

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

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 William Filan for the product and/or services described herein.
(Name of Person or Firm)

This is a request for _____ (One-Time Contractor 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

(Program Name) (Attach List) Pre-Assigned Specification No. _____
 Pre-Assigned Contract No. _____

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

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

Contract #: _____ Company or Agency Name: _____

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

Diane Calderone 4-6501 Diane Calderone Mayor's Office
Originator Name Telephone Signature Department Date

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

<p>() PROCUREMENT HISTORY</p> <p><i>See Attached.</i></p>	<p>S.S.R.B. S.S.R.B. DATE <u>10/23/06</u></p>
<p>() ESTIMATED COST</p> <p><i>See Attached.</i></p>	<p>APPROVED _____ CONDITIONALLY APPROVED <u>DWY</u> *</p>
<p>() SCHEDULE REQUIREMENTS</p> <p><i>See Attached.</i></p>	<p>REMAINING TO BE _____ DISAPPROVED _____</p>
<p>() EXCLUSIVE OR UNIQUE CAPABILITY</p> <p><i>See Attached.</i></p>	
<p>() OTHER</p>	

APPROVED BY: [Signature] 9/29/06 [Signature] 10/23/06
DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE

* Conditional approval pending correspondence from Law that this should not be a new contract. Also, managing dept should submit a copy of the old contract.

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: 9/29/06
 REQ No.: # 30293

Why not a law contract?

Contact Person: Diane Calderone
 Tel: 4-6501 Fax: 4-2727 E-mail: @cityofchicago.org
 Project Manager: Eva Dina Delgado
 Tel: 4-7965 Fax: 4-9538 E-mail: @cityofchicago.org
 Previous PO No.: (if known): C027529

PO No.: (if known):

Modification No.: (if known):

Project Description: Legislative Consulting

FUNDING:

- | | | | | |
|---|---------------------------------------|-------------------------------------|---------------------------------|--------------------------------|
| City: <input checked="" type="checkbox"/> Corporate | <input type="checkbox"/> Bond | <input type="checkbox"/> Enterprise | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |
| State: <input type="checkbox"/> IDOT/Transit | <input type="checkbox"/> IDOT/Highway | <input type="checkbox"/> FAA | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |
| Federal: <input type="checkbox"/> FHWA | <input type="checkbox"/> FTA | | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
	006	0100	099	4401	9121	220140				\$ 252,000.00

Estimated Value \$ 252,000.00

*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: 3 year Requested Term (number of months):

PRE BID/SUBMITTAL REQUIREMENTS:

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

Req. # 30293

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

WILLIAM FILAN, CORPORATE AND GOVERNMENT PLANNER

Procurement History

1. For decades, the City has contracted with individuals to assist in the representation of the City at the state level. The City requires the services of a consultant with unique and extensive knowledge of the State legislative process and the people that work within that process. As such, it is important to maintain outside representation continuously. Such a consultant will provide advice and insight regarding such matters and will further the City's interests in initiatives taking place at the state level.
2. This is a continuation of a contract that Mr. Filan has held with the City for a number of years. He was originally contracted to assist with the management of communications between the City and the legislative leaders.
3. This contract was not made available through the competitive bidding process. William Filan is uniquely qualified to provide such services based upon his background in state government and his relationships with legislators.
4. Proposals were not solicited due to the specific nature of the duties to be performed under this Agreement.
5. Mr. Filan's services are of utmost importance and may be required for an unknown period of time.
6. The services under this Agreement are extremely sensitive and the City requires a high degree of trust and confidence in the individual who will perform them. It is inappropriate to put this kind of contract out to bid because of the nature of the work.

Estimated Cost

William Filan shall be paid by the City for all the services performed under the Agreement at a yearly rate of Eighty Four Thousand Dollars (\$84,000.00).

Therefore the maximum compensation to be paid to the Consultant by the City is Eighty Four Thousand Dollars (\$84,000.00) per year.

Schedule Requirements

1. The contract term is a three year Blanket Term Agreement, from April 1, 2006 through March 31, 2009, with an option to extend the contract for two (2) one (1) year periods.
2. It is nearly impossible to outline the exact requirements and expectations in this area because of the complexity of the issues and processes in state government. Additionally, it is difficult to define requirements for institutional knowledge that Mr. Filan brings in his role.
3. The Illinois General Assembly has a calendar that is constrained by statutory dates. The next scheduled session dates are in November and after that begin in January and continue on through May. It is imperative to have a complete team during the scheduled session days. Mr. Filan is an integral part of the team.

Exclusive or Unique Capability

1. William Filan is uniquely qualified to represent the City's interest before state governmental bodies and to assist the City in forming strategies to influence the posture of state legislation, state regulations, or other state matters affecting the City. Mr. Filan has been involved in the politics and policy in state government for over 15 years. His relationships with key political players enhances the City's standing and provides direct access to decision-makers.
2. Mr. Filan is the only individual involved in this contract. He is outstanding in his field of expertise and brings highly specific experiences that broaden the effectiveness of the City's team in Springfield.
3. Mr. Filan brings a unique perspective from his prior experiences. Now, as an independent contractor, he brings that unique experience to the City's team. There have not been many people that have similar experiences, and that enhances the City's ability to be effective in Springfield.
4. The kinds of unique tools that Mr. Filan brings to this project are not tangible.
5. While in Springfield, the City team must work under incredible time constraints and deadlines. Having an individual, such as Mr. Filan, is indispensable to provide a direct line to decision-makers and high level staffers to make quick progress on vital issues.
6. N/A
7. No.
8. N/A

SCHEDULE OF COMPENSATION

The Consultant shall be paid for all services performed under this Agreement at a yearly rate of Eighty Four Thousand Dollars (\$84,000.00).

