

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 Complus Data Innovations, Inc.
(Name of Person or Firm) for the product and/or services described herein.

This is a request for _____ (One-Time Contractor Requisition # _____, copy attached) or X Term Agreement or
Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the
Parking Ticket Collection Attach List) Pre-Assigned Specification No. _____
(Program Name) 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)

Originator Name Telephone Signature Department Date

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

() PROCUREMENT HISTORY Please see attached.
() ESTIMATED COST Please see attached.
() SCHEDULE REQUIREMENTS Please see attached.
() EXCLUSIVE OR UNIQUE CAPABILITY Please see attached.
() OTHER Please see attached.

APPROVED BY: Will A. Law 3.3.05
DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE

PROCUREMENT HISTORY (Including Future Procurement Objectives)

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

The City of Chicago issues numerous tickets each year to vehicles bearing out-of-state license plates. The City is required by law to notice the registered owners of these license plates. While the City has a direct interface to the State of Illinois' Secretary of State, the City does not yet have direct interfaces with all other states.

In 2000, this Board granted the Department of Revenue leave to conduct business with Complus Data Innovations, Inc. The purpose of the relationship was to provide tickets issued to vehicles registered in the 5 states geographically contiguous to Illinois. In subsequent contract extensions, Complus added additional states at the contract rate of \$1.01 per registration. Please see the attached letter from Complus dated September 10, 2002 for a listing of additional states provided at the rate specified in the contract for the last extension. Please see Complus' letter dated 3.2.2005 for their most recent additions, and a complete listing of states.

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 request to extend an existing contract. There is a detailed explanation of the City's history with Complus in the attached memos from Edward Walsh dated September 25, 2002, Brian Hamer dated March 21, 2000, and Matthew Darst dated February 8, 2000. In summary, Complus continues to broaden the number of states it provides to the City of Chicago at \$1.01 per registration.

3. Explain attempts made to competitively bid the requirement. (Attach copy of notices and list of sources contacted).

There are only a small pool of companies that provide this information specifically utilizing each state's vehicle authority as the source of the information. The Department of Revenue therefore requested a sole source contract from the outset of the contract. Complus is able to offer all 50 states whereas other vendors do not. The City of Chicago receives registration information for those states that can be provided at the rate specified in the contract. Complus continues to grow the number of states it can provide at \$1.01 per registration. Complus has written agreements with each state it provides to the City of Chicago.

4. Describe any research done to find other sources. (List other cities contacted, companies in the industry contacted, professional organizations, periodicals, and other publications used.)

The following companies were contacted, and advised that they do not offer all fifty states:

ChoicePoint
Dan Gentile
770-663-4409

R.L. Polk & Co.
Marney Jackson
248-728-7003

Revenue employees regularly attend parking trade shows. We also look for vendors utilizing trade publications like *The Parking Professional* and *Parking Today*. We also asked our vendor for parking ticket operations, IBM, who does not offer out-of-state registration services, to search for companies who do provide this service.

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 Department of Revenue is working with its vendor for parking ticket operations, IBM, to develop direct interfaces between the City of Chicago and each state. However, the development is moving slowly due to higher priorities, and the complexity of each states requirements. It is possible the City of Chicago will eventually not require the services of a company like Complus.

6. Explain whether or not future competitive bidding is possible. If not, why not?

Future competitive bidding is possible if one of Complus' vendors or a brand new company offer all 50 states. This company would have to attest that information is received directly from each state's vehicle authority, and not from third parties.

ESTIMATED COST

1. What is the estimated cost of this requirement (or for each contract, if multiple awards contemplated).

\$75,000 per year based on yearly expenditures from the City to Complus in years past.

2. What is the funding source?

Professional Services.

3. Explain the basis for estimating the cost and what assumptions were made and/or data used (e.g. budgeted amount, previous contract price,

current catalog, or cost proposal from firms solicited, engineering or in-house estimate, etc).

Price of yearly expenditures based on years past.

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.

