

CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES
ROOM 403, CITY HALL, 121 N. LASALLE STREET

FOR NCRB USE ONLY	
Date	4/3/2012
Recommend Approval	q
Return To Dept.	q
Reject	q
Vote	HHH

**NON-COMPETITIVE REVIEW BOARD (NCRB)
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT**

COMPLETE THIS SECTION IF NEW CONTRACT

For contract(s) in this request, fill in each of the four (4) major subject areas below in accordance with the **Instructions for Preparation of Non-Competitive Procurement Form** on the reverse side. Complete "Other" subject area if additional information is needed. Subject areas must be fully completed. Responses merely referencing attachments will not be accepted.

Request that negotiations be conducted only with Los Alamos Technical Associates, Inc. (LATA) for the product(s) and/or service(s) described herein.

This is a request for:

One-Time Contractor Requisition #: 67631, copy attached or Term Agreement or Delegate Agency (Check one).

If Delegate Agency, this request is for "blanket approval" for all contracts within the <<proj description/name>> (Attach List).

Pre-Assigned Specification No.: _____

Pre-Assigned Contract No.: _____

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

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

Contract #: 14439

Company or Agency Name: Department of Finance

Specification #: 40138

Contract or Program Description: Biometric Badge Readers and Related Services.

Modification #: _____

(Attach List, if multiple)

Steve Sakai

312-747-3753



Finance

2-1-2012

Originator Name
(mm/dd/yr)

Telephone

Signature

Department

Date

<input checked="" type="checkbox"/> PROCUREMENT HISTORY This originated as a sole source contract in 2006, required to meet a high-priority demand to implement a secure biometric system for "swiping-in".
<input checked="" type="checkbox"/> ESTIMATED COST \$415,000 DUR
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS Ongoing.
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY Interface customizations supported.
<input checked="" type="checkbox"/> OTHER Please see attached details on the complete Justification form.

APPROVED BY: X Amer Ahmad
DEPARTMENT HEAD OR DESIGNEE

1/31/12
DATE

RICH BUTLER 4-3-2012
BOARD CHAIRPERSON DATE

Amer Ahmad
PRINT NAME

RICH BUTLER
PRINT NAME

[Signature]
Chief Procurement Officer Date

INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT FORM

If a City Department has determined that the purchase of supplies, equipment, work and/or services cannot be done on a competitive basis, a justification must be prepared on this "Justification for Non-Competitive Procurement Form" in which procurement is requested on a non-bid or non-competitive basis in accordance with 65 ILCS 5/8-10-4 of the Illinois Compiled Statutes. All applicable questions in each Subject Area below must be answered. The information provided must be complete and in sufficient detail to allow for a decision to be made by the Non-Competitive Procurement Review Board. Also attach a DPS Checklist and any other required documentation. The Board will not consider justification with incomplete information documentation or omissions.

PROCUREMENT HISTORY

1. Describe the requirement and how it evolved from initial planning to its present status.
2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.
3. Explain attempts made to competitively bid the requirement. (Attach copy of notices and list of sources contacted)
4. Describe all research done to find other sources. (List other cities contacted, companies in the industry contacted, professional organizations, periodicals and other publications used).
5. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?
6. Explain whether or not future competitive bidding is possible. If not, why not?

ESTIMATED COST

1. What is the estimated cost for this requirement (or for each contract, if multiple awards contemplated)? What is the funding source?
2. What is the estimated cost by fiscal year, if the job project or program covers multiple years?
3. Explain the basis for estimating the cost and what assumptions were made and/or data used (i.e., budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimate, etc.)
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. Describe cost savings or other measurable benefits to the City which may be achieved.
5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

SCHEDULE REQUIREMENTS

1. Explain how the schedule was developed and at what point the specific dates were known.
2. Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is the proposed Contractor the only person or firm able to perform under these circumstances? Why are the drawings and specifications lacking? What is the lead time required to get drawings and specifications suitable for competition? 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.
3. Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.
4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.

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, and/or other factors make this person or firm exclusively or uniquely qualified for the project. Attach a copy of the cost proposal, scope of services, and temporary consulting services form.
2. Does the proposed firm have personnel considered unquestionably predominant in the particular field?
3. What prior experience of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?
4. What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature which is vital to the job?
5. 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?
6. 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. Is compatibility with existing equipment critical from an operational standpoint? Explain why?
7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.
8. If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources? If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach letter from manufacturer.

MBE/WBE COMPLIANCE PLAN

- * All submissions must contain detailed information about how the proposed firm will comply with the requirements of the City's Minority and Women Owned Business program. All submissions must include a complete C-1 and D-1 form, which is available on the Procurement Services page on the City's intranet site. The City Department must submit a Compliance Plan, including details about direct and indirect compliance.

OTHER

Explain other related considerations and attach all applicable supporting documents, i.e., an approved ITGB form.

REVIEW AND APPROVAL

This form must be signed by both Originator of the request and signed by the Department Head or authorized designee. After review and final disposition from the Board, this form will be signed by the Chairperson of the Board. After review and final disposition from the Board, this form will be signed by the

DPS PROJECT CHECKLIST

For DPS Use Only

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

IMPORTANT: ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR ROUTING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602, ATTENTION: CHIEF PROCUREMENT OFFICER.

General Information:

Date: January 31, 2012	Need by (estimated date): February 17, 2012	
Requisition No.: 67631	Contact Person:	Project Manager:
Specification No.: (if known) 40138	Steve Sakai	James Raussen
PO No.: (if known) 14439	Telephone: 7-3753	Telephone: 4-5990
Modification No.: (if known)	Fax: 7-2420	Fax:
Previous PO No.: (if known) 9999	Email: steve.sakai@cityofchicago.org	Email: James.Raussen@cityofchicago.org

Project Description: Additional 18-month extension for: Los Alamos Technical Associates, Inc. (LATA) – Biometric Badge Readers and Related Services.

Funding:

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

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	\$ DOLLAR AMOUNT
	012	0200	027	2015	0154				\$50,000
	012	0314	027	2015	0154				\$50,000
	012	0610	027	2015	0154				\$50,000
	012	0740	027	2015	0154				\$50,000
		<input checked="" type="checkbox"/> E-Note							<input checked="" type="checkbox"/> \$270,000

Term Estimated Value \$470,000 for 18-months

*IF GRANT FUNDED, ATTACH COPY OF THE APPROVED GRANT AND APPLICATION AND ANY OTHER TERMS AND CONDITIONS OF FUNDING SOURCE THAT MAY APPLY. GRANT FUNDS MUST BE COMMITTED OR SPENT BY DEADLINE: _____ (DATE)

Scope Statement:

Attached is a Detailed Scope of Services and/or Specification. E-mail softcopy in Microsoft Word to DPS Unit Manager

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.

Purchase Order Type (Check All That Apply):

New Request	Modification/Amendment
<input checked="" type="checkbox"/> Blanket/Term/DUR/Agreement	<input checked="" type="checkbox"/> Time Extension**
<input type="checkbox"/> Master Agreement (Task Order)	<input type="checkbox"/> Vendor Limit Increase
<input type="checkbox"/> Standard/One-Time Purchase	<input type="checkbox"/> Scope Change/Price Increase/Additional Line Item(s)
Forms	<input type="checkbox"/> Other (specify):
<input checked="" type="checkbox"/> Requisition	
<input checked="" type="checkbox"/> Special Approvals	OBM approval form.
<input checked="" type="checkbox"/> Non-Competitive Review Board (NCRB)	NCRB approval for extension approval, if required.

Contract Term:

** Requested Term (Number of Months): 18

Pre-Bid/Submittal Requirements:

Mandatory Pre Bid/Submittal Conference? Yes* No

Requesting Site Visit? Yes No

*If yes, explain reasons why mandatory attendance is necessary.

DPS PROJECT CHECKLIST

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.

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

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

Risk Management

Current Insurance Requirements prepared/approved by Risk Management:

Yes No

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 _____

If Amendment 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:

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Yes No

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.**

Do bid documents contain Sensitive Security Information (SSI)?

Yes* No Redacted

*If yes, attach Confidentiality Statement

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Yes No

If Amendment 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:

DPS PROJECT CHECKLIST

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
- Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Yes No

Is this a **Revenue Producing contract**?

Yes No

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:

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

Risk Management

Current Insurance Requirements prepared/approved by Risk Management:

Yes No

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

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Yes No

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

If New Request (Check applicable boxes):

Is this a **Request for Information (RFI)**?

Yes No

Is this a **Request for Qualifications (RFQ)**?

Yes No

Is this a **Request for Proposal (RFP)**?

Yes No

If RFQ or RFP, did any outside Consultant provide advice or deliverables in developing the RFQ or RFP?

Yes* No

*If yes, Company Name: **PO#**

Attach a narrative explaining the consulting services and deliverables provided.

Is this a **Non-Competitive Procurement**?

