

**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 eCivis LLC 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 5 Year w/ 5 extension options Term Agreement or \_\_\_\_\_ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the \_\_\_\_\_ (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 #: 5672 Company or Agency Name: eCivis  
Specification #: 24708 Contract or Program Description: Electronic Grant Locator Subscription  
Mod. #: \_\_\_\_\_ (Attach List, if multiple)  
R. Stevens 4-2519 [Signature] OBM 5/15/07  
Originator Name Telephone Signature Department Date

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

( ) PROCUREMENT HISTORY	See Attached	S. S. R. B.
( ) ESTIMATED COST	See Attached	DATE <u>6/7/07</u> APPROVED... <u>DWY</u>
( ) SCHEDULE REQUIREMENTS	See Attached	CONDITIONALLY APPROVED... RETURN TO DEPT... DISAPPROVED... _____
( ) EXCLUSIVE OR UNIQUE CAPABILITY	See Attached	
( ) OTHER	See Attached	

APPROVED BY: Paul A. Vary 577-07 [Signature] 6/8/07  
DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE

**CITY OF CHICAGO  
 PRE-APPROVED  
 MODIFICATION / OVERRIDE REQUISITION**

**REPRINT**

<b>DELIVER TO:</b>  005- CH 604 121 N. LA SALLE ST. ROOM 604 Chicago, IL 60602	<b>REQUISITION:</b> 33561 For PO Number: 5672 <b>PAGE:</b> 1 <b>DEPARTMENT:</b> 05 - OFFICE OF BUDGET & <b>PREPARER:</b> MANAGEMENT <b>NEEDED:</b> Rosalind D Stevens <b>PRE-APPROVED</b> 5/14/2007
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**REQUISITION DESCRIPTION**

Grants Locator Subscription  
 SPECIFICATION NUMBER: 57638  
 Mod Reason: TIME EXTENSION

**COMMODITY INFORMATION**

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	00000 Grants locator subscription	65,000	USD	1.00	65,000.00						
<b>SUGGESTED VENDOR:</b> ECIVIS.COM LLC		<b>REQUESTED BY:</b> Rosalind D Stevens									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	
1	007	0075	0052005	0140	220140	0000	00000000	07DS30	00000	0000	65,000.00
<b>LINE TOTAL:</b>											<b>65,000.00</b>
<b>REQUISITION TOTAL:</b>											<b>65,000.00</b>

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose. Requisitions prepared incorrectly will be returned to the using department.

# 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: 5/15/07  
 REQ No.: 33561  
 Specification No.: (if known):  
 PO No.: (if known): 5672  
 Modification No.: (if known):  
 Project Description: Electronic Grants Locator Subscription

Contact Person: Rosalind Stevens  
 Tel: 4-2519 Fax: 4-6599 E-mail: Rstevens@cityofchicago.org  
 Project Manager: I. Vaughn  
 Tel: 4-9569 Fax: 4-6599 E-mail: I.Vaughn@cityofchicago.org  
 Previous PO No.: (if known): 5672

**FUNDING:**

- |          |                                       |                                       |                                     |  |                                |
|----------|---------------------------------------|---------------------------------------|-------------------------------------|--|--------------------------------|
| City:    | <input 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 checked="" type="checkbox"/> Grant* | <input type="checkbox"/> Other |

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
1	007	0075	0052005	0	0140	220140	00000	00000	070530	65,000

Estimated Value \$ up to \$ 350,000

\*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: Requested Term (number of months):

**PRE BID/SUBMITTAL REQUIREMENTS:**

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

# DPS PROJECT CHECKLIST

## 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) \_\_\_\_\_

N/A

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## 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.

N/A

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## 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:

N/A

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## 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

N/A

# 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:

N/A

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

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## 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 BIS?             Yes     No

Attach copy of BIS 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

N/A

# DPS PROJECT CHECKLIST

## 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, 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.

### Risk Management:

Will services be performed within 50 feet (50') 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/bio-waste material?  Yes  No

Will services require the blocking of streets or sidewalks which may affect public safety?  Yes  No

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

Contractor's Name: eCIVIS LLC  
Contractor's Address: 3452 E. Foothill Blvd, 9<sup>th</sup> fl  
Pasadena, Ca 91107

Contractor's e-mail Address: mmccary@ecivis.com

Contractor's Phone Number: (877) 232-4847

Contractor's Contact Person: Mark McCary



Date: 4/11/2007  
Reference No. 50714-6

**GRANTS LOCATOR CONTRACT EXTENSION: 5/10/2007 to 5/9/2008**

**City of Chicago, IL**

eCivis, Inc. is pleased to extend your current contract of Grants Locator for an additional year. All the terms and conditions of Contract number 50714-5, (a copy of which is attached/on file with City of Chicago and eCivis, Inc.), remain in effect, except for the following modifications. This contract is valid within 60 days of 5/10/2007.

- 1. **Term:** **5/10/2007 to 5/9/2008**
- 2. **Products & Services:**
  - **Grants Locator – Federal, State, and Foundation License**
    - Web-based Training included for all users
    - Includes 2 days on On-Site Grants Locator Training (Up to 3 classes per day)

- 3. **Fees:**

If Signed Contract is:	This is the Valid Price
<input checked="" type="checkbox"/> Received by 5/9/2007	\$65,000 <b>(19% Savings)</b>
<input type="checkbox"/> Received After 5/9/2007	\$80,000

- 4. **Other Services:**
  - Community Based Organization Access: add \$20,000
  - On-Site Training (one day, up to 3 classes, includes travel): add \$3,000

- 5. **Price-Protected Extensions:**
  - YES**, I would like to Guarantee a **Price-Protected Extension**, which will automatically renew Grants Locator for additional calendar year(s) of 365 days unless eCivis receives written notification on or before the termination date. Notification must be sent to eCivis at the address listed below. Fees will be calculated as the lesser of the previous year's price plus 5% or the then current maximum price. Fees will be invoiced and payment is due within 30 days of contract extension.