Complus performed extensive development to format all states into a single format from various ones used by each state. If the City uses multiple vendors, each providing the pool of states they offer, the City could have considerable expense to accommodate multiple file formats. The City would have to track which vendor provided the registration information for each ticket, which would mean significant changes to the City's current parking ticket database. If the City were to find vendors that provided all states in a single format, there would be significant development for the vendor to meet the requirement currently being met by Complus.

5. Describe cost savings or other measurable benefits to the City which may be achieved.

A measurable benefit is the accuracy of the data, and the attestation from Complus that the information comes directly from each state's vehicle authority. The City has negotiated a "per-hit" price of \$1.01. Complus continues to add states that it is willing to supply at that low cost. Complus absorbs fees for the City of Chicago assessed by some states because of the volume of requests we make. That volume would decrease utilizing multiple vendors, which would mean Complus would likely raise its price, or discontinue supplying certain states at the existing price.

6. Explain what negotiations of price has occurred or will occur.

Please see the memo from Matthew Darst dated February 8, 2000. Complus has added the following states at the \$1.01 rate since the last contract extension:

- Hawaii
- Maine
- Massachusetts

7. Detail why the estimated cost is deemed reasonable.

The cost is very similar to Complus' competitors. It is also far below what most vehicle authorities charge for ad hoc requests.

SCHEDULE REQUIREMENTS

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

This is a request for renewing an existing contract. The need for out-of-state registration information is on going. Timely renewal of the contract is important for revenue generation. Further, lag-time in between issuance date of the violation, and the first mailed notice, negatively impacts collection productivity.

2. Is lack of drawings and/or specifications a constraining factor to competitive bidding?

No.

If so, why is the proposed Contractor the only person or firm able to perform under these circumstances?

N/A.

Why are the drawings and specifications lacking?

N/A.

What is the lead-time required to get drawings and specifications suitable for competition?

N/A.

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.

The need is on going. Complus already provides the registration information in the required format. Another company, assuming they could provide the information in the same format, would need considerable time to do testing and development. Also, testing and development would have to be done by the City. In the interim, potential revenue would be lost.

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

A long delay in extending the contract will result in a loss of revenue. The closer noticing efforts are to the violation issuance date, the more likely the City is to receive payment.

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

The out-of-state noticing program has been successful. In 2003, the City collected \$7,578,105 in out-of-state revenue. In 2004, out-of-state revenue rose to \$8,430,714. Any significant lull in receiving out-of-state registration information will negatively impact revenue generation. A significant delay will impact the Department of Revenue's overall parking ticket revenue projections for 2005.

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, or other factors that make this person or firm exclusively or uniquely qualified for the project.

N/A

2. Attach copy of cost proposal and scope of services.

\$75,000 per year. Complus will provide out-of-state registration data for the following states at 1.01 per record:

- District of Columbia
- Delaware
- Florida
- Georgia
- Hawaii
- Indiana
- Iowa
- Kentucky
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- North Carolina
- New York
- Ohio
- Oregon
- Pennsylvania
- Rhode Island
- Tennessee
- Texas
- Virginia
- Washington (state)
- Wisconsin

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

No.

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

Complus has a history of working with the City of Chicago. While that by itself is not a reason for sole sourcing a vendor, it is significant to mention that Complus already meets the City's requirement of providing all registration information, regardless of the state, in a single file format. Complus has completed significant development to meet this requirement.

5. What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature, which is vital to the job?

As mentioned, Complus' agreements with each state assure the City of Chicago that the registration information is not coming from an unauthorized third party. Also, Complus has experience converting a huge variety of data formats into a single one required by the City.

6. 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?

The unique capabilities have been stated in responses to previous questions.

7. 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, etc., possess.

The unique capabilities have been stated in responses to previous questions.

Is compatibility with existing equipment critical from an operational standpoint?

Yes.

Explain why.

The City needs to receive all registration information in a single format to avoid costly development.

8. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data?

No.

Attach documentation verifying such.

N/A.

9. If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from another source.

N/A.

If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center?

N/A.

If so, attach letter from manufacturer.