Yes* No

*If yes, attach completed Non-Competitive Justification form, vendor proposal and completed MBE/WBE compliance plan (Schedules C-1 and D-1) submitted to the Non-Competitive Review Board.

Is this a request for **Individual Contract Services**?

Yes* No

*If yes and you seek a sole source contract to hire a person as a Consultant, attach completed Office of Compliance "Request for Individual Contract Services" approval form signed by Department Head, Office of Compliance & OBM.

Is this a **Revenue Producing contract**?

Yes No

Does this request involve the **purchase of Software**?

Yes* No

*If yes, is City required to sign a software license?

Yes* No

*If yes, attach descriptions of software and software license agreement.

DPS PROJECT CHECKLIST

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST (continued)

Required Attachments (IF RFP/RFQ OR SOLE SOURCE):

Statement of Work (SOW), Deliverables or Scope of Services defined

Does SOW involve any work in the public way?

Yes* No

*If yes, attach list of locations.

Does SOW involve any public improvement to property that requires performance bond or prevailing wage?

Yes* No

*If yes, attach list of locations.

Is City Council approval required?

Yes No

Project or Program Background Information

Project Goals and Objectives

Qualifications or Licenses/Certifications required for any disciplines

Evaluation Criterion desired in RFP or RFQ

Evaluation Committee (EC) members recommended. Attach list of names, titles and departments

Technical and/or Functional Requirements, if applicable

Cost Proposal/Schedule of Compensation structure (If Sole Source, over Contract Term by Milestone Deliverables)

If an Information Technology (IT) project valued at \$100,000.00 or more, attach approval transmittal sheet from Information Technology Governance Board (ITGB)

Attach Recommendation of MBE/WBE/DBE Analysis Form

Yes No

If Amendment request, please verify and provide the following:

Contractor's Name: **Los Alamos Technical Associates, Inc. (LATA)**

Contractor's Address: **150 S. Wacker Drive – Suite 250, Chicago IL 60606**

Contractor's e-mail Address: kburden@lata.com

Contractor's Phone Number: **312-726-9488 xtn. 235**

Contractor's Contact Person: **Kevin Burden**

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

Attach Recommendation of MBE/WBE/DBE Analysis Form

Yes No

Is this a Revenue Producing Contract?

Yes No

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:

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
- Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate
- If an Information Technology (IT) project valued at \$100,000.00 or more, attach approval transmittal sheet from Information Technology Governance Board (ITGB)

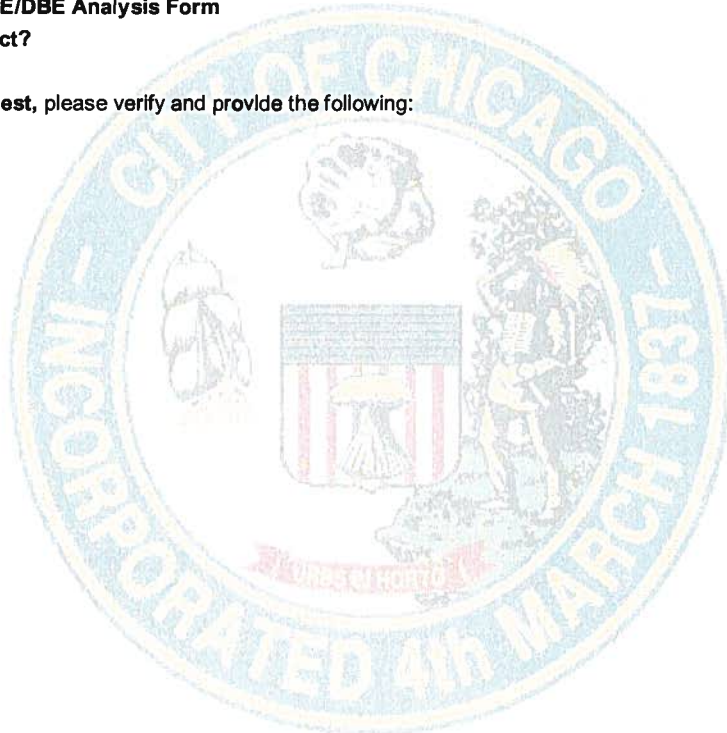
Risk Management:

- 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

- Attach Recommendation of **MBE/WBE/DBE Analysis Form** Yes No
- Is this a **Revenue Producing contract**? Yes No

If Modification or Amendment 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:





DEPARTMENT OF FINANCE
CITY OF CHICAGO

January 31, 2012

Jamie L. Rhee
Chief Procurement Officer
Department of Procurement Services
121 North LaSalle Street, Room 403
Chicago, Illinois 60602-1284

Subject: Additional 18-month Extension Request, through 8-30-2013
Vendor: *Los Alamos Technical Associates, Inc. (LATA)*
Title: Biometric Badge Readers and Related Services
PO#: 14439 (formerly PO# 9999 under *ITQ LATA, LLC*, assigned 3-12-2007)
Requisition Number: 67631
Specification Number: 40138
Vendor Limit Increase: None required for this 18-month extension period request
Original Contract Term: 4-years, with one 2-year extension option
Original Contract Start Date: 2-17-2006
Original Contract End Date: 2-16-2010
Current Contract End Date: 2-16-2012 ✓
Proposed Contract End Date: 8-30-2013
Current FMPS Vendor Limit Balance: \$765,572.16 [as of January 30, 2012]

Dear Jamie:

The Department of Finance respectfully requests that the Chief Procurement Officer please consider granting an additional extension period of 18-months, or until a new contract is awarded; whichever comes first, for the above referenced *Los Alamos Technical Associates, Inc. (LATA)* contract, which expires on February 16, 2012, with no extension options remaining.

After it became apparent that no extension options were available, that no plan had been initiated to in some way sustain the LATA biometric system software support or biometric reader equipment maintenance services, and that all other potential alternatives were eventually ruled-out or were considered not practical (provisions under DoIT software and hardware contracts), the immediate plan, now, is to request a short-term extension (for 18-months, or until a new contract is awarded; whichever comes first) to provide sufficient time to develop the new two-fold contract requirements being contemplated. (See below.)

Therefore, the Department of Finance, fully realizing the dire nature of the situation, respectfully requests that the Chief Procurement Officer please consider granting an additional extension period of 18-months, or until a new contract is awarded; whichever comes first, for the above referenced contract.

Under this LATA contract, if extended, current hardware equipment (*Ingersoll-Rand PLC's Security Technologies' Schlage HandPunch® 3000* wall-clock-card-swipe and biometric hand-reader units) and the related clock-polling middleware (*HandLink®* software, by *Time and Technology*), shall continue to be fully maintained and supported. The LATA contract is the only existing contractual mechanism under which the City's aforementioned front-end time-and-attendance biometric and card-swipe equipment and related middleware can be maintained and supported.

The original implementation was successfully completed under the LATA contract (replacing the former, red, *Kronos* wall-clock-card-swipe units, with the current *Ingersoll-Rand HandPunch 3000* wall-clock-card-swipe and biometric hand-reader units). Much custom-interfacing of the *HandLink®* middleware was required. (*HandLink®* middleware takes the information from the *HandPunch 3000* and populates individual employee "swipe" data and delivers it into the City's time-and-attendance and payroll information system existing at the time: *Kronos*). The City has also developed a customized time-and-attendance application – the Chicago Automated Time and Attendance ("CATA"). Recently, the Department of Finance has begun the transition from CATA into the City's new time-and-attendance and payroll application: "*Cybershift*".

Since the transitional customizations needed from LATA to interface *HandLink®* into *Cybershift* may be necessary from time to time, and since the maintenance and support of the *HandLink®* middleware as well as the sustained maintenance of the *HandPunch 3000* units are ongoing requirements, all could be at risk if these services are not supported through the short-term extension of the current LATA contract.

This short-term contract extension with LATA, therefore, is critical in order for LATA to continue with the technical support of the City's time-and-attendance requirements and its transition into the new *Cybershift* time and attendance (and payroll) system, as well as provide the maintenance and support of the *HandPunch* hardware; all until such time that a new contract-replacement plan can be implemented and successfully awarded.

The new contract-replacement plan being contemplated is two-fold:

- i. Develop a Competitive Bid specification for the maintenance and repair work required for hardware only (*Ingersoll-Rand PLC's Security Technologies' Schlage HandPunch® 3000* wall-clock-card-swipe and hand-reader units), including the ability to purchase replacement parts (for City repairs), as well as additional and/or whole replacement with new or refurbished *HandPunch® 3000* units, as required. (Per the Regional Sales Representative for *Ingersoll-Rand, Schlage's* future plans for this particular model shall be kept unchanged and continue to be supported and manufactured without change for at least the next three years – into 2015); and
- ii. Develop an RFP for the maintenance and support of *HandLink®* middleware and any interface customizations into *Cybershift*.