**\*\*(You MUST select ONE of the extension options)\*\***

**-OR-**

- NO**, I would **NOT** like a Price-Protected Extension. I would like a **Year-to-Year Extension**, which must be signed each year in advance of the current contract termination date. No guarantee is implied regarding a maximum price increase from year to year.



- 6. Access Holders: Unlimited Accounts
- 7. eCivis Contact: Ginny-Marie CaseSenior, Client Services Associate, (877) 232-4847, ext. 6635
- 8. Master Account Holder: LaToya Vaughn, Assistant Program Manger, (312) 744-9564
- 9. Payment Type:  Invoice  PO # 5672

Between the following parties:

It is agreed by both parties that the terms of the Extension are stated as above and that all other terms and provisions of the Subscription Agreement remain in full force and effect.

**Vendor**

eCivis, Inc.  
3452 E. Foothill Blvd, 9<sup>th</sup> Floor  
Pasadena, CA 91107  
(877) 232-4847 (Toll Free)

**Customer**

City of Chicago  
121 N. La Salle Street, Room 604  
Chicago, IL 60602

IN WITNESS WHEREOF, the parties have executed this Agreement.

**By:**

eCivis, Inc.

City of Chicago, IL

Signature

Anthony A. Robles

Director of Client Services

4/11/2007

Signature

JARESE WILSON

Print Name

5/8/07

Date





**City of Chicago**  
**Richard M. Daley, Mayor**  
**Office of Budget and Management**

Paul A. Volpe  
Budget Director

City Hall, Room 604  
121 North LaSalle Street  
Chicago, Illinois 60602  
(312) 744-3323  
(312) 744-3618 (FAX)  
(312) 744-3619 (TTY)

<http://www.cityofchicago.org>

## I. Procurement History

The City has retained the services of eCivis for the past four years to provide access to various grant opportunities from state and federal government organizations and foundations. Throughout the years eCivis has provided continual support through online services, telephone, and in person training sessions. This company has provided consistent support, advice, and recommendations for various grants and grants related issues.

## II. Estimated Cost

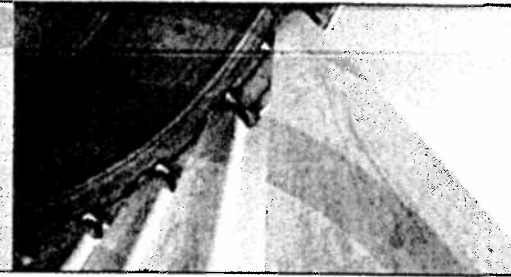
The cost for eCivis is not to exceed \$350,000.00 for the time period of 5/2007 through 5/2012, with five extension options. This cost includes the grants locator system for federal, state and foundation licensed entities, web-based training included for all users, and on-site training (2 days of on site training, up to 3 classes, including travel).

## III. Exclusivity

Grants provide additional revenue and support services to the City; eCivis provides services to assist with the research of various grant opportunities offered state and federal government as well as foundations and other private entities. They offer training workshops and unlimited usage for all city departments. eCivis has an exclusive service and is unique because they offer a custom built grants locator and tracking system for hundreds of grants online.

Please call Rosalind Stevens at 4-2519 if you have any questions. Thank you for your assistance in this matter.





www.eCivis.com

May 4, 2007

LaToya Vaughn  
Office of Budget & Management  
City of Chicago  
121 N. La Salle Street, Room 604  
Chicago, Illinois 60602

Dear LaToya,

Below you will find data explaining why Grants Network: Research 4.0 by eCivis is a unique and proprietary system. This excerpt of the eCivis Grants Network: Research 4.0 sole source statement is accurate as of the day of this letter.

**What is Grants Network: Research 4.0?**

**Grants Network: Research 4.0** is a web-based application containing a collection of internally generated content written by trained research analysts employed by eCivis. This content is based on these analysts' research of Federal, State and Foundation grants. In total, Grants Network: Research 4.0 covers all Federal and State (CA, FL, TX, IL, VA, OH, NC, GA, AZ) grants excluding certain very narrow target audience grants (for example, State Department grants for agriculture development in West Africa). Overall, Grants Network: Research 4.0 covers at least 95% of available competitive grants from these funders. Grants Network: Research 4.0 is relied upon by over 400 local government entities nationwide including **7 of the 12 largest local governments**. None of these customers in their purchasing evaluations has found an equivalent online product of similar scope or quality to Grants Network: Research 4.0.

**Product Specifications used in evaluating Sole Source:**

- **Comprehensiveness:** Product contains materially all grants (at least 95%)
- **Original Content:** Product contains original content
- **Quality Assurance:** Product contains a five-point QA check prior to publishing on Grants Network: Research 4.0
- **Timeliness:** Product is updated on a daily basis
- **Local Government Relevance System:** Product allows local governments to quickly assess which programs are most relevant to them
- **Search System:** Product has custom search functionality leading to superior results.
- **Previously Funded Applications:** Product has collection of previously funded grant applications.

**Comprehensiveness:** Grants Network: Research 4.0 is the only materially complete collection of Federal and State grants that exists. eCivis spent seven years searching all available programs, including those that the government does not actively solicit, for inclusion in Grants Network: Research 4.0. With the feedback of clients, as well as partner companies, many of the lesser-known firms were added to our review list. There are many free or low-cost web sites that list grant programs, but these are retrograde versions of the Federal Register or Grants.gov, both of which are incomplete sources of federal grants. The eCivis comprehensive list of grant programs is proprietary information, which is secured internally and is not shared with any other entity or client.

**Original Content:** Grants Network: Research 4.0 is not a reposting of the original grant notice. Each grant is researched, analyzed, condensed and packaged into comprehensive information that will quickly allow customers to see if the grant fits their project. This original content is available only through Grants Network: Research 4.0, and eCivis does not license this content to anyone other than end users of Grants Network: Research 4.0. In addition, eCivis contacts the program officer on every grant program and a summation of the conversation with the program officer is noted in Grants Network: Research 4.0. The information gathered from program officers is available only through Grants Network: Research 4.0 and no other information provider offers comprehensive Program Officer notes for all grants.