N/A.

OTHER

1. Explain other related considerations and attach all applicable supporting documents (e.g. (ITSC) Information Technology Strategy Committee approvals forms, etc.)

N/A.

2. Explain what opportunities of direct/indirect involvement of MBE's and WBE's have been discussed and/or are available in this contract.

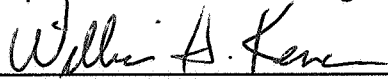
The Department of Revenue has not had MBE/WBE discussions with Complus.

Memorandum



TO: Mary Dempsey
Chief Procurement Officer
Department of Purchasing

Richard M. Daley,
Mayor

FROM: 
William H. Kenan
Deputy Director
Department of Revenue



DATE: March 3, 2005

Bea Reyna-Hickey,
Director

RE: Sole Source Contract Extension For
Complus Data Innovations, Inc.

(Complus Provides Out-Of State Vehicle Registration Information to the
City of Chicago for Parking Ticket Noticing & Collections Activities)

The City of Chicago established its first contract with Complus on 11.01.2000. The unique abilities of Complus continue to include the company's capability to provide vehicle registration information for all 50 states. Complus receives data from the different states in a variety of formats, and then transforms the data from whatever format is used by each state into a single format required by the City of Chicago. This unique ability is the reason the Department of Revenue is requesting another extension on this sole source contract.

The City substantially benefits from receiving vehicle registration information in a single format. Receiving data in multiple formats would require costly development for the City. Further, Complus has advised the City of Chicago that it has written agreements with each state, and therefore, unlike other providers, is not receiving information from third parties, such as collection agencies. This point is important as Illinois law requires the City to mail parking and compliance notices to the address on record with an issuing state's vehicle registration authority.

The out-of-state program with Complus has been successful. For example, in 2004 alone, the City saw revenues from parking and compliance tickets paid by out-of state motorists rise to \$8,430,714 from \$7,578,105 in 2003.

It is critical for the City of Chicago to receive the correct registration information so that the correct motorist is noticed regarding parking or compliance violations. Complus has demonstrated to the City that it can provide accurate information in the format required for the City's parking ticket database.

To the best of my knowledge, no other company can provide vehicle registration information for all 50 states, nor do other companies have written agreements with each state. Complus is one of just a small pool of companies that offer this service.

March 3, 2005
Mary Dempsey
Chief Procurement Officer
Page 2 of 2

Two other companies were contacted. The companies are ChoicePoint and R.L. Polk & Co. Neither company can provide all 50 states. If the City were to use multiple vendors, each providing the set of states they offer, the City would likely have to accept a variety of file formats, thus, as mentioned, requiring the City to perform extensive and costly system development.

Finally, Complus has been offering its services since 1986. The company's clients include over 100 municipalities and universities nationwide.

Thank you for your consideration regarding this important request. Should you require additional information, please call me at 312.742.5721.

Attachments: Sun-Times Article Regarding ChoicePoint
 Letter From Complus Data Innovations
 Justification For Non- Competitive Procurement



March 2, 2005

Edward G. Walsh
Projects Administrator
City of Chicago
Department of Revenue
Policy & Contract Division
IBM Plaza Building
5th Floor Northeast
330 North Wabash Avenue
Chicago, IL 60611

Re: Contract # TO-91528-06-01
Out of State Vehicle Ownership Data

Dear Ed:

As per your request I hereby state to the best of my knowledge:

- Complus Data Innovations, Inc. is the only company with access nationwide allowing for the receipt and subsequent dissemination of vehicle registrant information.
- Complus' service is unique and substantially beneficial to the City of Chicago because Complus has the ability to convert data from the City of Chicago to the various formats required by the various state DMV's. In addition, once the requested data is returned to Complus, we stand alone in that we have the proven ability to convert these many different formats back into a single format as required by the City of Chicago.
- We are prepared to perform these services for the City of Chicago at the previously agreed upon price of \$1.01 per hit in the states as enumerated in our current contract (and below) and \$0.69 per hit for all Indiana plates.

