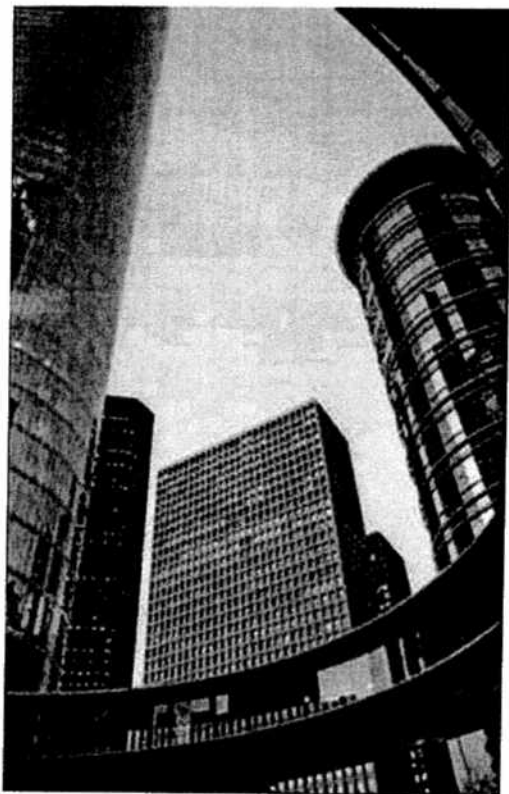
Copy (Department)

DELIVER TO: 006-2005 MAIN OFF 50 W. WASHINGTON ROOM 2700 Chicago, IL 60602	REQUISITION: 28427 PAGE: 1 DEPARTMENT: 06 - DEPT OF BUSINESS & INFORMATION S PREPARER: Judith A Mims NEEDED: APPROVED: 6/20/2006
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REQUISITION DESCRIPTION
 sole source request for CIVITIUM, INC.
 SPECIFICATION NUMBER: 48393

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST							
1	91875 Management Consulting	1.00	USD	0.00	0.00							
SUGGESTED VENDOR: CIVITIUM, INC.				REQUESTED BY: Judith A Mims								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	006	0100	0062005	0140	220140	0000	00000000	000000	00000	0000	0.00	
LINE TOTAL:											0.00	
REQUISITION TOTAL:											0.00	



City of Chicago, IL

Proposal for Consulting Services

June 13, 2006

Table of Contents

TABLE OF CONTENTS 2

INTRODUCTION..... 3

FIRM QUALIFICATIONS 4

FIRM REFERENCES..... 7

TEAM BIOGRAPHIES..... 8

SCOPE OF WORK..... 9

PHASE 1 - RFP ADMINISTRATION, EVALUATION AND SELECTION 9

PHASE 2 – CONTRACT NEGOTIATION AND APPROVAL 10

PROPOSED FEES..... 12

Introduction

The City of Chicago has been engaged in a process to apply information and communications technology to promote social and economic benefit for the community. This process reaches a critical milestone in May, 2006 with the City's release of a Request for Proposal inviting prospective companies to submit proposals for the deployment of a citywide wireless broadband network throughout the City.

Civitium provided advice and guidance to the City during a six-week period in April-May, 2006 on matters related to policy, business model analysis, asset inventory, communications planning and preparation of the Request for Proposal. Civitium desires to assist the City throughout the lifecycle of the project and, to that end, this proposal describes a recommended scope of services, an overview of Civitium's unique qualifications and proposed fees for performing these services.

Firm Qualifications

Civitium is the market-leading strategy, policy, technology and communications consulting firm focused on community broadband initiatives.

Civitium provides value through the firm's balanced government and commercial experience, advising the most high-profile wireless cities in the world. Civitium is unique in its intense focus in this area, its experience with other leading cities, its non-affiliation with vendors and services providers and its industry leadership. The firm acts as the trusted advisor to steward many of the market's most high-profile cities and their leadership.

Civitium serves in this capacity for cities including Philadelphia, San Francisco, Houston, Miami Beach, Winston-Salem, Johannesburg South Africa, New Haven, Portland and Vancouver, British Columbia.