Attached is a Project Checklist for the additional contract extension request, the OBM approval form, FMPS requisition #67631, an online EDS printout, and a current insurance certificate. An MBE/WBE utilization report is also attached along with a new letter has re-addressed their MBE/WBE requirements to be a continuation from the previous set of conditions – which I concur with at this time.

No FMPS Vendor Limit is required at this time since the current PO remaining balance is sufficient to cover any anticipated expenses during the contract extension period.

Attending the NCRB meeting will be: John LaMarre, Charles Spence, Faridah Khan, and Steve Sakai.

If additional information is required, please contact James Raussen, Managing Deputy Comptroller, at 744-5990; Cynthia Park, Deputy Director of Revenue in the Department of Finance, at 747-2108; Debra Schmitt, of the Department of Innovation and Technology, at 742-6739; or Steve Sakai, Contracts Coordinator in the Department of Finance, at 747-3753.

Very truly yours,



Amer Ahmad
Comptroller

Attachments
AA:sys

ec: Richard Butler – Department of Procurement Services
Jason DeHaan – Department of Innovation and Technology
Debra Schmitt – DoIT
James Raussen – Department of Finance
Faridah Khan – DOF
Charles Spence - DOF
John La Marre – DOF
Cynthia Park – DOF
Mark Galvan – DOF
Steven Sakai – DOF



CERTIFICATE OF FILING FOR

CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 28479

Date of This Filing: 01/27/2012 05:18 PM

Certificate Printed on: 01/27/2012

Original Filing Date: 01/27/2012 05:18 PM

Disclosing Party: Los Alamos Technical
Associates, Inc.

Title: Contracts Manager

Filed by: Ms. Dale Goralczyk

Matter: Biometric Badge Readers and Related
Services

Applicant: Los Alamos Technical Associates,
Inc.

Specification #: 40138

Contract #: ~~9999~~ 14439

The Economic Disclosure Statement referenced above has been electronically filed with the City. Please provide a copy of this Certificate of Filing to your city contact with other required documents pertaining to the Matter. For additional guidance as to when to provide this Certificate and other required documents, please follow instructions provided to you about the Matter or consult with your City contact.

A copy of the EDS may be viewed and printed by visiting <https://webapps.cityofchicago.org/EDSWeb> and entering the EDS number into the EDS Search. Prior to contract award, the filing is accessible online only to the disclosing party and the City, but is still subject to the Illinois Freedom of Information Act. The filing is visible online to the public after contract award.



**CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT and AFFIDAVIT
Related to Contract/Amendment/Solicitation
EDS # 28479**

SECTION I -- GENERAL INFORMATION

A. Legal name of the Disclosing Party submitting the EDS:

Los Alamos Technical Associates, Inc.

Enter d/b/a if applicable:

The Disclosing Party submitting this EDS is:

the Applicant

B. Business address of the Disclosing Party:

150 South Wacker Drive
Suite 250
Chicago, IL 60606
United States

C. Telephone:

505-338-3800

Fax:

505-880-3560

Email:

dgoralczyk@lata.com

D. Name of contact person:

Ms. Dale Goralczyk

E. Federal Employer Identification No. (if you have one):

85-0241011

F. Brief description of contract, transaction or other undertaking (referred to below as the "Matter") to which this EDS pertains:

Biometric Badge Readers and Related Services

Which City agency or department is requesting this EDS?

DEPT OF PROCUREMENT SERVICES

Specification Number

40138

Contract (PO) Number

9999

Revision Number

14439

Release Number

User Department Project Number

SECTION II -- DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF THE DISCLOSING PARTY

1. Indicate the nature of the Disclosing Party:

Privately held business corporation

Is the Disclosing Party incorporated or organized in the State of Illinois?

No

State or foreign country of incorporation or organization:

New Mexico

Registered to do business in the State of Illinois as a foreign entity?

Yes

B. DISCLOSING PARTY IS A LEGAL ENTITY:

1.a.1 Does the Disclosing Party have any directors?

Yes

1.a.3 List below the full names and titles of all executive officers and all directors, if any, of the entity. Do not include any directors who have no power to select the entity's officers.

Officer/Director:	Mr. L. Philip Reinig
Title:	Chairman, CEO, Treasurer
Role:	Both

Officer/Director:	Mr. Robert J. Kingsbury
Title:	President and COO
Role:	Both

Officer/Director:	Mr. Daniel B. Carlson
Title:	Executive Vice President
Role:	Officer

Officer/Director:	Mr. Rees W. Lattimer
Title:	Sr. Vice President
Role:	Officer

Officer/Director:	Ms. Linda R. Bauer
Title:	Sr. Vice President
Role:	Officer

Officer/Director:	Mr. Tom O'Brien
Title:	Vice President
Role:	Officer

Officer/Director:	Mr. George P. Rasmussen
Title:	Vice President
Role:	Officer

Officer/Director:	Mr. Eric M. Cole
Title:	Vice President and Secretary
Role:	Officer

Officer/Director: Mr. Clyde W. Gaston

Title: Vice President

Role: Officer

Officer/Director: Mr. Jim L. Lockhart

Title: Vice President

Role: Officer

Officer/Director: Mr. Bobby R. Templin

Title: Vice President

Role: Officer

Officer/Director: Ms. Mae A. Wright

Title: Vice President

Role: Officer

Officer/Director: Mr. William C. Enloe

Title: Director

Role: Director

Officer/Director: Mrs. Julie C. Carlson

Title: Assistant Secretary

Role: Officer

Officer/Director: Mr. Mark J. Duff

Title: Vice President

Role: Officer

Officer/Director: Mr. Rob D. Pfendler

Title: Vice President

Role: Officer

2. Ownership Information

Please provide ownership information concerning each person or entity having a direct or indirect beneficial interest in excess of 7.5% of the Disclosing Party. Examples of such an interest include shares in a corporation, partnership interest in a partnership or joint venture, interest of a member or manager in a limited liability company, or interest of a beneficiary of a trust, estate, or other similar entity. Note: Pursuant to Section 2-154-030 of the Municipal code of Chicago, the City may require any such additional information from any applicant which is reasonably intended to achieve full disclosure.

Section I: General Contract Information	
Department Name	FINANCE
Department Contact Name	FARIDAH KAHN
Department Contact Number	312-744-3115
Department Contact Email	faridah.khan@cityofchicago.org
Contract Number	14439
Contract Subject Name	LOS ALAMOS TECHNICAL ASSOCIATES, INC (LATA)
Contract Initiation Date	02/17/2006
Original Contract Amount	\$2,800,000
Original Contract Expiration Date	02/17/2012
Budgeted amount for current year	\$200,000 (Operating – 2012 budget) \$396,950 (E-note funding has been requested for 2012, but funding is to be determined).
Year to date expenditure	\$1,851,807 (paid); \$2,034,472.84 (pending payment) - This includes what has been paid and what payments are pending.
Are funds <input checked="" type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> TIF <input type="checkbox"/> Grant	
What is the funding strip?	Multiple Funding Sources: 012-0200-0272015-0154; 012-0314-0272015-0154; 012-0610-0272015-0154; and 012-0740-0272015-0154, as well as E-note Funding (DOF has requested \$396,950 for 2012, but funding is to be determined).
If contract modification or task request is approved, will department have enough funds to cover new expenditure?	Yes.
If no, what is the plan to address the short fall?	N/A
Section II: Contract Modifications	
Complete this section if you are modifying the value of an existing contract.	

Contract Value Increase	None required at this time since the FMPS vendor limit remaining balance as of January 5, 2012, is: \$765,527.16 (sufficient to cover the 18-month extension period estimated expenditure in the amount of ~\$470,000).	
New total contract amount	Unchanged. \$2.8 M as original.	
New contract expiration date	August 30, 2013 (~18 month extension as the Department pursues the competitive RFP/Bid process for hardware and RFP for the Software maintenance and support).	
Goods/services provided by this contract	(i) Hardware and Maintenance of biometric badge/hand-reader devices; (ii) Application Maintenance and Support of biometric software and custom interface with City of Chicago time and attendance system.	
Justification of need to modify this contract	LATA provides the authorized technical expertise and institutional knowledge required to support the biometric software and interfaces between the City time and attendance system and <i>Time and Technology, Inc.</i> , the author of the Handlink software.	
Impact of denial	Denial of software support could result in serious, possibly critical, attendance validation and payroll processing operations. In addition, failure to modify/extend this contract would almost certainly result in cessation of support from LATA, and therefore with <i>Time and Technology, Inc. also</i> .	
Section III. Issue a Request for Services to a Master Consulting Agreement		
Complete this section if you want to issue a request for services to a Master Consulting Agreement		
Value of planned task order request	N/A	
Expiration date of planned task order request	N/A	
Scope of services	N/A	
Justification of need to issue request for services	N/A	
Impact of denial	N/A	
Section IV: Assessment of Office of Budget and Management Analyst		
Approve/Deny		Reason The Office of Budget and Management approves the extension of the contract. Please note that E-note funding has not been awarded and is to be determined.
OBM Analyst Initials	BR	