District of Columbia
Delaware
Florida
Georgia
Indiana
Iowa
Kentucky
Maryland
Michigan
Minnesota



North Carolina
New York
Ohio
Oregon
Pennsylvania
Rhode Island
Tennessee
Texas
Virginia
Washington (state)
Wisconsin

In addition to the states listed above, we are prepared to add the following states at the same price of \$1.01 per hit:

Hawaii
Maine
Massachusetts

We are prepared to process the remainder of the states for the City of Chicago at \$1.01 per hit plus the lookup fee for all inquiries submitted. The City will be responsible for all lookup fees for these states whether or not a name and address is returned by the state.

If you need anything additional or if I can be of any assistance please do not hesitate to contact me.

Very truly yours,
Complus Data Innovations, Inc.

A handwritten signature in black ink, appearing to read 'Stephen J. Hittman', is written over the typed name and title.

Stephen J. Hittman
Chief Operating Officer

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145,000 warned of identity theft

February 17, 2005

BY RACHEL KONRAD

A company that collects consumer data warned late Wednesday that thousands of Americans could be affected by a data theft that was initially believed to put only Californians at risk.

According to a report on MSNBC, ChoicePoint Inc. said the company was notifying 145,000 consumers nationwide to watch for signs of identity theft as a precaution.

On Tuesday, the Atlanta-based company told thousands of Californians that hackers penetrated the firm's computer network and may have stolen credit reports, Social Security numbers and other sensitive information.

Hackers hit company

ChoicePoint, which sells such data to government agencies and a variety of companies, acknowledged that several hackers broke into its computer database and purloined data.

At first, the theft was thought to have affected as many as 35,000 Californians.

ChoicePoint spokesman James Lee said the company decided to expand its notification of customers after conferring with law enforcement officials on Wednesday, MSNBC reported.

Last fall, hackers apparently used stolen identities to create what appeared to be legitimate businesses seeking ChoicePoint accounts, said Chuck Jones, another ChoicePoint spokesman. They opened about 50 accounts.

The attack appears to have resulted in at least six cases of identity theft in Los Angeles County. It's unclear whether data of people outside California were exposed. But law enforcement agents, who have arrested one person on six counts of theft, say hundreds of thousands of Americans elsewhere may be at risk.

State law requires notice

ChoicePoint notified Californians last week by mail that personal information might have been stolen.

State residents initially were the only Americans notified because the state has a unique law requiring companies that do business with residents to warn them when they've had holes in corporate computer networks.

Since the law went into effect in July 2003, organizations have alerted customers whenever "unencrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person."

Security experts dismissed the notion that hackers would limit their attack geographically.

"I've never heard of a hacker doing something just to make a company comply with a state statute -- that's ridiculous," said Nick Akerman, partner and co-chairman of the computer fraud division of law firm Dorsey & Whitney.

"It'd be like robbing a bank that wasn't FDIC insured so the robber wouldn't have to be prosecuted by the FBI," Akerman said.

Crime discovered in October

Identity theft is the country's fastest-growing crime, and more than 9.9 million Americans were victims last year.

The crimes cost a total of \$5 billion, not including lost productivity, according to the U.S. Postal Inspection Service.

When ChoicePoint discovered the crime in October, it closed the suspect accounts, restricted access, strengthened site verification, informed law enforcement agencies and cooperated in their investigation.

On Oct. 27, California authorities arrested Olatunji Oluwatosin, 41, when the Nigerian national went to his office to receive a fax ostensibly from ChoicePoint. Police were waiting for the North Hollywood resident at his office in Los Angeles. He's been in jail since then and is scheduled to appear today in Los Angeles County Court.

Robert Costa, the lieutenant in charge of Southern California's High Tech Task Force Identity Theft Detail, said agents believe several other people were involved.