- Civitium has served as the lead strategy, policy, technology and communications consulting firm for the City of Philadelphia for the past two years - since the Wireless Philadelphia™ initiative was conceived in 2004. The firm provided advisory services to the Honorable Mayor John F. Street, Chief Information Officer Dianah Neff, the 17-member Executive Committee and the Wireless Philadelphia Board of Directors.
- Civitium performed stakeholder analysis, authored the Wireless Philadelphia Business Plan and Request for Proposal (RFP), supported the evaluation and partner selection process and represented Wireless Philadelphia throughout its 8-month negotiation with EarthLink Corporation.
- Civitium, in close partnership with Intel Corporation and One-Economy, developed the industry's first Digital Inclusion Blueprint to bridge the Digital Divide in the City of Philadelphia, PA.
- Civitium completed a 135 square-mile citywide radio frequency (RF) study for the City of Philadelphia, the largest and most comprehensive of its kind in the industry. Civitium also conducted similar RF studies for the cities of New Haven, CT, Miami Beach, FL and is in the process of performing one for the City and County of San Francisco.
- Civitium currently serves as the lead advisor for the City and County of San Francisco's Wireless TechConnect initiative. Civitium performed a broadband feasibility study, authored the Request for Information and Comment (RFI/C) and Request for Proposal (RFP), served on the vendor selection committee and is currently serving as the City's lead advisor during its negotiation with EarthLink-Google.
- Civitium developed the business model and authored the business plan and the Request for Proposal for the City of Miami Beach, FL, one of the world's most

popular tourism destinations. The Wireless Miami Beach network will be used to support secure government use and public access. Civitium also evaluated vendor responses to the RFP and performed independent evaluation testing for multiple vendor networks.

- Civitium conducted a detailed analysis of vendor proposals for the City of Houston's Wireless Parking Meter Implementation and Management project. Civitium also performed an independent evaluation of all pilot networks deployed by vendors to study performance and reliability. Civitium authored the City's RFP which has now been released to the public and is currently retained to evaluate vendor responses, assist the City in negotiations with the local electric utility and provide policy and communications planning advice.
- Civitium provided advisory services and expert RFP peer review for the City of Portland, OR's Unwire Portland initiative as well as the business plan for the City of Corpus Christi, TX.
- Civitium currently serves as the program advisor to the Georgia Technology Authority (GTA) for its \$5 million grant program - Wireless Communities Georgia - designed to stimulate community broadband initiatives statewide.
- Civitium is performing a community broadband feasibility study for a regional consortium of six cities in Colorado; Arvada, Boulder, Broomfield, Lakewood, Thornton and Westminster.
- Outside the U.S., Civitium serves as the lead advisors for the community wireless broadband initiatives in the cities of Vancouver, British Columbia, Albury-Wodonga, Australia and Johannesburg, South Africa.
- Civitium is recognized as an industry leader on issues related to economic development, digital inclusion and the use of technology for increased government efficiency. Publications include:
 - *Wireless Broadband, a Silver Bullet for Poverty*, a case study describing a practical approach used by the People's Emergency Center in Philadelphia, who is using wireless technology, computers in the home, training and content for reducing the Digital Divide. The case study can be downloaded [here](#).
 - *Wireless Broadband, the Foundation for Digital Cities*, a practical 10-step guide for political and community leaders who embark on broadband initiatives. The guide can be downloaded [here](#).
 - *RFP Best Practices*, a whitepaper on lessons learned and best practices during the lifecycle process for municipal wireless broadband initiatives. The paper can be downloaded [here](#).

- *The Local Loop*, a bi-weekly podcast of municipal wireless leaders conducted in cooperation with Baller-Herbst Law Group. The podcast can be accessed [here](#).
- *Civitium's Weblog*, a leading commentary on municipal/community broadband market trends and issues. Civitium's Weblog can be accessed [here](#).
- Civitium is a regular keynote and panelist at municipal/community broadband industry events, including:
 - Keynote, Wi-Fi Planet 2005 (Baltimore, MD)
 - Elected Officials Chair, Digital Cities Convention 2005 (Philadelphia, PA)
 - Closing Keynote, Muniwireless 2005 (San Francisco, CA)
 - Panelist, Digital Cities Convention 2005 (San Francisco, CA)
 - Panelist, Wireless Influencers 2005 (Laguna Niguel, CA)
 - Keynote, Digital Cities South Africa 2005 (Johannesburg, South Africa)
 - Workshop Chair, WiMAX – Beginning a New Era 2005 (Vienna, Austria)
 - Keynote, Digital Cities Convention 2006 (Houston, TX)
 - Keynote, Muniwireless 2006 (Atlanta, GA)
 - Applications Track Chair, Muniwireless 2006 (Atlanta, GA)
 - Panel Chair, Digital Cities Expo 2006 (Washington, DC)
 - Strategy Track Chair, Muniwireless 2006 (Silicon Valley)
 - Testimony before numerous congressional, state and local assemblies