OBM Analyst Name/number	BRYANT ROBINSON 312-744-9590
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Justification for Non-Competitive Procurement Form

Glossary of Terms

- **CATA (Chicago Automatic Time and Attendance)** is the City's customized time-and-attendance application that manages employee attendance and interfaces with employee payroll systems. (CATA is currently being replaced with *CyberShift*.)
- **CSWIPE** is the City's new time-and-attendance project.
- **CyberShift** is an off-the-shelf time-and-attendance proprietary software (module), created by the source code owner: *CyberShift, Inc.* The software, hosted by the City, manages employee attendance data and interfaces with the City's employee payroll systems. (*CyberShift* is currently being installed to replace CATA.)
- **HandLink®** is middleware that "sits" between the biometric clock-card-swipe-and-hand-reader device and the CATA application, and polls the clocks periodically to extract time-and-attendance data from each clock and populates this data into CATA.
- **HandPunch 3000** is a biometric clock-and-hand-reader device which comes with an operating system that can accept certain polling middleware.
- **Ingersoll Rand Schlage** is the original equipment manufacturer of the *HandPunch 3000*, under Ingersoll Rand's Security Technologies division.
- **ITQ LATA, LLC** was the original sole source contractor awarded the Biometric Badge Readers and Related Services contract, before assigning their contract to Los Alamos Technical Associates, Inc. (LATA).
- **Kronos Inc.** was the original equipment manufacturer of the City of Chicago's legacy time-and-attendance application and clock-card-swipe device system.
- **Los Alamos Technical Associates, Inc. (LATA)** is the City's current contractor who was assigned the original contract from LATA.
- **SDI (System Development Integration, LLC)** is a systems integrator contracted to provide the City's new time-and-attendance solution *CyberShift*.
- **SumTotal Systems** is a privately held entity which recently acquired *CyberShift* in July 2011.
- **Time and Technology** is the original equipment manufacturer of the HandLink® middleware product.

PROCUREMENT HISTORY

- (1) Describe the requirement and how it evolved from initial planning to its present state.
- a. Sometime in 2005, serious concerns were raised by the administration concerning the vulnerabilities inherent in the City's then-current badge-swiping system, in terms of the system's effectiveness in validating an employee's actual attendance by the mere swiping of an employee's ID card through the system's badge-reading device.
 - b. This concern immediately resulted in the issuance of a directive to quickly acquire and implement a new time-and-attendance system that would effectively account for each employee swiping his or her own card.
 - c. Biometric technology was considered the best solution at the time: it would require not just a badge swipe alone (as did the current system) but it also required unique biometric validation (such as the hand-geometry biometric interface that was ultimately adopted and which is currently in place today).
 - d. Each employee's routine swiping-in-and-out process, along with the validation process via the hand-biometric interface into the City's time-and-attendance and employee payroll system, immediately satisfied the serious concerns raised earlier by the administration, and the system was approved for adoption and implementation.
 - e. Because of the extreme priority of the request, a non-competitive procurement contract was eventually requested and approved for negotiation between *ITQ LATA, LLC*, and the City, in order to provide: "Biometric Badge Readers and Related Services".
 - f. A contract was finally awarded in February 2006, under PO#9999. (NOTE: The *ITQ LATA LLC* contract was later assigned to *Los Alamos Technical Associates, Inc. (LATA)* in March 2007, under PO#14439.)
 - g. LATA, under its contract, would eventually continue where *ITQ LATA LLC* had left off, to provide the requisite hardware, middleware, training, and related maintenance and support services required by the City's newly adopted employee swipe-in-and-out process; which required of LATA: hardware and middleware support to map to the City's time-and-attendance application.
 - The hardware is the *Ingersoll Rand Schlage* biometric time-clock hand-reader and wall-mounted card-swipe machine with its embedded operating system;
 - The middleware, which poles the hardware for hand-swipes, is *Time and Technology's HandLink®* software; and
 - The time-and-attendance application, is the City-hosted application, which has been replaced three times since the LATA contract was originally awarded:
 1. *Kronos* (original time-and-attendance application)
 2. CATA time-and-attendance application (Chicago Automatic Time and Attendance (CATA)) (now, in transition to *CyberShift*)
 3. *CyberShift* time-and-attendance application
 - h. Under the LATA contract, specific customizations were made to source code in order to enable the middleware interface with the City's then-current *Kronos*, then CATA, and now-current *CyberShift* (and CATA – as part of the transition) time-and-attendance City-hosted applications.
 - i. LATA has been instrumental in assisting the City in the technical expertise needed for the interface between the *Ingersoll Rand Schlage* biometric time-clock hand-reader and wall-

mounted card-swipe machines, the *HandLink*® middlewere, and the newly-purchased *CyberShift* software.

- (2) Is this a first time requirement or a continuation of previous procurement from the same source? If so, please explain the procurement history.**
- a. This is a continuation of a previous procurement from the same source.
 - b. Original sole source request: approved sometime in the first-quarter 2006.
 - c. Original Contract Start Date: 02/17/2006 to 02/16/2010 with two 1-year extension options (both have been exercised).
 - d. Contract Assignment from ITQ LATA LLC to LATA: March 2007. (Copy of assignment doc attached.)
- (3) Explain attempts made to competitively bid the requirement.**
- a. No known attempts at competitive bidding the requirement have been made, (although #4 below demonstrates the City's due diligence in researching the alternatives.)
- (4) Describe all research done to find other sources. (List other cities contacted, companies in the industry contacted, professional organizations, periodicals, and other publications used.**
- a. *Kronos Inc.*, who provided the non-biometric hardware at that time, was contacted regarding their own biometric fingerprint-scanning devices; however they declined consideration because they were unwilling to sign the City's new Economic Disclosure Statement (EDS).
 - b. The project team researched various biometric devices through on-line periodicals and professional marketing data. It became a general consensus that retinal scanning was cost prohibitive and fingerprint technology was susceptible to misreads in dusty, fummy conditions that would be encountered in the City's infrastructure departments. Consequently, after reading that the hand-geometry biometric readers were rather adaptable to all conditions without constant cleaning, and were successfully used in some governmental entities in Israel, we determined to choose that particular type.
 - c. The City had received marketing information from ITQ LATA, and so we contacted them for product demos.
 - d. ITQ LATA had an established business partnership with *Time & Technology* – the clock-polling software/middleware developer, as well as with *Ingersoll Rand Schlage*, the hardware manufacturer.
 - e. *Ingersoll Rand's* proven track record of producing quality merchandise was also a contributing factor in the decision.
 - f. The Citywide Software/Application contract was ruled-out as a possible alternative for adopting the maintenance and support of the *HandLink*® middleware.
 - g. The Citywide Hardware contract was ruled-out as a possible alternative for adopting the maintenance and support of the *HandPunch 3000* units.

(5) Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?

- a. We respectfully request extension of the of the LATA contract under the same terms and conditions and original pricing for the next 18-months, or until a new contract is awarded; whichever comes first.
- b. The 18-month extension will hopefully provide sufficient time for the Department of Finance (and in the interest of other affected departments: Department of Innovation and Technology, Department of Human Resource, and Department of Law) to work with the Department of Procurement Services to produce a two-fold solution:
 - 1) a competitive bid for hardware (maintenance, repair, and replacement, as required) of the *Ingersoll Rand Schlage HandPunch 3000* biometric time-clock hand-reader wall-mounted card-swipe machines with its embedded operating system; and
 - 2) a new RFP for the maintenance and support of *Time and Technology's HandLink®* middleware.

(6) Explain whether or not future competitive bidding is possible.

- a. Competitive bidding will be possible for the purchase of hardware and hardware maintenance of all *Ingersoll Rand Schlage HandPunch 3000* units.
- b. A competitive RFP solicitation should be possible for the maintenance and support of *HandLink®* middleware and related professional services.

ESTIMATED COST

(7) What is the estimated cost for this requirement (or for each contract, if multiple awards contemplated)? What is the funding source?

Approximately \$470,000 for the 18-month extension period. Total combined cost for project management, hardware procurement/maintenance and software support is estimated to be about \$470,000 for the 18-month extension period.

The funding sources are as follows:

- 012-0200-0272015-0154
- 012-0314-0272015-0154
- 012-0610-0272015-0154
- 012-0740-0272015-0154
- 2012 E-note funding (pending approval)

(8) What is the cost by fiscal year, if the job project or program covers multiple years?