AP

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EXHIBIT 1

SCOPE OF SERVICES

Contractor will provide vehicle registration information relating to parking and compliance violations issued in years 1998, 1999, 2000, 2001, 2002, and 2003 for vehicles registered in all 50 states of the United States of America including the following states: Indiana, Iowa, Michigan, Ohio, and Wisconsin. The rate for the vehicle registration information in all 50 states of the United States of America must not exceed \$1.01 per record retrieved.

In addition to agreements with the Departments of Motor Vehicles (DMV) with the states of Indiana, Iowa, Michigan, Ohio, and Wisconsin, Contractor also has written agreements with the DMV for the District of Columbia, Delaware, Florida, Georgia, Kentucky, Maryland, New York, Oregon, Pennsylvania, Rhode Island, Texas, Minnesota, North Carolina, Tennessee, Virginia, and Washington enabling Contractor to provide vehicle registration information relating to parking and compliance violations issued in years 1998, 1999, 2000, 2001, 2002, and 2003 for vehicles registered in these additional states.

Contractor will perform all of the following development and operational services under this Agreement:

I. Interfaces and Files

- A. The City will provide files ("City Outbound Files") to Contractor and Contractor will utilize file layouts required by the City or its designee. These files contain data fields that include the license plate number, the plate expiration month/year, the plate type, the plate state, the ticket number, and the vehicle make.
- B. The data fields are subject to modification at the City's sole and reasonable discretion.
- C. The City Outbound Files will be provided to Contractor on the City's choice of media, *i.e.*, tape, disk, or other electronic means.
- D. Contractor will convert the City Outbound Files and process the City's input data.
- E. Contractor will provide and maintain interfaces to the applicable states' departments of motor vehicles ("DMV"), and will use the data provided by the City and contained in the City Outbound Files to request registration information.
- F. Contractor will abide by the specific DMV regulations in requesting registration information. Files ("Contractor Outbound Files") will be provided by Contractor to DMV on the individual state's required media.

- G. Data capture will occur directly with the state or state's designee, and Contractor will not use a third party for the capture of registration information. Contractor will convert the data returned from the states into "Contractor Inbound Files."
- H. Contractor will provide the City Inbound Files to the City or City's designee on the City's choice of media, *i.e.*, tape, disk, or other electronic means, at intervals prescribed by the City.
- I. Contractor will process the data received from the states and promptly provide the City with City Inbound Files containing the data captured.
- J. Contractor will provide the data fields required by the City, including, the following: the license plate number; the plate expiration date, including month and year; the plate type; the plate state; the ticket number; the vehicle make; the owner name(s) (delimited); the owner address (delimited); the vehicle make, model, and year; the vehicle identification number; and an owner code (*i.e.*, single owner, corporate, etc.).
- K. The data fields are subject to modification at the City's sole discretion.
- L. The City will provide Contractor with reasonable notice of any modification to either the City Inbound or City Outbound Files.
- M. Contractor will promptly notify the City of any changes to any Contractor Inbound or Contractor Outbound Files that may affect the City's ability to timely receive accurate data.
- N. The City will provide Contractor with any official request to a state for DMV information to alleviate or reduce expenses associated with data exchanges between Contractor and the states' DMV.

II. Data Center and Database

- A. Contractor will maintain a data center as the physical site for development and operational support. The data center will be located at 245 Saw Mill River Road, Hawthorne, New York 10532.
- B. Any relocation of the data center will be communicated to the City within three days after relocation.
- C. Contractor will maintain a database of any data received on the City Outbound File and any applicable registration information received on the Contractor Inbound Files

from the state DMV.

- D. The database will be provided for the sole purpose of assisting the City or its designee with verification that data has been properly reported and recorded on the City's parking and compliance violation system.
- E. In the event that an applicable state prohibits the storage of data for verification purposes, the Contractor will research any record in question at Contractor's expense.