#### 5-Point Quality Assurance

eCivis employs a five-point Quality Assurance check on each grant prior to posting it in Grants Network: Research 4.0. This proprietary process ensures that all information gathered meets and/or exceeds eCivis standards as having the best possible accuracy.

**Timeliness:** eCivis uses a proprietary back-end process to ensure timeliness that meets our local government standards. While on average it takes 2 to 3 hours to encapsulate all the information for a single grant program, eCivis maintains a same day standard for approximately 50% of Federal and State grants and a three day standard for about 90% of the grants. eCivis invests more than a million dollars annually to meet these timeliness standards and maintain the level of quality that cities and counties expect. eCivis knows of no other product that has timeliness standards for publishing. In addition, Grants Network: Research 4.0 publishes federal grant information before it appears on the Federal Register or Grants.gov, which is not done anywhere else.

**Local Government Relevance Rating:** eCivis uses an internal process to assign each grant a relevance rating based on our understanding of local government needs. This may differ from the formal eligibility criteria listed from funding agencies that may mislead cities and counties on their ability to apply for funds. For example, a program like Department of Justice's Weed and Seed program would have a relevance rating of 1. This local government-relevance rating only exists in Grants Network: Research 4.0.

**Proprietary Search:** eCivis has modified its search criteria based on local government feedback. This search ensures that search results closely match what a user is looking for in a grant. While the search uses Verity™, a commercially available engine, the fields it searches are custom-built and populated based on our employees' knowledge of lexicon used by local government employees. Additionally, the keyword field is manually created for each new grant entered, ensuring customization of every grant

**Previously Funded Applications (PFAs):** Grants Network: Research 4.0 contains a collection of previously funded grant applications. The applications have been collected from existing eCivis clients and by utilizing the Freedom of Information Act at the Federal and State levels. While other collections of PFAs may exist, this unique collection focusing on local government applications for a widespread group of grants is unlikely to exist.

**Futures:** Additionally, eCivis products and services are designed by eCivis Product Management and Software Engineering in correlation with local government feedback and the standard product development process to create the finest, original products for eCivis clients.

**Government Support of Sole Source:** Grants Network: Research 4.0 has been certified sole source by numerous local governments around the country. eCivis can provide customer with examples of sole source designation if useful in the purchasing process.

If you have any questions or concerns, please feel free to contact me at the number below.

Best regards,

Karl Rectanus  
Vice President  
(626) 578-6210

FOR CITY USE

AFFIDAVIT NO. \_\_\_\_\_

## CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT

The City of Chicago (the "City") requires disclosure of the information requested in this Economic Disclosure Statement and Affidavit ("EDS") before any City agency, department or City Council action regarding the matter that is the subject of this EDS. Please fully complete each statement, with all information current as of the date this EDS is signed. If a question is not applicable, answer with "N.A." **An incomplete EDS will be returned and any City action will be interrupted.**

Please **print or type** all responses clearly and legibly. Add additional pages if needed, being careful to identify the portion of the EDS to which each additional page refers.

### WHO MUST SUBMIT AN EDS:

1. **Applicants:** Any individual or entity (the "**Applicant**") making an application to the City for action requiring City Council or other City agency approval must file this EDS.
2. **Entities holding an interest in the Applicant:** Generally, whenever an ownership interest in the Applicant (for example, shares of stock of the Applicant or a limited partnership interest in the Applicant) is held or owned by a legal entity (for example, a corporation or partnership, rather than an individual) each such legal entity must also file an EDS on its own behalf, and any parent of that legal entity must do so until individual owners are disclosed. **However**, if an entity filing an EDS is a corporation whose shares are registered on a national securities exchange pursuant to the Securities Exchange Act of 1934, only those shareholders that own 10% or more of that filing entity's stock must file EDSs on their own behalf.

**ACKNOWLEDGMENT OF POSSIBLE CREDIT AND OTHER CHECKS:** By completing and filing this EDS, the Undersigned acknowledges and agrees, on behalf of itself and the entities or individuals named in this EDS, that the City may investigate the creditworthiness of some or all of the entities or individuals named in this EDS.

**CERTIFYING THIS EDS:** Execute the certification on the date of the initial submission of this EDS. You may be asked to re-certify this EDS on the last page as of the date of submission of any related ordinance to the City Council, or as of the date of the closing of your transaction.

**PUBLIC DISCLOSURE:** It is the City's policy to make this document available to the public on its Internet site and/or upon request.

**GENERAL INFORMATION**

Date this EDS is completed: 5/18/06

A. **Who is submitting this EDS?** That individual or entity will be the "Undersigned" throughout this EDS. eCIVIS, Inc.

**NOTE:** The Undersigned is the individual or entity submitting this EDS, whether the Undersigned is an Applicant or is an entity holding an interest in the Applicant. This EDS requires certain disclosures and certifications from Applicants that are not required from entities holding an interest in the Applicant. When completing this EDS, please observe whether the section you are completing applies only to Applicants.

Check here if the Undersigned is filing this EDS as an Applicant.

Check here if the Undersigned is filing as an entity holding an interest in an Applicant.

Also, please identify the Applicant in which this entity holds an interest:

\_\_\_\_\_

B. Business address of the Undersigned: 3452 E. Foothill Blvd.  
9th Floor  
Pasadena, CA 91107

C. Telephone: 877.232.4847 Fax: 626.578.6632 Email: mmccary@ecivis.com

D. Name of contact person: Mark McCary

E. Tax identification number (optional): 87-0732535

F. Brief description of contract, transaction or other undertaking (referred to below as the "Matter") to which this EDS pertains. (Include project number and location if applicable):

Grants Locator, online grants  
management system.