Fiscal year ending June 30, 2012 - \$160,000

Fiscal year ending June 30, 2013 - \$310,000

- (9) Explain the basis for estimating the cost and what assumptions were made and/or data used (i.e. budgeted amount, previous contract price, current catalog or cost proposal, from firms solicited, engineering or in-house estimate, etc.).**

Cost estimates were derived using a combination of:

- averaging historical data and extending it out over 18 months
- consideration of increase in quantity of repair incidences as hardware ages and transitions out of warranty
- anticipation of the addition of the Chicago Police Department and Chicago Fire Department enrollment

- (10) 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 were considered. Describe cost savings or other measurable benefits to the City which may be achieved.**

- a. The City has invested a substantial amount of man-hours and knowledge-exchange required during the customizations of software code to effect the exact employee interface between the *Time & Technology* middleware, *HandLink*® to populate the City's time-and-attendance systems current at the time: *Kronos* time-and-attendance system, originally; and CATA application, subsequently; and *CyberShift*, currently.
- b. LATA has been an amenable partner from the beginning implementation and testing phase through to today and has acquired direct, local, working knowledge related to various City locations, infrastructure needs, and protocols, inventory estimates, shipping requirements, and parts warranty data, etc., that have been acquired pursuant to the terms of the contract.

- (11) Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.**

- a. No price negotiations have been conducted thus far, however no change in price structure, relative to the original contract awarded since 2006, is contemplated herein for the 18-month extension period.
- b. Estimated costs for the 18-month extension period equate to approximately \$470,000 based on current contract prices and projected usage.
- c. Although the contract allows for an annual 3.5% price escalation per each calendar year for maintenance and support fees, no Amendment codifying any such price changes has been executed.

SCHEDULE REQUIREMENTS

- (12) Explain how the schedule was developed and at what point the specific dates were known.**

- a. There are no specific schedule requirements set-out for LATA during the extension period.
- b. Please note that as of 2006, it was originally anticipated that the Department of Police and the Department of Fire would have been included among all other departments utilizing the current time-and-attendance system. Those plans, considered as new

installations, were held in abeyance for 2 years because of insufficient funding and are still on-hold pending sufficient funding to support these installations.

(13) Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is the proposed contractor the only person or firm able to perform under these circumstances? Why are the drawings or specifications lacking? What is the lead time required to get drawings and specifications suitable for competition? 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.

- a. The proprietary nature and terms of the software license agreement of the polling software (*HandLink*® middleware) prohibits the City from making changes to the programming source code; however, LATA provided very specific City-requested “customizations” that included the following:
 - the ability to assign individual departmental templates to each clock in order to abide by the 32,000-employee operating-system limitation
 - the incorporation of a “Superswiper” concept that would allow certain individuals to swipe-in at any location in the City
 - general coordination with the City’s badging and HR systems

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

- a. The existing contract expires on 02/16/2012 with no extension options remaining, so an extension is required in order to sustain employee attendance validation in conjunction with the City’s current time-and-attendance system.
- b. 15,000+ employees were using the biometric devices in 2011 and are expected to continue use until otherwise notified.
- c. In 2012 and 2013 we anticipate a 100% increase in biometric usage, i.e. over 30,000 employees will depend upon the biometric devices for accurate time-and-attendance and payroll data (when the CPD and CFD are included into the system).
- d. The City must ensure continuous and uninterrupted attendance and payroll accuracy while a competitive bid for hardware maintenance and support, and an RFP for software maintenance and support services, transition towards these new replacement contract mechanisms.

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

- a. The City’s new time-and-attendance project (“CSWIPE”) is scheduled to be rolled out over the next three years, beginning in the summer of 2012. As part of the CSWIPE project, LATA worked with the City and *SDI/CyberShift* to produce interfaces between the *Time & Technology* polling software (*HandLink*®) and the *CyberShift* application (now owned by *SumTotal Systems*).
- b. The CSWIPE project is already slightly behind schedule, and cannot afford any delays necessitated by having to rewrite interface software with a new vendor.
- c. Delays in the CSWIPE project should not be at risk due to this LATA contract (or other contracted service coverage) not being in place.

- d. Currently, over 8,000 hourly and 7,000 salaried employees are dependent upon the City's biometric hardware and software for the determination of their actual worked hours; expected to increase to a total of over 30,000 employees (with CPD and CFD participation).
- e. Inability to maintain the current requisite hardware and software support services acquired through the LATA contract portend serious consequences from a labor standpoint and could risk the realization of other dire consequences as well.

EXCLUSIVE OR UNIQUE CAPABILITY

(16) If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications, and/or other factors make this person or firm exclusively or uniquely qualified for the project. Attach a copy of the cost proposal, scope of services, and temporary consulting services form.

- a. LATA is the authorized representative and business partner with both *Time & Technology*, and *Ingersoll Rand Schlage* thereby providing services to the City for both the application firm that has proprietary ownership of the *HandLink*® middleware, and the *Ingersoll Rand Schlage* hardware manufacturer, and indirect business interactions specifically with the City's *CyberShift* time-and-attendance software developer .

(17) Does the proposed firm have personnel considered unquestionably predominant in the particular field?

- a. Since there has not been any public market research or solicitation for information done to make the determination, affirmably, that LATA has personnel considered unquestionably predominant in the particular field, the quality of workmanship from LATA is based on the City's first-hand experience in working with the LATA staff.
- b. LATA staff has, unquestionably, provided the City with professional services and expertise able to meet the requirements as set forth under the terms of the Agreement.

(18) What prior experience of a highly specialized nature does the person or firm possess that is vital to the job, project, or program?

- a. The *HandLink*® biometric software that has evolved for the City of Chicago has been based upon the unique needs of the City, although the software is proprietary in nature. Some of those unique features include:
 - (i) The allowance of "Superswipers" who can swipe at any biometric clock in the City. The biometric templates are automatically downloaded to every clock based upon this specific indicator.
 - (ii) Changes in an employee status automatically triggers downloads to pertinent biometric clocks.
 - a. For example, status changes cause templates to be removed or added based upon hiring or termination changes.

- b. Employee changes in department number forces additions and/or deletions to affected clocks.
- c. In general, biometric clocks are assigned City departments for purposes of restricting access.

(19) What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature which is vital to the job?

Not Applicable.

(20) 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?

- a. The specific software requirements of the City's 15,000+ employee population identified at the time took approximately 6 months to coordinate with the help of the LATA implementation team.
- b. During the 18-month extension period the Chicago Police Department and Chicago Fire Department personnel are contemplated for adoption into the current time-and-attendance system and would therefore be supported under the LATA agreement.
- c. LATA's business partnership with the various software application firms has allowed the City to progress to its current level of specificity and reliability of the time-and-attendance polling process.
- d. Any delays in maintaining the maintenance and support services under the LATA contract will likely have an adverse effect on current citywide payroll as well as the new time-and-attendance project (CSWIPE). (See #15 above, under Schedule Requirements.)

(21) 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. Is compatibility with existing equipment critical from an operational standpoint? Explain why?

- a. The *HandLink*® software interacts with the *Ingersoll Rand* hardware and with the current time-and-attendance systems (CATA, and as the City transitions to *CyberShift*), and with the future time-and-attendance system CSWIPE. This includes all the special City requirements delineated in #18 (i) and (ii) above.
- b. The *HandLink*® software communicates with the City's IBM i-Series servers on which the current time-and-attendance system resides and are being set up to communicate with the DoIT servers on which the new *CyberShift* time-and-attendance system will reside.
- c. Compatibility with current hardware and existing systems is absolutely crucial to the entire payroll process.

(22) Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.

- a. Although *Time & Technology's HandLink*® software is proprietary, there may be other entities other than LATA authorized to sell and support this product, therefore, the Department of Finance is proposing to solicit an RFP for *HandLink*® software and support services.

- b. The *Ingersoll Rand Schlage HandPunch® 3000* units are, according to *Ingersoll Rand*, sold and supported by a network of authorized dealers and distributors capable of bidding on this product, therefore, the Department of Finance is proposing to solicit a Competitive Bid for these hardware units.

(23) If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources. If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach letter from manufacturer.

- a. See (22) above.

MBE/WBE COMPLIANCE PLAN

(24) All submissions must contain detailed information about how the proposed firm will comply with the requirements of the City's Minority and Women Owned Business program. All submissions must include a complete C-1 and D-1 form, which is available on the Procurement Services page on the City's intranet site. The City Department must submit a Compliance Plan, including details about direct and indirect compliance.

- a. The original contract was awarded with an approved waiver from full MBE/WBE compliance, in that it contemplated use of an MBE and WBE at fixed fees, when the contract was first awarded and only during the initial implementation phase; after which such time no further compliance would be required. This plan was approved and was carried forward through the contract term.
- b. The contract was then assigned to the current vendor who adopted the original compliance plan through the contract term.
- c. This extension is a continuation of the same compliance plan as stated in their request for continuance of MBE/WBE waiver letter dated January 25, 2012, through the contract term.

— end —



Los Alamos Technical Associates, Inc.

January 25, 2012

Mr. Steven Sakai
Contracts Coordinator
Department of Finance
City of Chicago
333 S State St, Room 310
Chicago, IL 60604

Re: Sole Source justification for extension of Biometric Badge Readers and Related Services Contract
Specification No. 40138
Contract (PO) No. 14439 (Re-assigned from Contract No. 9999)

Dear Mr. Sakai,

On March 1, 2006, Los Alamos Technical Associates, Inc. (LATA) was awarded a sole source contract to provide information technology consulting services, hardware, software and support for the project to install biometric hand reading devices and integrate them with the City's existing Kronos time and attendance system. On February 10, 2010 the contract was extended for an additional 2 years.