The maximum compensation to be paid to the Consultant by the City is Eighty Four Thousand Dollars (\$84,000.00) per year.

Scope of Services

- A. Consult with the City on various matters, including, but not limited to, policy matters and legislative strategy.
- B. Assist in developing strategies to approach the Illinois General Assembly and its leaders.
- C. Assist in the passage and enactment of state legislation favored by the City.
- D. Assist in the defeat of state legislation opposed by the City.
- E. Provide intelligence on all legislation that affects the City positively or negatively.
- F. Provide the City information about ongoing events and programs that may be of interest to City departments.
- G. Communicate the City's position and posture on legislation to elected and appointed state public officials.
- H. Maintain open lines of communication with legislative leaders and their professional staffs.
- I. Assist state public officials in any matter which the City may determine to be in its best interests.
- J. Assist the City in drafting, preparing, and presenting state legislation; appear before state legislative committees representing the City's interest in accordance with the Director's instructions.
- K. Review and comment on state legislative proposals, state regulatory proposals, or other matters which may have a bearing on City policy or programs given by City departments, City officials, or City employees.
- L. Assist the City in all other projects, programs, or initiatives concerning the City as the City may direct.
- M. Provide training for new City team members as an introduction to the state legislative process.

MAYOR'S OFFICE #06-1

Rec'd 7/26/06

To: James Brennwald, Department of Law, Labor Division

**CITY OF CHICAGO
REQUEST FOR INDIVIDUAL CONTRACT SERVICES**

To: Russ Carlson
cc: Diane Calderone
7/26/06

Department: Office of the Mayor

Date: June 6, 2006

Explain Why Contractor Necessary:

Mr. Filan has extensive experience regarding the State of Illinois legislative process. His expertise is highly valuable and useful in coordinating our lobbying efforts in Springfield for the City of Chicago. Mr. Filan has immediate access to high-ranking officials in the state governmental agencies and leadership, thereby enhancing the City's influence in funding and other legislative matters.

Explain Why Individual Considered Independent Contractor, and Not Employee:

Mr. Filan is a contractor that is uniquely qualified to fulfill specific needs during the legislative session. He works out of his own office on N. Clark Street in Chicago and heads his own lobbying firm that services many clients. He assists the state lobbying team on certain issues and projects. Such projects and issues are year-round. Mr. Filan works with the City's lobbying team in Springfield during the six-month legislative session or immediately prior. He also assists in planning and organization before and after the legislative session.

Number of Contractors Needed: 1

Hours Per Week: varies

Project Assignment: Legislative Strategy and Support

Duration of Assignment: 3 year term agreement and the option of two 1 year extensions

Department Representative to Contact for Further Information

Name: Diane Calderone

Phone: 744-6501

Total Available Funding: _____

Chargeable To: _____

Fund:	Dept. #:	Org. #:	Approp.:	Acct:
006	100	099	4401	9121
				220140

APPROVED

Department Head: [Signature]

Date: 7/25/06

Law Department: [Signature]

Date: 7/26/06

Budget Office: [Signature]

Date: 7/27/06

NOT APPROVED

Law Department: _____

Date: _____

Budget Office: _____

Date: _____



City of Chicago
Richard M. Daley, Mayor

Mayor's Office of
Intergovernmental Affairs

John F. Dunn
Director

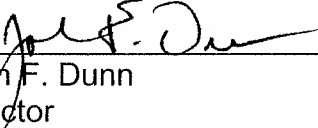
City Hall, Room 406
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-2460
(312) 744-9538 (FAX)
(312) 744-2943 (TTY)

<http://www.cityofchicago.org>

MEMORANDUM

DATE: September 29, 2006

TO: Barbara A. Lumpkin
Chief Procurement Officer
Department of Procurement Services

FROM: 
John F. Dunn
Director
Mayor's Office of Intergovernmental Affairs

SUBJECT: WILLIAM FILAN

I concur with the consultant, William Filan, that there will be no stated goals for MBE/WBE participation resulting from the contract.

Please contact me at 744-2460 if you have any further questions.

DC:mdr



WILLIAM FILAN

CORPORATE AND GOVERNMENT PLANNER

SUITE 2800
321 NORTH CLARK STREET
CHICAGO, ILLINOIS 60610-4764
TELEPHONE 312.832.4391
FACSIMILE 312.832.4700

September 29, 2006

Ms. Barbara Lumpkin
Chief Procurement Officer
Department of Procurement Services
City of Chicago
121 North LaSalle Street, Room 403
Chicago, Illinois 60602

Dear Ms. Lumpkin:

I am writing to you concerning my Legislative Consulting Contract with the Mayor's Office of Intergovernmental Affairs. Because I am a sole proprietor with no employees, I do not have any stated goals for any MBE/WBE participation.

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

Very truly yours,



William Filan

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Diane Calderone 4-6501 Diane Calderone Mayor's Office
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<input type="checkbox"/> ESTIMATED COST <i>See Attached.</i>	
<input type="checkbox"/> SCHEDULE REQUIREMENTS <i>See Attached.</i>	
<input type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY <i>See Attached.</i>	
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