Firm References

City of Philadelphia PA

Dianah Neff
Chief Information Officer
Chairperson, Wireless Philadelphia Executive Committee
(215) 686-8171 (phone)
dianah.neff@phila.gov (email)

City of San Francisco, CA

Chris Vein
Sr. Technology Advisor to the Honorable Mayor Gavin Newsom
(415) 554-0801
chris.vein@sfgov.org

City of Houston, TX

Richard Lewis
Chief Information Officer
(713) 393-3865
richard.lewis@cityofhouston.net

City of New Haven, CT

Helen O'Keefe
Director of IT
(203) 946 8399
HOkeefe@newhavenct.net

Intel Corporation

Paul Butcher
State and Local Marketing Manager for Digital Cities, Intel Corporation
(503) 816-5073
paul.butcher@intel.com

Team Biographies

Civitium was founded in 2004 by veterans from the public and private sector.

- Greg Richardson is the founder and Managing Partner for Civitium LLC. Prior to founding Civitium, he served as the Director of Wireless Consulting for Siemens in the U.S. Prior to Siemens, Greg was a founder and VP of Professional Services for Wireless Knowledge, a pioneering joint venture between Microsoft and QUALCOMM. He is also a regular speaker at industry conferences and events.
- Patrick McCamley is a Sr. Partner with Civitium. He previously served as Director of Business Development for Siemens, leading their Wireless Broadband Initiatives in North America. Prior to Siemens, Patrick served as a Regional Managing Director for Mendelson Associates, a Management Consulting Firm and a Business Development Executive for Vanstar Corporation, a \$3 billion IT Services Company acquired by Inacom Corporation in 1997.
- Bailey White is a Sr. Partner with Civitium. He previously served as Director of Marketing and Client Services for Pervasive Services, a Wi-Fi content management firm with clients such as Wireless Philadelphia and the San Francisco Giants. At the same time, Bailey led graduate research in large scale Wi-Fi implementations, applications within these networks, and the impact of SMS on communications at the University of Georgia's New Media Institute. Prior to Pervasive, Bailey's experience includes supply chain technology and management for Hewlett-Packard, online consumer research for NBC, Fidelity Investments and other Fortune 500 companies, and the development of a mobile field service system for non-profits.
- Denise Brady is an Associate Partner with Civitium. Previously, she served as Deputy CIO of San Francisco and the City's Director of Telecom Policy/Planning, Public Safety Systems, and Network Operations. Prior to this post, Denise managed the Bureau of Street-use & Mapping at the Department of Public Works, where her duties included regulating franchised utilities and telecommunications companies' use of public rights-of-way. Denise is a Lifetime Member of the National Association of Telecommunications Officers and Advisors (NATOA) having served two terms as NATOA's President and eight years on its elected Board of Directors. Denise is currently on NATOA's Policy and Legal Committee.

Scope of Work

Civitium proposes to provide services during the next two critical phases of the project; the RFP administration and evaluation process, and the contract negotiation and approval process with the winning Proposer. The services that Civitium proposes to provide during each of these phases are outlined below.

Phase 1 - RFP Administration, Evaluation and Selection

Civitium proposes to commence services for Phase 1 upon the City's release of the RFP and complete services for this Phase upon the selection and announcement of a winning Proposer. During this period, expected to last approximately three months, Civitium proposes to provide the following services:

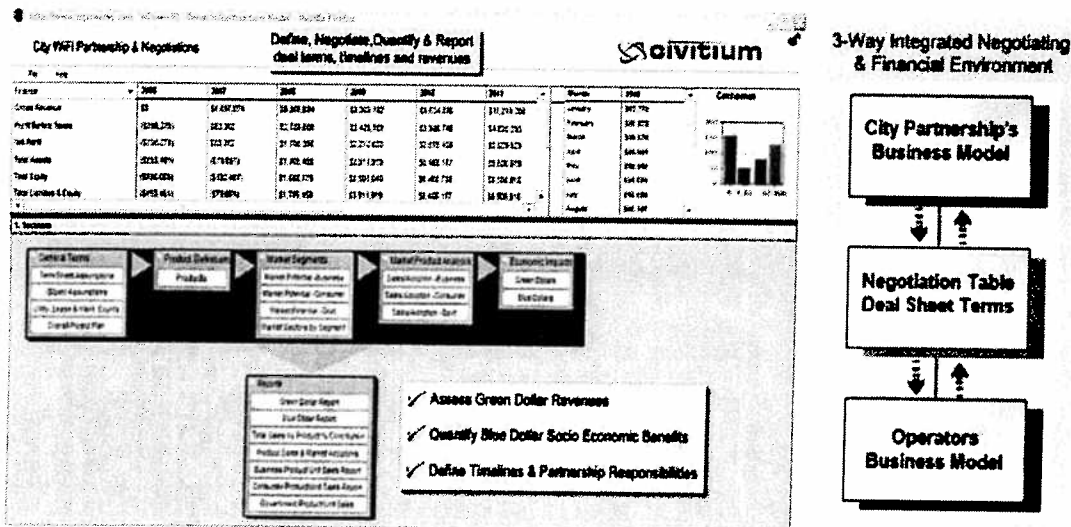
- Provide advice and guidance as requested by the City on any strategy, policy, technology and communications issues during the RFP administration, evaluation and selection process;
- Attend meetings related to the RFP process as requested by the City;
- Participate in the pre-proposal conference process, including through the preparation of materials, attendance at the pre-proposal conference and follow-up activities;
- Support the City in the development of a detailed evaluation process, which may include defining evaluation committee members, criteria, weighting and scoring methods, multi-phased evaluations, oral interviews, etc;
- Perform an independent, objective and detailed analysis of all proposals received in connection with the RFP (assumed to include only proposals that pass any initial compliance check performed by the City) and provide a report to the City on findings and recommendations;
- Participate in any and all oral interviews at the request of the City; and
- Civitium is prepared to, at the City's request, serve as a member of – or advisor to – the formal RFP evaluation committee.

Phase 2 – Contract Negotiation and Approval

Civitiium proposes to commence services for Phase 2 upon the City’s selection of a winning Proposer to the RFP and complete services for this Phase upon the City’s final Aldermanic approval of the contract. During this period, expected to last approximately seven months, Civitiium proposes to provide the following services.

Civitiium also proposes to apply a software modeling platform from one of its partners – MpowerIQ – to assist the City’s negotiating team in evaluating the impact of changes in key deal terms of the agreement.

- Provide advice and guidance as requested by the City on any strategy, policy, technology and communications issues during the contract negotiation and approval process;
- Define and document a comprehensive list of Key Deal Terms (“KDTs”) representing the terms to be negotiated and agreed upon between the City and the winning Proposer;
- Input and manage KDTs on an iterative basis during the negotiation, generating scenarios to assist the City in understanding the impact of changes (e.g. wholesale rate, revenue share, policy commitments, etc.) on value to the City and community. This will include the use of a world-class software platform - designed and customized during the negotiation process between the City and County of San Francisco and EarthLink-Google - which is currently underway. A screenshot of this modeling environment is provided below;



-
- Provide advice and guidance as requested by the City on communications planning issues; including building community support, addressing opposition to the project, creating support materials and dealing with the media; and
 - Participate as an expert witness, if requested by the City, at public hearings and during the Aldermanic approval process.

Communications planning may include the creation of “positions” in key policy areas, frequently asked questions (FAQs), branding strategies, methods of anticipating and responding to opposition and plans for community input and outreach.

A critical goal of communications planning is to define, communicate and gain broad community support for the vision with internal and external stakeholders. This communication planning often applies information collected in the stakeholder analysis and includes recommendations for gaining community support, a timeline of communications events and supporting materials (e.g. frequently asked questions, project fact-sheets, etc.)

Proposed Fees

Civitium proposes to provide the services described above for the fixed fee of \$165,000. This amount is inclusive of any and all travel and related expenses incurred by the firm and its resources during delivery of these services. Civitium estimates these services will be performed over a ten-month timeframe.

Payment terms are proposed to be \$16,500 payable upon the earlier of (i) commencement of services or (ii) signing of a definitive agreement and \$16,500 each month thereafter throughout the remaining nine months term of the engagement. Should the defined milestones be completed sooner than ten months, Civitium proposes that the City simply terminate the engagement with no obligation to pay Civitium for months where services were not performed. Should longer than ten months be required, Civitium is prepared to extend contract renewal rights to the City.

As a data-point for consideration, cities such as Philadelphia, San Francisco and Houston have budgeted and applied approximately \$300,000 for this phase. Civitium's experience, lessons-learned, best practices and deliverable from advising these cities results in unique efficiencies for the City of Chicago.