Currently, 717 Schlage hand punch devices have been installed throughout the city. These devices are integrated with the Kronos time and attendance software in the Comptroller's Office through the HandLink software application from LATA's subcontractor, Time and Technology. The HandLink software is the only solution that currently provides an acceptable integration solution between the Schlage devices and the City's Kronos system.

The HandLink software is the only software that meets the requirements of the city's time and attendance system because of the unique combination of the Schlage devices, the Kronos System, and the size and diverse work rules of the City's workforce. LATA and Time and Technology have worked with the City throughout the project to understand these requirements and ensure that the Schlage devices are capable of handling the work load the City requires and transmitting attendance data back to the Comptroller's Office accurately, securely and efficiently.

Time and Technology is based in Neenah, Wisconsin, but in order to support the City's day to day requirements for support and maintenance on the system a local presence is mandatory. LATA is the only Chicago based consulting firm that has extensive experience working with the HandLink software and its integration with the City's Kronos application and the Schlage hand punch devices. As a result LATA is uniquely positioned to provide the type of local support that is necessary to ensure the continued operation of the City's critical time and attendance system.

LATA and Time and Technology offer to the City a unique skillset not available from any other source. These skills are imperative for the continued operation of the city's current time and attendance system.

Los Alamos Technical Associates, Inc.

150 S. Wacker Dr., Suite 250, Chicago, IL 60606
PHONE: 312-726-9488 FAX: 312-541-0528 www.lata.com

For these reasons we are requesting approval of a sole source contract to provide continued support to the Comptroller's Office in maintaining the Schlage biometric devices and the HandLink integrating software.

Thank you for the opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Burden". The signature is fluid and cursive, with the first name "Kevin" and last name "Burden" clearly distinguishable.

Kevin Burden

Manager of Advanced Systems & Technology

Los Alamos Technical Associates, Inc.

150 S. Wacker Dr., Suite 250, Chicago, IL 60606
PHONE: 312-726-9488 FAX: 312-541-0528 www.lata.com



Los Alamos Technical Associates, Inc.

January 25, 2012

Mr. Steven Sakai
Contracts Coordinator
Department of Finance
City of Chicago
333 S State St, Room 310
Chicago, IL 60604

Re: Request for Continuance of MBE/WBE Waiver
Contract Extension for Biometric Badge Readers and Related Services
Specification No. 40138
Contract (PO) No. 14439 (Re-assigned from Contract No. 9999)
Vendor Code 1063301A

Dear Mr. Sakai,

Los Alamos Technical Associates, Inc. (LATA) was awarded a sole source contract to provide IT consulting services and a complete hardware and software solution for the Biometric Time and Attendance Data Collection Project on March 1, 2006. We received our notice to proceed, dated March 7, 2006, stating the project shall be executed based on the terms and conditions contained in contract number 9999. On February 10, 2010 we were issued a 2 year extension. One of the conditions of the contract was a waiver of MBE/WBE participation in the project due to:

1. All hardware and software must be procured through Time & Technology (not MBE/WBE) as they are the only Schlage Business Partner with an acceptable Kronos integration solution;
 - a. Schlage is the manufacturer of the biometric handscanner;
2. There are no known City of Chicago certified MBE/WBE firms qualified to replace Time & Technology in this project;
 - a. Replacement of Time & Technology is not recommended at this time;
3. Approximately 75% of the project cost is for hardware and software procurement and support.

Time & Technology has been our subcontractor on this project since our original proposal to the City, and continues to provide and support hardware and software now in use by your office.

The rationale for granting the waiver is documented in the attached letter to Ms. Barbara Lumpkin, Chief Procurement Officer for the City of Chicago, dated October 14, 2005. The reasons and rationale for granting a waiver remain the same.

Our efforts to involve certified MBE and WBE firms in meaningful, value add participation are documented in the referenced letter of October 14, 2005 and the additional attached letter to Ms. Barbara Lumpkin, Chief Procurement Officer, dated August 14, 2006. In the August letter, we document our persistence to engage a certified WBE (MKM) on the project even after our initially selected WBE could not participate.

LATA is currently unable to subcontract more tasks to a certified MBE or WBE and requests a continuation of MBE/WBE Waiver be granted for this project.

Los Alamos Technical Associates, Inc.

150 S. Wacker Dr., Suite 250, Chicago, IL 60606
PHONE: 312-726-9488 FAX: 312-541-0528 www.lata.com

We hope this proposed continuation of MBE/WBE waiver, is acceptable to the City of Chicago.

If you have any questions or comments, please contact me at your convenience. I can be contacted by email at kburden@lata.com or telephone at (312) 726-9488 ext 235.

I speak for the entire LATA team in expressing our keen interest in continuing our successful execution of this project with the City of Chicago.

Respectfully,

A handwritten signature in black ink, appearing to read "Kevin Burden". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kevin Burden
Manger of Advanced Systems & Technology
Los Alamos Technical Associates, Inc.

Los Alamos Technical Associates, Inc.

150 S. Wacker Dr., Suite 250, Chicago, IL 60606
PHONE: 312-726-9488 FAX: 312-541-0528 www.lata.com

TRANSFER OF CONTRACT AGREEMENT

Effective upon the consent of the City of Chicago,

ASSIGNOR ITQ LATA, LLC (Original Contractor Name), a State of New Mexico LLC (State of Incorporation), 2400 Louisiana Blvd., NE, Building 1, Suite 400, Albuquerque, NM 87110 (Original Contractor Address) (Assignor) assigns its rights and delegates its duties and obligations under the City of Chicago contract identified below (Contract) to

ASSIGNEE Los Alamos Technical Associates, Inc. (Assignee Company Name), a State of New Mexico Corporation (State of Incorporation), 2400 Louisiana Blvd., NE, Building 1, Suite 400, Albuquerque, NM 87110 (Assignee Company Address) (Assignee)

Specification Number of the Contract: 40138.

Contract Number: Purchase Order # 9999.

Job/Project Description and/or #: Biometric Badge Readers and Related Services

Effective immediately, Assignee accepts Assignor's rights under the Contract and assumes performance of the Contract, including all of Assignor's duties, and obligations under it, which may require Assignee to post a performance and payment bond acceptable to the City of Chicago. By this instrument, Assignor authorizes and directs the Comptroller of the City of Chicago to pay Assignee, all moneys due under the Contract for work performed after the effective date of this transfer.

SIGNED as of this 12th day of January 2007 by:

ASSIGNOR

ITQ LATA, LLC

(Original Contractor's Name)

ITQ LATA, LLC, as a wholly owned subsidiary or Los Alamos Technical Associates, Inc., does not have a Corporate Seal.

By: [Signature]
(Authorized Signature)

Title: Manager

Name: Robert J. Kingsbury

Attest: Not Applicable

(Corporate Secretary)

State of New Mexico, County of Bernalillo.

This instrument was ACKNOWLEDGED before me this 12th day of January 2007 by

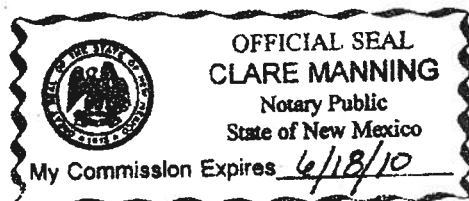
Robert J. Kingsbury as Manager of ITQ, LATA, LLC,

and ITQ LATA, LLC, as a wholly owned subsidiary of Los Alamos Technical Associates, Inc. does not have a Corporate Secretary.

[Signature]
Notary Public

Revised 9/23/2005: Page 1 of 2

City of Chicago PO # 3642/9795
ITQ Project # 10763



TRANSFER OF CONTRACT AGREEMENT

Effective upon the consent of the City of Chicago,

ASSIGNOR ITQ LATA, LLC (*Original Contractor Name*), a **State of New Mexico LLC** (*State of Incorporation*), **2400 Louisiana Blvd., NE, Building 1, Suite 400, Albuquerque, NM 87110** (*Original Contractor Address*) (**ASSIGNOR**) assigns its rights and delegates its duties and obligations under the City of Chicago contract identified below (**CONTRACT**) to

ASSIGNEE Los Alamos Technical Associates, Inc. (*Assignee Company Name*), a **State of New Mexico Corporation** (*State of Incorporation*), **2400 Louisiana Blvd., NE, Building 1, Suite 400, Albuquerque, NM 87110** (*Assignee Company Address*) (**ASSIGNEE**).

Specification Number of the Contract: **40138**.

Contract Number: **Purchase Order # 9999**.

