



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

TO: Steven Berlin  
Executive Director  
Board of Ethics

FROM:   
Jamie L. Rhee  
Chief Procurement Officer  
Department of Procurement Services

Re: Update regarding a potential conflict of interest regarding Leopardo

Date: August 29, 2013

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This memorandum is intended to update you on a matter that I last reported to you on August 20, 2012. I informed you that I had become engaged (now married) to Mr. Michael Carlson, who holds a position as a project manager with Leopardo Companies, Inc. (Leopardo). As part of his duties for Leopardo, Mr. Carlson oversees their JOC contracting program. Leopardo had one contract with the City, PO 15038. PO 15038 expired on July 1, 2013 and Leopardo has no other contracts with the City.

As a result of the expiration of Leopardo's contract, some of the prior steps that I have taken with respect to management and/or control decisions regarding Leopardo and the JOC program to make sure that there is no perceived conflict are no longer necessary. Therefore, I am amending the process and my August 20, 2012 memo as follows:

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

1. I will continue to maintain an ethical wall between myself and any contract decisions regarding Leopardo's City business as follows:
  - a. Approval of closeout, compliance or other contracting decisions related to PO 15038 will be made by DPS General Counsel James McIsaac, who is authorized to make all determinations without input

from me. James Mclsaac has been designated as my proxy since December 22, 2009.

- b. For any future City of Chicago bid specifications on which Leopardo submits a bid, determinations as to whether Leopardo may be considered the responsive and responsible low bidder on the contract will be made by Mr. Mclsaac without input from me. Any future contracts awarded to Leopardo will be signed and managed by Mr. Mclsaac, without any input or review from me.
2. These amended measures shall take effect immediately and will remain in place for the duration of my tenure as Chief Procurement Officer or until such time as Mr. Carlson leaves the employ of Leopardo.

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