G. Is the Matter a procurement?  Yes  No

H. If a procurement, Specification # \_\_\_\_\_ and  
Contract # \_\_\_\_\_.

I. If not a procurement:

1. City Agency requesting EDS: \_\_\_\_\_

2. City action requested (e.g. loan, grant, sale of property):  
\_\_\_\_\_

3. If property involved, list property location:  
\_\_\_\_\_

### **SECTION ONE: DISCLOSURE OF OWNERSHIP INTERESTS**

#### **A. NATURE OF ENTITY**

1. Indicate whether the Undersigned is an individual or legal entity:

- |  |  |
|--|--|
| <input type="checkbox"/> Individual                      | <input type="checkbox"/> Limited Liability Company       |
| <input checked="" type="checkbox"/> Business corporation | <input type="checkbox"/> Joint venture                   |
| <input type="checkbox"/> Sole proprietorship             | <input type="checkbox"/> Not-for-profit corporation      |
|  | (Is the not-for-profit corporation also a 501(c)(3))?    |
|  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> General partnership             | <input type="checkbox"/> Other entity (please specify)   |
| <input type="checkbox"/> Limited partnership             | _____  |

2. State of incorporation or organization, if applicable:

Delaware

3. For legal entities not organized in the State of Illinois: Is the organization authorized to do business in the State of Illinois as a foreign entity?

Yes  No  N/A

**B. ORGANIZATION INFORMATION**

1. IF THE UNDERSIGNED IS A CORPORATION:

a. List below the names and titles of all executive officers and all directors of the corporation. For not-for-profit corporations, also list below any executive director of the corporation, and indicate all members, if any, who are legal entities. If there are no such members, write "no members."

Name	Title
<u>Omayya S. Ismail</u>	<u>Chief Executive Officer</u>
<u>Karl T. Rectanus</u>	<u>Vice President of Operations</u>
<u>Mark McCary</u>	<u>Vice President of Sales</u>

b(1). If the Matter is a procurement and the Undersigned is a corporation whose shares are registered on a national securities exchange pursuant to the Securities Exchange Act of 1934, please provide the following information concerning shareholders who own shares equal to or in excess of 7.5% of the corporation's outstanding shares.

Name	Business Address	Percentage Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____

b(2). If the Matter is not a procurement, and the Undersigned is a corporation whose shares are registered on a national securities exchange pursuant to the Securities Exchange Act of 1934, please provide the following information concerning shareholders who own shares equal to or in excess of 10% of the corporation's outstanding shares.

Name	Business Address	Percentage Interest
<u>NA</u>	_____	_____
_____	_____	_____
_____	_____	_____



c. For corporations that **are not** registered on a national securities exchange pursuant to the Securities Exchange Act of 1934, list below the name, business address and percentage of ownership interest of each shareholder.

Name	Business Address	Percentage Interest
William Ferguson Jr.	3452 E. Foothill Blvd.	41%
Dmaya S. Ismail	3452 E. Foothill Blvd.	15%

2. IF THE UNDERSIGNED IS A PARTNERSHIP OR JOINT VENTURE:  
For general or limited partnerships or joint ventures: list below the name, business address and percentage of ownership interest of each partner. For limited partnerships, indicate whether each partner is a general partner or a limited partner.

Name	Business Address	Percentage Interest
NA		

3. IF THE UNDERSIGNED IS A LIMITED LIABILITY COMPANY:  
a. List below the name, business address and percentage of ownership interest of each (i) member and (ii) manager. If there are no managers, write "no managers," and indicate how the company is managed.

Name	Business Address	Percentage Interest
NA		

b. List below the names and titles of all officers, if any. If there are no officers, write "no officers."

Name	Title
NA	

4. IF THE UNDERSIGNED IS A LAND TRUST, BUSINESS TRUST, ESTATE OR OTHER SIMILAR ENTITY:

a. List below the name and business address of each individual or legal entity holding legal title to the property that is the subject of the trust.

Name	Business Address
NA	

b. List below the name, business address and percentage of beneficial interest of each beneficiary on whose behalf title is held.

Name	Business Address	Percentage Interest
NA		

5. IF THE UNDERSIGNED IS ANY OTHER LEGAL ENTITY, first describe the entity, then provide the name, business address, and the percentage of interest of all individuals or legal entities having an ownership or other beneficial interest in the entity.

Describe the entity:

NA

Name Business Address Percentage Interest

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION TWO: BUSINESS RELATIONSHIPS WITH CITY ELECTED OFFICIALS**

**A. DEFINITIONS AND DISCLOSURE REQUIREMENT**

1. The Undersigned must indicate whether it had a "business relationship" with a City elected official in the 12 months before the date this EDS is signed.

2. Pursuant to Chapter 2-156 of the Municipal Code of Chicago (the "Municipal Code"), a "**business relationship**" means any "contractual or other private business dealing" of an official, or his or her spouse, or of any entity in which an official or his or her spouse has a "financial interest," with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; but a "financial interest" does not include: (i) any ownership through purchase at fair market value or inheritance of less than 1% of the shares of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended, (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" does not include any employment relationship of an official's spouse with an entity when such spouse has no discretion concerning or input relating to the relationship between that entity and the City.

**B. CERTIFICATION**

1. Has the Undersigned had a "business relationship" with any City elected official in the 12 months before the date this EDS is signed?

Yes  No

If yes, please identify below the name(s) of such City elected official(s) and describe such relationship(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION THREE: DISCLOSURE OF RETAINED PARTIES**

**A. DEFINITIONS AND DISCLOSURE REQUIREMENTS**

1. The Undersigned must disclose certain information about attorneys, lobbyists, accountants, consultants, subcontractors, and any other person whom the Undersigned has retained or expects to retain in connection with the Matter. In particular, the Undersigned must disclose the name of each such person, his/her business address, the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Undersigned is not required to disclose employees who are paid solely through the Undersigned's regular payroll.

"Lobbyist" means any person (i) who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action, or (ii) any part of whose duty as an employee of another includes undertaking to influence any legislative or administrative action.

2. If the Undersigned is uncertain whether a disclosure is required under this Section, the Undersigned must either ask the City whether disclosure is required or make the disclosure.