Job/Project Description and/or #: **Biometric Badge Readers and Related Services**

Effective immediately, **ASSIGNEE** accepts **ASSIGNOR'S** rights under the Contract and assumes performance of the Contract, including all of **ASSIGNOR'S** duties, and obligations under it, which may require **ASSIGNEE** to post a performance and payment bond acceptable to the City of Chicago. By this instrument, **ASSIGNOR** authorizes and directs the Comptroller of the City of Chicago to pay **ASSIGNEE**, all moneys due under the Contract for work performed after the effective date of this transfer.

SIGNED as of this 12th day of **January 2007** by:

ASSIGNOR

ITQ LATA, LLC

(*Original Contractor's Name*)

ITQ LATA, LLC, as a wholly owned subsidiary or Los Alamos Technical Associates, Inc., does not have a Corporate Seal.

By: _____

(*Authorized Signature*)

Title: **Manager**

Name: **Robert J. Kingsbury**

Attest: **Not Applicable**

(*Corporate Secretary*)

State of **New Mexico**, County of **Bernalillo**.

This instrument was ACKNOWLEDGED before me this 12th day of **January 2007** by

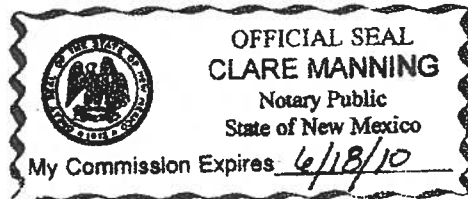
Robert J. Kingsbury as **Manager** of **ITQ, LATA, LLC**,

and **ITQ LATA, LLC, as a wholly owned subsidiary of Los Alamos Technical Associates, Inc. does not have a Corporate Secretary.**

Clare Manning
Notary Public

Revised 9/23/2005: Page 1 of 2

City of Chicago PO # 3642/9795
ITQ Project # 10763



ASSIGNEE:

Los Alamos Technical Associates, Inc.
(New Contractor=s Name)

By: Steven B. Treibel
(Authorized Signature)

Title: Assistant VP, Contracts & Admin.

Name: Steven B. Treibel

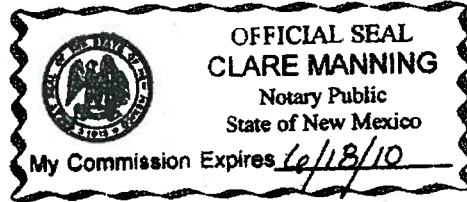
Attest: Eric M. Cole
Eric M. Cole (Corporate Secretary)

AFFIX CORPORATE SEAL (if requires in state of incorporation)

State of New Mexico, County of Bernalillo

This instrument was ACKNOWLEDGED before me this 12th day of January 2007, by Steven B. Treibel as Assistant Vice President, Contracts & Administration of Los Alamos Technical Associates, Inc., and Eric M. Cole as Secretary of Los Alamos Technical Associates, Inc.

Clare Manning
Notary Public



CONSENT TO TRANSFER OF CONTRACT

THE CITY OF CHICAGO consents to the transfer of the above Contract from the Assignor, ITQ LATA, LLC to the Assignee, Los Alamos Technical Associates, Inc., and will accept performance from the Assignee. This consent is for the convenience of the Assignor and the Assignee; it does not relieve Assignor of its duties and obligations to the City under the Contract. The Assignor and Assignee may agree to additional terms and conditions between themselves consistent with the terms of this Consent and the above Transfer of Contract Agreement.

CITY OF CHICAGO

By: Barbara A. Lumpkin
Barbara A. Lumpkin
Chief Procurement Officer
City of Chicago

Date: 2/2/07

PROCUREMENT SERVICES
CONTRACT ADMINISTRATION

12 FEB --4 AM 9: 56

PROCUREMENT SERVICES
CONTRACT ADMINISTRATION

12 FEB --1 AM 9: 57

- Mr. L. Philip Reinig - 92%

Owner Details

Name	Address
Mr. L. Philip Reinig	999 Central Avenue Suite 300 Los Alamos, NM 87544 United States

SECTION III -- BUSINESS RELATIONSHIPS WITH CITY ELECTED OFFICIALS

Has the Disclosing Party had a "business relationship," as defined in [Chapter 2-156 of the Municipal Code](#), with any City elected official in the 12 months before the date this EDS is signed?

No

SECTION IV -- DISCLOSURE OF SUBCONTRACTORS AND OTHER RETAINED PARTIES

The Disclosing Party must disclose the name and business address of each subcontractor, attorney, lobbyist, accountant, consultant and any other person or entity whom the Disclosing Party has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Disclosing Party is not required to disclose employees who are paid solely through the Disclosing Party's regular payroll.

"Lobbyist" means any person or entity who undertakes to influence any legislative or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2) himself. "Lobbyist" also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

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

1. Has the Disclosing Party retained any legal entities in connection with the Matter?

Yes

2. List below the names of all legal entities which are retained parties.

Name: Time & Technology
Anticipated/Retained: Retained
Business Address: PO Box 2172
Neenah, WI 54957 United States
Relationship: Subcontractor - non MWDBE
Fees (\$\$ or %): 2,098,682.50
Estimated/Paid: Paid

Name: MKM Consulting
Anticipated/Retained: Retained
Business Address: 2016 North Clifton Ave
Chicago, IL 60614 United States
Relationship: Subcontractor - MWDBE
Fees (\$\$ or %): 5565.00
Estimated/Paid: Paid

Name: Smart Technologies
Anticipated/Retained: Retained
Business Address: 156 North Jefferson Street
Suite 200
Chicago, IL 60661 United States
Relationship: Subcontractor - MWDBE
Fees (\$\$ or %): 2000.00
Estimated/Paid: Paid

3. Has the Disclosing Party retained any persons in connection with the Matter?

No

SECTION V -- CERTIFICATIONS

A. COURT-ORDERED CHILD SUPPORT COMPLIANCE

Under Municipal Code Section 2-92-415, substantial owners of business entities that contract with the City must remain in compliance with their child support obligations throughout the contract's term.

Has any person who directly or indirectly owns 10% or more of the Disclosing Party been declared in arrearage of any child support obligations by any Illinois court of competent jurisdiction?

No

B. FURTHER CERTIFICATIONS

1. Pursuant to Municipal Code Chapter 1-23, Article I ("Article I")(which the Applicant should consult for defined terms (e.g., "doing business") and legal requirements), if the Disclosing Party submitting this EDS is the Applicant and is doing business with the City, then the Disclosing Party certifies as follows:

- i. neither the Applicant nor any controlling person is currently indicted or charged with, or has admitted guilt of, or has ever been convicted of, or placed under supervision for, any criminal offense involving actual, attempted, or conspiracy to commit bribery, theft, fraud, forgery, perjury, dishonesty or deceit against an officer or employee of the City or any sister agency; and
- ii. the Applicant understands and acknowledges that compliance with Article I is a continuing requirement for doing business with the City.

NOTE: If Article I applies to the Applicant, the permanent compliance timeframe in Article I supersedes some five-year compliance timeframes in certifications 2 and 3 below.

I certify the above to be true

2. The Disclosing Party and, if the Disclosing Party is a legal entity, all of those persons or entities identified in Section II.B.1. of this EDS:

- a. 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;
- b. 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;

- c. are not presently indicted for, or criminally or civilly charged by, a governmental entity (federal, state or local) with committing any of the offenses set forth in clause B.2.b. of this Section V;
- d. 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
- e. have not, within a five-year period preceding the date of this EDS, been convicted, adjudged guilty, or found liable in a civil proceeding, or in any criminal or civil action, including actions concerning environmental violations, instituted by the City or by the federal government, any state, or any other unit of local government.

I certify the above to be true

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

- a. 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;
- b. 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
- c. made an admission of such conduct described in a. or b. above that is a matter of record, but have not been prosecuted for such conduct; or
- d. violated the provisions of Municipal Code Section 2-92-610 (Living Wage Ordinance).

I certify the above to be true

4. Neither the Disclosing Party, Affiliated Entity or Contractor, 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

- bid-rigging in violation of 720 ILCS 5/33E-3;
- bid-rotating in violation of 720 ILCS 5/33E-4; or
- 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.

I certify the above to be true

5. Neither the Disclosing Party nor any Affiliated Entity is listed on any of the following lists maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury or the Bureau of Industry and Security of the U.S. Department of Commerce or their successors: the Specially Designated Nationals List, the Denied Persons List, the Unverified List, the Entity List and the Debarred List.

I certify the above to be true

6. The Disclosing Party understands and shall comply with the applicable requirements of Chapters 2-55 (Legislative Inspector General), Chapter 2-56 (Inspector General) and Chapter 2-156 (Governmental Ethics) of the Municipal Code.

I certify the above to be true

7. To the best of the Disclosing Party's knowledge after reasonable inquiry, the following is a complete list of all current employees of the Disclosing Party who were, at any time during the 12-month period preceding the execution date of this EDS, an employee, or elected or appointed official, of the City of Chicago.