III. Data

- A. Contractor will maintain edits on its database for the purpose of verifying information contained in the City Outbound and Contractor Inbound File data fields for accuracy and completeness.
- B. Contractor will use the National Change of Address (NCOA) program, or comparable program, to verify and correct addresses and add "zip code plus four" data as available.
- C. Contractor will maintain address corrections in its database for purposes of verification by City personnel.
- D. Contractor will compare data in the City Outbound Files and Contractor Inbound Files to determine potential discrepancies.
- E. Upon identification of an error, Contractor will develop and implement a plan for prompt correction whenever possible.
- F. Prior to data transmission, Contractor will report to the City or its designee all data cleansing activities or other repair of the content of data fields found to be inaccurate or incomplete.
- G. Records that cannot be properly corrected will not be transmitted, and the City will not be assessed a fee for data retrieval.

IV. Data Security

- A. Contractor will establish and maintain safeguards against the destruction, loss, or alteration of City and state data in Contractor's possession.
- B. In the event Contractor discovers or is notified of a material breach or potential material breach of security, Contractor will promptly notify the City Project Manager,

and investigate the breach.

- C. Contractor will ensure that its data center is secure from unauthorized entrance and will provide appropriate physical security controls.
- D. Contractor will provide and maintain virus avoidance, detection, and elimination software for hardware located in its data center.
- E. Contractor will perform audits of all diskettes and hardware potentially affected by a virus, and will respond to virus attacks and initiate corrective action promptly to eliminate detected viruses.
- F. Contractor will back-up the database referenced in Section II weekly.
- G. In the event of a database failure, Contractor will act promptly to recover from the last unaffected backup all lost or corrupted data, and obtain and upload lost or corrupted data.

V. Maintenance and Support

- A. Contractor will have administrative, financial, and operational responsibility for maintenance and support to the database referenced in Section II and the interfaces with the states' DMV.
- B. Contractor will schedule and perform routine and other system maintenance so as not to interfere with the business needs of the City.

VI. Help Desk Support

- A. Contractor will provide a help desk as the central point of initial support to all the City's end-users.
- B. The help desk will provide track calls, determine and resolve problems, status information; assist with "how to" questions for the City's end-users, including questions regarding the administration of the Chicago Automated Ticketing System (CATS); and advise Contractor's management staff for escalation resolution of problems outside the expertise of the help desk personnel.
- C. Contractor will log and trace all calls (with timely escalation for resolution as necessary), until resolved.
- D. Contractor will provide management reports to indicate call volumes and problem trends. Contractor will cooperate with other internal or external parties to resolve

of the problems.

E. The help desk will provide coverage for Monday through Friday, 9:00 a.m. to 5:00 p.m. CST. Coverage on designated City holidays will be determined by the City. Contractor responsibilities for the help desk will include:

1. Provide a central point of contact for assistance regarding motor vehicle registration information.
2. Provide the initial support for originating and coordinating problem resolution.
3. Provide first-level problem resolution at the time of the initial call.
4. Create problem logs, including, routing problem logs to the appropriate entity for resolution (internal and external), tracking the progress of problem resolution efforts, escalating problems to the appropriate levels for resolution (internal and external), and closing problem logs upon confirmation by City that the problem has been resolved.
5. Meet with the City to review and set priorities on new problems and discuss status on existing problems.
6. Record, track, and update problem log information using an integrated problem tracking and reporting system. Contractor will communicate all relevant information regarding problems and associated progress and make this information available to the City.
7. Implement a process for tracking and reporting help desk activity, including problem documentation, calls received, and calls answered.

VII. Testing and Acceptance

Prior to implementing services under this Agreement, Contractor will complete the following at Contractor's expense and to the City's satisfaction:

- A. Contractor will conduct a retrieval of demographic information from the applicable states of 1,000 randomly selected violation records;
- B. Thirty days following receipt of the City Outbound File, Contractor will provide the City with the City Inbound File;
- C. City will review the City Inbound File within a reasonable period of time; and

- D. If City is satisfied with the level of return by the Contractor, the completeness and accuracy of the records, Contractor's overall performance, including Contractor's access to the applicable states' DMV databases, and the program as a whole, City will deliver to Contractor a Notice of Approval. In the event that an approving notice is delivered, the City reserves the right to identify deficiencies that are discovered during the normal course of business.