**B. CERTIFICATION**

Each and every attorney, lobbyist, accountant, consultant, subcontractor, or other person retained or anticipated to be retained directly by the Undersigned with respect to or in connection with the Matter is listed below [begin list here, add sheets as necessary]:

Name (indicate whether retained or anticipated to be retained)	Business Address	Relationship to Undersigned (attorney, lobbyist, etc.)	Fees (indicate whether paid or estimated)
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CHECK HERE IF NO SUCH INDIVIDUALS HAVE BEEN RETAINED BY THE UNDERSIGNED OR ARE ANTICIPATED TO BE RETAINED BY THE UNDERSIGNED.

**SECTION FOUR: CERTIFICATIONS**

**I. CERTIFICATION OF COMPLIANCE**

For purposes of the certifications in A, B, and C below, the term "affiliate" means any individual or entity that, directly or indirectly: controls the Undersigned, is controlled by the Undersigned, or is, with the Undersigned, under common control of another individual or entity. Indicia of control include, without limitation: interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; or organization of a business entity following the ineligibility of a business entity to do business with the federal government or a state or local government, including the City, using substantially the same management, ownership, or principals as the ineligible entity.

A. The Undersigned is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, nor are the Undersigned or its affiliates delinquent in paying any fine, fee, tax or other charge owed to the City. This includes all water charges, sewer charges, license fees, parking tickets, property taxes or sales taxes. If there are any such delinquencies, note them below:

NA

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If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

B. The Undersigned and its affiliates have not, in the past five years, been found in violation of any City, state or federal environmental law or regulation. If there have been any such violations, note them below:

None

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If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

C. If the Undersigned is the Applicant, the Undersigned and its affiliates will not use, nor permit their subcontractors to use, any facility on the U.S. EPA's List of Violating Facilities in connection with the Matter for the duration of time that such facility remains on the list.

D. If the Undersigned is the Applicant, the Undersigned will obtain from any contractors/subcontractors hired or to be hired in connection with the Matter certifications equal in form and substance to those in Section Four, I, (A-C) above and will not, without the prior written consent of the City, use any such contractor/subcontractor that does not provide such certifications or that the Undersigned has reason to believe has not provided or cannot provide truthful certifications.

If the Undersigned is unable to make the certifications required in Section Four, paragraph I (C) and (D) above, provide an explanation:

\_\_\_\_\_  
NA  
\_\_\_\_\_  
\_\_\_\_\_

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

**II. CHILD SUPPORT OBLIGATIONS - CERTIFICATION REGARDING COURT-ORDERED CHILD SUPPORT COMPLIANCE**

For purposes of this part, "Substantial Owner" means any individual who, directly or indirectly, owns or holds a 10% or more interest in the Undersigned. *Note: This may include individuals disclosed in Section One (Disclosure of Ownership Interests), and individuals disclosed in an EDS filed by an entity holding an interest in the Applicant.*

If the Undersigned's response below is #1 or #2, then all of the Undersigned's Substantial Owners must remain in compliance with any such child support obligations until the Matter is completed. Failure of the Undersigned's Substantial Owners to remain in compliance with their child support obligations in the manner set forth in either #1 or #2 constitutes an event of default.

**Check one:**

1. No Substantial Owner has been declared in arrearage on any child support obligations by the Circuit Court of Cook County, Illinois or by another Illinois court of competent jurisdiction.
2. The Circuit Court of Cook County, Illinois or another Illinois court of competent jurisdiction has issued an order declaring one or more Substantial Owners in arrearage on child support obligations. All such Substantial Owners, however, have entered into court-approved agreements for the payment of all such child support owed, **and** all such Substantial Owners are in compliance with such agreements.
3. The Circuit Court of Cook County, Illinois or another Illinois court of competent jurisdiction has issued an order declaring one or more Substantial Owners in arrearage on child support obligations **and** (a) at least one such Substantial Owner has not entered into a court-approved agreement for the payment of all such child support owed; **or** (b) at least one such Substantial Owner is not in compliance with a court-approved agreement for the payment of all such child support owed; **or** both (a) and (b).
4. There are no Substantial Owners.

**III. FURTHER CERTIFICATIONS**

A. The Undersigned and, if the Undersigned is a legal entity, its principals (officers, directors, partners, members, managers, executive director):

1. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
2. have not, within a five-year period preceding the date of this EDS, been convicted of a criminal offense, adjudged guilty, or had a civil judgment rendered against them in connection with: obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; a violation of federal or state antitrust statutes; fraud; embezzlement; theft; forgery; bribery; falsification or destruction of records; making false statements; or receiving stolen property;

3. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in clause (A)(2) of this section;
4. have not, within a five-year period preceding the date of this EDS, had one or more public transactions (federal, state or local) terminated for cause or default; and
5. have not, within a five-year period preceding the date of this EDS, been convicted, adjudged guilty, or found liable in a civil proceeding, in any criminal or civil action instituted by the City or by the federal government, any state, or any other unit of local government.

B. The certifications in subparts B and D concern:

- the Undersigned;
- any party participating in the performance of the Matter ("an **Applicable Party**");
- any "**Affiliated Entity**" (meaning an individual or entity that, directly or indirectly, controls the Undersigned, is controlled by the Undersigned, or is, with the Undersigned, under common control of another individual or entity. Indicia of control include, without limitation: interlocking management or ownership; identity of interests among family members, shared facilities and equipment; common use of employees; or organization of a business entity following the ineligibility of a business entity to do business with federal or state or local government, including the City, using substantially the same management, ownership, or principals as the ineligible entity); with respect to Applicable Parties, the term Affiliated Entity means an individual or entity that directly or indirectly controls the Applicable Party, is controlled by it, or, with the Applicable Party, is under common control of another individual or entity;
- any responsible official of the Undersigned, any Applicable Party or any Affiliated Entity or any other official, agent or employee of the Undersigned, any Applicable Party or any Affiliated Entity, acting pursuant to the direction or authorization of a responsible official of the Undersigned, any Applicable Party or any Affiliated Entity (collectively "Agents").