In exchange for this aggressively priced proposal, Civitium requests that the firm be granted approval to announce this engagement through a public press release and reference to the City as a client on the firm's website. The exact timing and language of any such release will be subject to City review and approval.

Often, Civitium's costs can be recovered through the City's RFP process by requiring that all administrative, legal and consulting costs incurred be reimbursed by a vendor selected in a public-private partnership; however this is of course dependant on the City's procurement rules and procedures.

DPS PROJECT CHECKLIST

For DPS Use Only

Date Received _____
 Date Returned _____
 Date Accepted _____
 CA/CN's Name _____

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

GENERAL INFORMATION:

Date: 7/10/06
 REQ No.: 28427

Contact Person: Judy Mims
 Tel: x2-1817 Fax: x2-1497 E-mail: jmims@cityofchicago.org

PO No.: (if known): sole source request

Project Manager: Hardik Bhatt
 Tel: x2-0667 Fax: x2-1497 E-mail: hbhatt@cityofchicago.org

Modification No.: (if known):

Previous PO No.: (if known):

Project Description: IT Management Consulting for Community Wireless Broadband Network

FUNDING:

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

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
1	006	100	06	0062005	0140	00000	00000	00000	00000	165000

Estimated Value \$\$165,000.

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

SCOPE STATEMENT:

Attached is a Detailed Scope of Services and/or Specification

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

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

TYPE OF PROCUREMENT REQUESTED (check all that apply):

NEW REQUEST

- Blanket Agreement
 Standard Agreement
 Small Orders

MOD/AMENDMENT

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

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

CONTRACT TERM: 8/2006-8/2007 Requested Term (number of months): 12 months

DPS PROJECT CHECKLIST

PRE BID/SUBMITTAL REQUIREMENTS:

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

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

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

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

If applicable, Pre-Qualification Category No. Category Description:

For Pre-Qualification Program, attach list of suggested firms to be solicited

Other Agency Concurrence Required: None State Federal Other (fill in)

AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents: Yes No

Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications.

Risk Management:

Current Insurance Requirements prepared/approved by Risk Management: Yes No

Will work be performed within 50 feet of CTA or ATS structure or property? Yes No

Will work be performed airside? Yes No

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

COMMODITIES SUPPLEMENTAL CHECKLIST

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

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:

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

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

DPS PROJECT CHECKLIST

VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

Required Attachments:

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

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

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

- Detailed description of project listing obligations of each party.
- The Schedule of Compensation
- Deliverables
- Request for individual contract services (if applicable)
- The appropriate EPS form
- ITSC (approved by BIS)
- OBM (approved by Budget form/memo)
- Grant document attached

Attach any documentation indicating any previous purchase activity to assist in the procurement process

TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Scope of Services/Specification which sets forth all of the anticipated services and products the user department wants provided, including time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

Has the project been reviewed by DGS? Yes No

Attach copy of DGS Recommendation; Reservation(s); or participate under current contract.

Does the project include software? Yes No

If yes, is signed ITSC form attached? Yes No

Does the location involve:

A public way? Yes No

Any concession in the City's facilities? Yes No

Is it anticipated City Council approval of the project or contract will be required? Yes No

INFORMATION TECHNOLOGY STRATEGY COMMITTEE COMPUTER EXPENDITURES/SERVICES REVIEW FORM

Department requests for hardware/software and consulting services must be submitted to the Commissioner of Business and Information Services for review and approval prior to procurement of goods and/or services.

BIS
Department Name

Community Wireless Broadband Network
Program Name

07/13/06
Date request was initiated

Justification: Describe in detail; where products should shipped, PC imaging (if any), and why products or services needed.

Sole Source Request for
IT consulting Services
by
Civition, Inc.

Requests will not be processed without valid funding strip.

FY	FUND	DEPT	ORGN	APPR	OBJT	ACTV	RPTG (Grants Only)	PROJECT # (Enotes Only)
06	100	06	2005	5140	0000	0000	0000	00000000

Funding Strip

J. Mims
Originator's Name (Please Print)

Contract Coordinator
Originator's Job Title

X2-1817
Originator's Phone Number

ITSC Signature

APPROVALS

[Signature]
Department Head Signature (No Substitutes)

07/13/2006
ITS Committee Approval/Disapprove Date

Commissioner of BIS Signature

(Assigned By BIS)

ITS Committee #

PG# For Order