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO:

B64
 IBM PLAZA
 330 N WABASH 5TH FLR
 CHICAGO, IL 60610

REQUISITION: 19879

PAGE: 1
DEPARTMENT: 29 - DEPARTMENT OF REVENUE
PREPARER: Mark E Galvan
NEEDED: 4/30/2005
APPROVED: 3/15/2005

REQUISITION DESCRIPTION

New contrac request for electronic information and mailing services
 SPECIFICATION NUMBER: 34512

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST							
1	91528	225,000.00	USD	0.00	0.00							
Electronic information and mailing services												
SUGGESTED VENDOR: COMPLUS DATA INNOVATIONS, INC						REQUESTED BY: Mark E Galvan						
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	005	0100	0294657	0140	220140	0000	00000000	000000	00000	0000	0.00	
LINE TOTAL:											0.00	
REQUISITION TOTAL:											0.00	



PROJECT CHECKLIST

For CPAC Team Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE TEAM LEADER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED INCLUDING THE SUPPLEMENTAL CHECKLIST REQUIRED BY THE SPECIFIC CPAC TEAM. 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.

PROJECT

Date: 18 MAR 2005 Contact Person: Steven Sakai
 ID No (Spec, RX, Project): Spec #34512 / RX#19879 Tel: 7-3753 Fax: 7-7420 E-mail: Groupwise
 Department: Revenue Project Manager: Bill Kenan
 Division: Citation Administration Tel: 2-9226 Fax: 2-5103 E-mail: Groupwise
 Contract No (if known): _____ Estimated Value \$ 225,000 (for first 3-years)
 Project Title/Description: Out-of-State Information Database Services for Motor Vehicle Owner Registration.

SCOPE STATEMENT

attached is a detailed scope of services and/or specification

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

The following is a general description of what would 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)

Competitive Bid RFQ/RFP/RFS/RFI Sole Source** Term Agreement One Shot
 Mod/Amendment Time Extension Additional Funding Small Order S/O Emergency

FORMS F-25* (add line item) F-10* (special approvals) SSRB** (sole source approval)
 F-26* (new term agreement) RX (one-shot requisition) OBM Authorization
 F-27* (time extension) APRF (all purpose request form)
 F-29* (change vendor limit)

** Sole source requests must include vendor quotes/proposal and MBE/WBE compliance requirements

FUNDING

City: Corporate Bond Enterprise Grant* Other _____
 State: IDOT/Transit IDOT/Highway Grant* Other _____
 Federal: FHWA FTA FAA Grant* Other _____
 Funding Strip(s): 005 0100 0294657 0140 220140

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: 30 April 2005 Requested Contract Term (y/m/d): 3 years, + 2 1-yr xtn options.

PRE BID/SUBMITTAL REQUIREMENTS

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

RX# 19879



PROJECT CHECKLIST

2/A

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

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

CAPITAL EQUIPMENT (VEHICLES) 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: _____)

Copy of current Price List(s)/Catalog(s)

Form F-10 or other authorization document

Any other exhibits and attachments

COMMODITIES SUPPLEMENTAL CHECKLIST

Required attachments:

Copies of price lists, catalogs, drawings, variations of part numbers

Any other exhibits or attachments

CONSTRUCTION SUPPLEMENTAL CHECKLIST (LARGE & SMALL)

Required attachments: Copy of Draft (80% Completion)

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



PROJECT CHECKLIST

n/a

DELEGATE AGENCY SUPPLEMENTAL CHECKLIST

Required attachments:

Attach Scope of Services that includes the following information 1) Program background & objectives; 2) Type of services for which proposals are sought; 3) Location and time line for delivery of services; 4) Qualifications, skills, and/or experience necessary; 5) Special licenses or certifications required; 6) Evaluation process (if known).