Neither the Undersigned, nor any Applicable Party, nor any Affiliated Entity of either the Undersigned or any Applicable Party nor any Agents have, during the five years before the date this EDS is signed, or, with respect to an Applicable Party, an Affiliated Entity, or an Affiliated Entity of an Applicable Party during the five years before the date of such Applicable Party's or Affiliated Entity's contract or engagement in connection with the Matter:



1. bribed or attempted to bribe, or been convicted or adjudged guilty of bribery or attempting to bribe, a public officer or employee of the City, the State of Illinois, or any agency of the federal government or of any state or local government in the United States of America, in that officer's or employee's official capacity;
2. agreed or colluded with other bidders or prospective bidders, or been a party to any such agreement, or been convicted or adjudged guilty of agreement or collusion among bidders or prospective bidders, in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
3. made an admission of such conduct described in (1) or (2) above that is a matter of record, but have not been prosecuted for such conduct; or
4. violated the provisions of Section 2-92-610 of the Municipal Code (**Living Wage Ordinance**).

C. The Undersigned understands and shall comply with (1) the applicable requirements of the Governmental Ethics Ordinance of the City, Title 2, Chapter 2-156 of the Municipal Code; and (2) all the applicable provisions of Chapter 2-56 of the Municipal Code (Office of the Inspector General).

D. Neither the Undersigned, Affiliated Entity or Applicable Party, or any of their employees, officials, agents or partners, is barred from contracting with any unit of state or local government as a result of engaging in or being convicted of (1) bid-rigging in violation of 720 ILCS 5/33E-3; (2) bid-rotating in violation of 720 ILCS 5/33E-4; or (3) any similar offense of any state or of the United States of America that contains the same elements as the offense of bid-rigging or bid-rotating.

E. If the Undersigned is unable to certify to any of the above statements in this Part III, the Undersigned must explain below:

NA

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If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

**IV. CERTIFICATION OF STATUS AS FINANCIAL INSTITUTION**

For purposes of this Part IV, under Section 2-32-455(b) of the Municipal Code, the term "financial institution" means a bank, savings and loan association, thrift, credit union, mortgage banker, mortgage broker, trust company, savings bank, investment bank, securities broker, municipal securities broker, securities dealer, municipal securities dealer, securities underwriter, municipal securities underwriter, investment trust, venture capital company, bank holding company, financial services holding company, or any licensee under the Consumer Installment Loan Act, the Sales Finance Agency Act, or the Residential Mortgage Licensing Act. However, "financial institution" specifically shall not include any entity whose predominant business is the providing of tax deferred, defined contribution, pension plans to public employees in accordance with Sections 403(b) and 457 of the Internal Revenue Code. [Additional definitions may be found in Section 2-32-455(b) of the Municipal Code.]

**A. CERTIFICATION**

The Undersigned certifies that the Undersigned [check one]

is  
 is not

a "financial institution" as defined in Section 2-32-455(b) of the Municipal Code.

**B. If the Undersigned IS a financial institution, then the Undersigned pledges:**

"We are not and will not become a predatory lender as defined in Chapter 2-32 of the Municipal Code. We further pledge that none of our affiliates is, and none of them will become, a predatory lender as defined in Chapter 2-32 of the Municipal Code. We understand that becoming a predatory lender or becoming an affiliate of a predatory lender may result in the loss of the privilege of doing business with the City."

If the Undersigned is unable to make this pledge because it or any of its affiliates (as defined in Section 2-32-455(b) of the Municipal Code) is a predatory lender within the meaning of Chapter 2-32 of the Municipal Code, explain here (attach additional pages if necessary):

NA  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

**V. CERTIFICATION REGARDING INTEREST IN CITY BUSINESS**

Any words or terms that are defined in Chapter 2-156 of the Municipal Code have the same meanings when used in this Part V.

1. In accordance with Section 2-156-110 of the Municipal Code:  
Does any official or employee of the City have a financial interest in his or her own name or in the name of any other person in the Matter?  
 Yes  No

**NOTE: If you answered "No" to Item V(1), you are not required to answer Items V(2) or (3) below. Instead, review the certification in Item V(4) and then proceed to Part VI. If you answered "Yes" to Item V(1), you must first respond to Item V(2) and provide the information requested in Item V(3). After responding to those items, review the certification in Item V(4) and proceed to Part VI.**

2. Unless sold pursuant to a process of competitive bidding, no City elected official or employee shall have a financial interest in his or her own name or in the name of any other person in the purchase of any property that (i) belongs to the City, or (ii) is sold for taxes or assessments, or (iii) is sold by virtue of legal process at the suit of the City (collectively, "City Property Sale"). Compensation for property taken pursuant to the City's eminent domain power does not constitute a financial interest within the meaning of this Part V.

Does the Matter involve a City Property Sale?  
 Yes  No

3. If you answered "yes" to Item V(1), provide the names and business addresses of the City officials or employees having such interest and identify the nature of such interest:

Name	Business Address	Nature of Interest
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4. The Undersigned further certifies that no prohibited financial interest in the Matter will be acquired by any City official or employee.

**VI. CERTIFICATION REGARDING SLAVERY ERA BUSINESS**

The Undersigned has searched any and all records of the Undersigned and any and all predecessor entities for records of investments or profits from slavery, the slave industry, or slaveholder insurance policies from the slavery era (including insurance policies issued to slaveholders that provided coverage for damage to or injury or death of their slaves) and has disclosed in this EDS any and all such records to the City. In addition, the Undersigned must disclose the names of any and all slaves or slaveholders described in those records. Failure to comply with these disclosure requirements may make the Matter to which this EDS pertains voidable by the City.

**Please check either (1) or (2) below. If the Undersigned checks (2), the Undersigned must disclose below or in an attachment to this EDS all requisite information as set forth in that paragraph (2).**

1. The Undersigned verifies that (a) the Undersigned has searched any and all records of the Undersigned and any and all predecessor entities for records of investments or profits from slavery, the slave industry, or slaveholder insurance policies, and (b) the Undersigned has found no records of investments or profits from slavery, the slave industry, or slaveholder insurance policies and no records of names of any slaves or slaveholders.