Other Attachments (please submit all that apply)

1. Copy of grant application and/or grant agreement
2. Evidence of award authority (DAAC agenda with agency name highlighted; City Council ordinance with agency name highlighted; or OBM letter)
3. Modification information (Copy of Form F-8A; screen print of EPS AWDS table)

Does program require Executive Order 91-1 clearance? Yes No
 Is boilerplate from Law available or in production? Yes No
 Would your department benefit from technical assistance? Yes No

HARDWARE/SOFTWARE SUPPLEMENTAL CHECKLIST

ITSC (approved by BIS)

OBM (approved by Budget form/memo)

n/a

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

Grant document attached

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

- Detailed scope of services as described on page 1.
- The Schedule of Compensation
- Deliverables
- Request for individual contract services (if applicable)
- The appropriate EPS form

*** If this is a Telecommunications/Utilities project, please also address the following:**

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



PROJECT CHECKLIST

SMALL ORDERS SUPPLEMENTAL CHECKLIST

Yes No

- 1. Special Approval Form/Justification Letter.
e.g. (Emergency Contract, Telecommunication Back-up documents, Proposals , EPS Form F-10, etc.,).
- 2. Suggested Vendor.
- 3. Commodity Code, Manufacturer, Catalog Information, Model No., Quantity, Unit Cost/Measure, Color etc.,
- 4. Detailed Specification or Scope of Work.

N/A

ATTACHMENT REQUIRED FOR EACH SMALL ORDERS PROCUREMENT TYPE

(Check Appropriate Group)

1. ONE SHOT (PN)

- YES () NO () Detailed Specifications
- YES () NO () Suggested Vendor
- YES () NO () Support Documentation

3. EMERGENCY CONTRACT

- YES () NO () Justification Letter
- YES () NO () Vendor Proposal
- YES () NO () Pre-assigned Requisition (RX)

2. SOLE SOURCE REQUIREMENTS

- YES () NO () Vendor Proposal
- YES () NO () Disclosure Affidavit
- YES () NO () Letter of Exclusive or Unique Capability
- YES () NO () Support Documentation from Vendor/Manufacturer.
- YES () NO () Signature(s) of Originator or Departmental Head/Designee.

4. TELEPHONE/FAX BIDS

- YES () NO () Justification Letter

WORK SERVICES & FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, contract term and extension options, contractor 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.

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
- Will services require the handling of hazardous/biowaste material? Yes No
- Will services require the blocking of streets or sidewalks in any way?
Which may affect public safety? Yes No

N/A



City of Chicago
Richard M. Daley, Mayor

Department of Revenue

Bea Reyna-Hickey
Director

City Hall, Room 107
121 North LaSalle Street
Chicago, Illinois 60602
(312) 747-4747 (IRIS)
(312) 744-0471 (FAX)
(312) 744-2975 (TTY)

<http://www.cityofchicago.org>

March 21, 2005

Ms. Mary Dempsey
Interim Chief Procurement Officer
Department of Procurement Services
121 North LaSalle Street, Room 403
Chicago, Illinois 60602-1284



Subject:	New / "Roll-Over" Non-Competitive Procurement Contract Request
Vendor:	<i>Complus Data Innovations, Inc.</i>
Title:	Out-of-State Information Database Services for Motor Vehicle Owner Registration.
RX No.:	19879
Spec. No.:	34512
Estm. Value:	\$225,000 for a 3-year period.

Dear Ms. Dempsey:

The Department of Revenue requests a new/"roll-over" non-competitive procurement contract for: *Out-of-State Information Database Services for Motor Vehicle Owner Registration*. The former/current contract for these services with *Complus Data Innovations, Inc.* (PO# T26200) expires on April 30, 2005. (There are no extension options remaining.)

Attached please find the CPAC Checklist, RX 19879, non-competitive procurement justification forms and documents, and a hardcopy of the former/current Scope of Services.

If you would like further information, please contact Steve Sakai, Contract Coordinator, at 747-3753; or Mark Galvan, Fiscal Administrator, at 747-2254.

Very truly yours,

Bea Reyna-Hickey
Director

Attachments
BRH:meg

cc: Stephanie Thibodeaux – Department of Procurement Services
William Kenan – Department of Revenue
Steven Sakai – Department of Revenue