2. The Undersigned verifies that, as a result of conducting the search in step (1)(a) above, the Undersigned has found records relating to investments or profits from slavery, the slave industry, or slaveholder insurance policies and/or the names of any slaves or slaveholders. The Undersigned verifies that the following constitutes full disclosure of all such records:

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**SECTION FIVE: CERTIFICATIONS FOR FEDERALLY-FUNDED MATTERS**

**I. CERTIFICATION REGARDING LOBBYING**

A. List below the names of all individuals registered under the federal Lobbying Disclosure Act of 1995 who have made lobbying contacts on behalf of the Undersigned with respect to the Matter: [Begin list here, add sheets as necessary]:

NA

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***[If no explanation appears or begins on the lines above, or if the letters "NA" or if the word "None" appear, it will be conclusively presumed that the Undersigned means that NO individuals registered under the Lobbying Disclosure Act of 1995 have made lobbying contacts on behalf of the Undersigned with respect to the Matter.]***

B. The Undersigned has not spent and will not expend any federally appropriated funds to pay any individual listed in Paragraph (A) above for his or her lobbying activities or to pay any individual to influence or attempt to influence an officer or employee of any agency, as defined by applicable federal law, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the award of any federally funded contract, making any federally funded grant or loan, entering into any cooperative agreement, or to extend, continue, renew, amend, or modify any federally funded contract, grant, loan, or cooperative agreement.

C. The Undersigned will submit an updated certification at the end of each calendar quarter in which there occurs any event that materially affects the accuracy of the statements and information set forth in paragraphs I(A) and I(B) above.

If the Matter is federally funded and any funds other than federally appropriated funds have been or will be paid to any individual for influencing or attempting to influence an officer or employee of any agency (as defined by applicable federal law), a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the Matter, the Undersigned must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The form may be obtained online from the federal Office of Management and Budget (OMB) web site at <http://www.whitehouse.gov/omb/grants/sflllin.pdf>, linked on the page [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html).

D. The Undersigned certifies that either (i) it is not an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; or (ii) it is an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 but has not engaged and will not engage in "Lobbying Activities".

E. If the Undersigned is the Applicant, the Undersigned must obtain certifications equal in form and substance to paragraphs I(A) through I(D) above from all subcontractors before it awards any subcontract and the Undersigned must maintain all such subcontractors' certifications for the duration of the Matter and must make such certifications promptly available to the City upon request.

## **II. CERTIFICATION REGARDING NONSEGREGATED FACILITIES**

A. If the Undersigned is the Applicant, the Undersigned does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained.

**"Segregated facilities,"** as used in this provision, means any waiting rooms, work areas, restrooms, washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of habit, local or employee custom, or otherwise.

However, separated or single-user restrooms and necessary dressing or sleeping areas must be provided to assure privacy between the sexes.

B. If the Undersigned is the Applicant and the Matter is federally funded, the Undersigned will, before the award of subcontracts (if any), obtain identical certifications from proposed subcontractors under which the subcontractor will be subject to the Equal Opportunity Clause. Contracts and subcontracts exceeding \$10,000, or having an aggregate value exceeding \$10,000 in any 12-month period, are generally subject to the Equal Opportunity Clause. See 41 CFR Part 60 for further information regarding the Equal Opportunity Clause. The Undersigned must retain the certifications required by this paragraph (B) for the duration of the contract (if any) and must make such certifications promptly available to the City upon request.

C. If the Undersigned is the Applicant and the Matter is federally funded, the Applicant will forward the notice set forth below to proposed subcontractors:

**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENTS FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES**

Subcontractors must submit to the Contractor a Certification of Nonsegregated Facilities before the award of any subcontract under which the subcontractor will be subject to the federal Equal Opportunity Clause. The subcontractor may submit such certifications either for each subcontract or for all subcontracts during a period (e.g., quarterly, semiannually, or annually).

**III. CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

Federal regulations require prospective contractors for federally funded Matters (e.g., the Applicant) and proposed subcontractors to submit the following information with their bids or in writing at the outset of negotiations. **(NOTE: This Part III is to be completed only if the Undersigned is the Applicant.)**

- A. Have you developed and do you have on file affirmative action programs pursuant to applicable federal regulations? (See 41 CFR Part 60-2.)  
 Yes                       No                       N/A
- B. Have you participated in any previous contracts or subcontracts subject to the equal opportunity clause?  
 Yes                       No                       N/A
- C. Have you filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance Programs, or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements?  
 Yes                       No                       N/A

**SECTION SIX: NOTICE AND ACKNOWLEDGMENT REGARDING CITY GOVERNMENTAL ETHICS AND CAMPAIGN FINANCE ORDINANCES**

The City's Governmental Ethics and Campaign Financing Ordinances, Chapters 2-156 and 2-164 of the Municipal Code, impose certain duties and obligations on individuals or entities seeking City contracts, work, business, or transactions. The Board of Ethics has developed an ethics training program for such individuals and entities. The full text of these ordinances and the training program is available on line at [www.cityofchicago.org/Ethics/](http://www.cityofchicago.org/Ethics/), and may also be obtained from the City's Board of Ethics, 740 N. Sedgwick St., Suite 500, Chicago, IL 60610, (312) 744-9660. The following is descriptive only and does not purport to cover every

aspect of Chapters 2-156 and 2-164 of the Municipal Code. The Undersigned must comply fully with the applicable ordinances.

**[ ] BY CHECKING THIS BOX THE UNDERSIGNED ACKNOWLEDGES THAT THE UNDERSIGNED UNDERSTANDS THAT THE CITY'S GOVERNMENTAL ETHICS AND CAMPAIGN FINANCING ORDINANCES, AMONG OTHER THINGS:**

- 1) Provide that any contract negotiated, entered into or performed in violation of the City's ethics laws can be voided by the City.
- 2) Limit the gifts and favors any individual or entity can give, or offer to give, to any City official, employee, contractor or candidate for elected City office or the spouse or minor child of any of them, including:
  - a. any cash gift or any anonymous gift; and
  - b. any gift based on a mutual understanding that the City official's or employee's or City contractor's actions or decisions will be influenced in any way by the gift.
- 3) Prohibit any City elected official or City employee from having a financial interest, directly or indirectly, in any contract, work, transaction or business of the City, if that interest has a cost or present value of \$5,000 or more, or if that interest entitles the owner to receive more than \$2,500 per year.
- 4) Prohibit any appointed City official from engaging in any contract, work, transaction or business of the City, unless the matter is wholly unrelated to the appointed official's duties or responsibilities.
- 5) Provide that City employees and officials, or their spouses or minor children, cannot receive compensation or anything of value in return for advice or assistance on matters concerning the operation or business of the City, unless their services are wholly unrelated to their City duties and responsibilities.
- 6) Provide that former City employees and officials cannot, for a period of one year after their City employment ceases, assist or represent another on any matter involving the City if, while with the City, they were personally and substantially involved in the same matter.



- 7) Provide that former City employees and officials cannot ever assist or represent another on a City contract if, while with the City, they were personally involved in or directly supervised the formulation, negotiation or execution of that contract.

**SECTION SEVEN: CONTRACT INCORPORATION, COMPLIANCE, PENALTIES, DISCLOSURE**

**The Undersigned understands and agrees that:**

A. The certifications, disclosures, and acknowledgments contained in this EDS will become part of any contract or other agreement between the Applicant and the City in connection with the Matter, whether procurement, City assistance, or other City action, and are material inducements to the City's execution of any contract or taking other action with respect to the Matter. The Undersigned understands that it must comply with all statutes, ordinances, and regulations on which this EDS is based.

B. If the City determines that any information provided in this EDS is false, incomplete or inaccurate, any contract or other agreement in connection with which it is submitted may be rescinded or be void or voidable, and the City may pursue any remedies under the contract or agreement (if not rescinded, void or voidable), at law, or in equity, including terminating the Undersigned's participation in the Matter and/or declining to allow the Undersigned to participate in other transactions with the City.

C. Some or all of the information provided on this EDS and any attachments to this EDS may be made available to the public on the Internet, in response to a Freedom of Information Act request, or otherwise. By completing and signing this EDS, the Undersigned waives and releases any possible rights or claims which it may have against the City in connection with the public release of information contained in this EDS and also authorizes the City to verify the accuracy of any information submitted in this EDS.

D. The Undersigned has not withheld or reserved any disclosures as to economic interests in the Undersigned, or as to the Matter, or any information, data or plan as to the intended use or purpose for which the Applicant seeks City Council or other City agency action.

E. The information provided in this EDS must be kept current. In the event of changes, the Undersigned must supplement this EDS up to the time the City takes action on the Matter.

CERTIFICATION

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this EDS on behalf of the Undersigned, and (2) warrants that all certifications and statements contained in this EDS are true, accurate and complete as of the date furnished to the City.

eCivis, Inc.

(Print or type name of individual or legal entity submitting this EDS)

Date: May 18, 2006

By:

  
(sign here)



Print or type name of signatory:

Karl T. Rectanus

Title of signatory:

Vice President of Operations

Subscribed to before me on [date] 5/18/06, at Los Angeles County, California [state].

Mariana Asuseña Pulido, Notary Public.

Commission expires: June 29, 2009.

**From:** "Karl Rectanus" <krectanus@ecivis.com>  
**To:** <lvaughn@cityofchicago.org>, "Sergio Del Olmo" <sergio@ecivis.com>  
**Date:** 5/8/2007 12:29:03 PM  
**Subject:** RE: Chicago's agreement

Latoya,

For our on-site trainings associated with your Grants Network: Research renewal, travel is included in the contract and will not be billed separately.

Let Sergio or I know if you have any other points of clarification. Thanks for clarifying.

Cheers,

Karl

Karl T. Rectanus  
Vice President

eCivis, Inc.  
Toll Free: 877.232.4847 x 6210

626.578.6210 Direct

202.258.7080 Cell  
626.578.6632 Fax  
karl@eCivis.com

www.eCivis.com

eCivis improves local government grant success through expert research, information, training, and technology.

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-----Original Message-----

From: lvaughn@cityofchicago.org [mailto:lvaughn@cityofchicago.org]  
Sent: Tuesday, May 08, 2007 10:03 AM  
To: Karl Rectanus; Sergio Del Olmo  
Subject: Chicago's agreement

Hi Karl,

While reviewing the revised agreement for Jarese's signature, I noticed that traveling expenses were not included in the new agreement. Please

clarify.

Thank you.

Latoya Vaughn  
Office of Budget and Management  
(312) 744-9564



City of Chicago  
 Richard M. Daley, Mayor  
 Office of Budget and Management

Paul A. Volpe  
 Budget Director

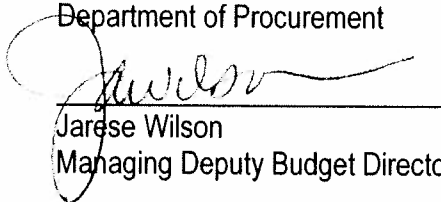
City Hall, Room 604  
 121 North LaSalle Street  
 Chicago, Illinois 60602  
 (312) 744-3323  
 (312) 744-3618 (FAX)  
 (312) 744-3619 (TTY)

<http://www.cityofchicago.org>

**MEMORANDUM**

To: Barbara Lumpkin  
 Chief Procurement Officer  
 Department of Procurement

Attn: John O'Brien  
 Department of Procurement

From:   
 Jarese Wilson  
 Managing Deputy Budget Director

Date: May 15, 2007

Re: **Sole Source Request for Non-Competitive Review  
 (eCivis - PO# 5672)**

The Office of Budget and Management has used the professional services of eCivis for several years. The current contract (PO #5672) is expiring on May 10, 2007. We are requesting a blanket agreement not to exceed \$350,000.00 covering the period of 05/2007 through 05/2012, with five extension options.

Attached for your review are the following documents:

1. CPAC Checklist
2. DPS Justification Form
3. FMPS Requisition form
4. OBM letter of Justification and Exclusivity
5. eCivis proposal and services on letterhead
6. EDS

If you should have any questions, please contact Rosalind Stevens at 4-2519. Thank You.

*Copy to Stevens*