None

8. To the best of the Disclosing Party's knowledge after reasonable inquiry, the following is a complete list of all gifts that the Disclosing Party has given or caused to be given, at any time during the 12-month period preceding the execution date of this EDS, to an employee, or elected or appointed official, of the City of Chicago. For purposes of this statement, a "gift" does not include: (i) anything made generally available to City employees or to the general public, or (ii) food or drink provided in the course of official City business and having a retail value of less than \$20 per recipient.

None

C. CERTIFICATION OF STATUS AS FINANCIAL INSTITUTION

The Disclosing Party certifies that, as defined in Section 2-32-455(b) of the Municipal Code, the Disclosing Party

is not a "financial institution"

D. 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 D.

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 or entity in the Matter?

No

E. CERTIFICATION REGARDING SLAVERY ERA BUSINESS

If the Disclosing Party cannot make this verification, the Disclosing Party must disclose all required information in the space provided below or in an attachment in the "Additional Info" tab. Failure to comply with these disclosure requirements may make any contract entered into with the City in connection with the Matter voidable by the City.

The Disclosing Party verifies that the Disclosing Party has searched any and all records of the Disclosing Party and any and all predecessor entities regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era (including insurance policies issued to slaveholders that provided coverage for damage to or injury or death of their slaves), and the Disclosing Party has found no such records.

I can make the above verification

SECTION VI -- CERTIFICATIONS FOR FEDERALLY-FUNDED MATTERS

Is the Matter federally funded? For the purposes of this Section VI, tax credits allocated by the City and proceeds of debt obligations of the City are not federal funding.

No

SECTION VII -- ACKNOWLEDGMENTS, CONTRACT INCORPORATION, COMPLIANCE, PENALTIES, DISCLOSURE

The Disclosing Party 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 Disclosing Party understands that it must comply with all statutes, ordinances, and regulations on which this EDS is based.

- B. 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 persons or entities seeking City contracts, work, business, or transactions. A training program is available on line at www.cityofchicago.org/city/en/depts/ethics.html, 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 Disclosing Party must comply fully with the applicable ordinances.

I acknowledge and consent to the above

The Disclosing Party understands and agrees that:

- C. 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 or void), at law, or in equity, including terminating the Disclosing Party's participation in the Matter and/or declining to allow the Disclosing Party to participate in other transactions with the City. Remedies at law for a false statement of material fact may include incarceration and an award to the City of treble damages.
- D. It is the City's policy to make this document available to the public on its Internet site and/or upon request. 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 Disclosing Party 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.
- E. The information provided in this EDS must be kept current. In the event of changes, the Disclosing Party must supplement this EDS up to the time the City takes action on the Matter. If the Matter is a contract being handled by the City's Department of Procurement Services, the Disclosing Party must update this EDS as the contract requires. NOTE: With respect to Matters subject to Article I of [Chapter 1-23 of the Municipal Code](#) (imposing PERMANENT INELIGIBILITY for certain specified offenses), the information provided herein regarding eligibility must be kept current for a longer period, as required by [Chapter 1-23](#) and [Section 2-154-020 of the Municipal Code](#).

I acknowledge and consent to the above

The Disclosing Party represents and warrants that:

F.1. The Disclosing Party is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, nor are the Disclosing Party or its Affiliated Entities delinquent in paying any fine, fee, tax or other charge owed to the City. This includes, but is not limited to, all water charges, sewer charges, license fees, parking tickets, property taxes or sales taxes.

I certify the above to be true

F.2 If the Disclosing Party is the Applicant, the Disclosing Party and its Affiliated Entities will not use, nor permit their subcontractors to use, any facility listed by the U.S. E.P.A. on the federal Excluded Parties List System ("EPLS") maintained by the U.S. General Services Administration.

I certify the above to be true

F.3 If the Disclosing Party is the Applicant, the Disclosing Party 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 F.1. and F.2. 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 Disclosing Party has reason to believe has not provided or cannot provide truthful certifications.

I certify the above to be true

FAMILIAL RELATIONSHIPS WITH ELECTED CITY OFFICIALS AND DEPARTMENT HEADS

This question is to be completed only by (a) the Applicant, and (b) any legal entity which has a direct ownership interest in the Applicant exceeding 7.5 percent. It is not to be completed by any legal entity which has only an indirect ownership interest in the Applicant.

Under Municipal Code Section 2-154-015, the Disclosing Party must disclose whether such Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof currently has a "familial relationship" with any elected city official or department head. A "familial relationship" exists if, as of the date this EDS is signed, the Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof is related to the mayor, any alderman, the city clerk, the city treasurer or any city department head as spouse or domestic partner or as any of the following, whether by blood or adoption: parent, child, brother or sister, aunt or uncle, niece or nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister or half-brother or half-sister.

"Applicable Party" means (1) all corporate officers of the Disclosing Party, if the Disclosing Party is a corporation; all partners of the Disclosing Party, if the Disclosing Party is a general partnership; all general partners and limited partners of the Disclosing Party, if the Disclosing Party is a limited partnership; all managers, managing members and members of the Disclosing Party, if the Disclosing Party is a limited liability company; (2) all principal officers of the Disclosing Party; and (3) any person having more than a 7.5 percent ownership interest in the Disclosing Party. "Principal officers" means the president, chief operating officer, executive director, chief financial officer, treasurer or secretary of a legal entity or any person exercising similar authority.

Does the Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof currently have a "familial relationship" with an elected city official or department head?

No

ADDITIONAL INFO

Please add any additional explanatory information here. If needed you may add an attachment below. Please note that your EDS, including all attachments, becomes available for public viewing upon contract award. Your attachments will be viewable "as is" without manual redaction by the City. You are responsible for redacting any non-public information from your documents before uploading.

List of vendor attachments uploaded by City staff

None .

List of attachments uploaded by vendor

None .

This is a printed copy of an unsigned draft Economic Disclosure Statement which has not yet been submitted to the City of Chicago. This is provided for information only and is not valid for any transaction with the City of Chicago.

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

Copy (Department)

DELIVER TO: 277 COMPTROLLER'S OFFICE 33 N. LASALLE STE 520 Chicago, IL	REQUISITION: 67631 For PO Number: 14439 PAGE: 1 DEPARTMENT: 27 - DEPARTMENT OF FINANCE PREPARER: Steven Y Sakai NEEDED: PRE-APPROVED 1/30/2012
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REQUISITION DESCRIPTION

Los Alamos Technical Associates, Inc. (LATA) PO# 14439 (Non-Competitive Procurement): Additional 18-Month contract extension request.
 SPECIFICATION NUMBER: 40138
 Mod Reason: TIME EXTENSION

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	92045	18.00	Month	0.00	0.00						
Additional 18-Month contract extension request for the period from 2-16-2012 through 8-31-2013, and no vendor limit increase required since sufficient PO remaining balance currently exists to cover additional 18-months.											
SUGGESTED VENDOR: LOS ALAMOS TECHNICAL ASSOC.INC		REQUESTED BY: Steven Y Sakai									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	012	0200	0272015	0154	220154	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
REQUISITION TOTAL:											0.00

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.



MBE/WBE Compliance Plan Report

Send this form to:
Department of Revenue
ChicagoRevenueDeptInvoices@CityofChicago.org

NOTE: This report must be completed and submitted to the Department of Revenue upon request.

Vendor Name		
LOS ALAMOS TECHNICAL ASSOC. INC.		
<u>Contract PO#</u>	<u>Contract Start Date</u>	<u>Contract End Date</u>
14439	02-17-2006	02-16-2012

Today's Date:	October 4, 2011
Total \$ paid by the City to Los Alamos Technical Assoc. Inc. to date since Contract Start Date:	\$3,234,289.24 (Includes Funds from Contract 9999 from City)

Total \$ paid by Los Alamos Technical Assoc. Inc. to subcontractors since 02-17-2006	<u>\$ Paid to Date</u>	<u>Target %</u>
(MBE) Smart Technology Services, Inc.	\$2,000.00	12.5%
(WBE) MKM Consulting (Replaced The Bronner Group, LLC)	\$5,565.00	4%

NOTE: Department of Procurement Services and Department of Revenue must approve any change in the MBE/WBE plan. Please call Steve Sakai if contemplating any change (312) 747-3753.

Certification of Contractor/Vendor/Supplier or Authorized Representative

Under penalty of perjury, I certify that:

- (1) I am authorized to execute this MBE/WBE Contract Compliance Update form (hereinafter "Update Form");
- (2) I have conducted reasonable due diligence in collecting the information to be submitted with the Update Form;
- (3) Based on my knowledge, neither the Update Form nor any documents submitted with it contain any untrue information nor do any of the foregoing omit any material fact necessary to make the information provided true and complete;
- (4) I understand that my company is obligated to pay any and all subcontractors identified above within 14 days of receipt of payment from the City of Chicago, when applicable;
- (5) I further understand that the City of Chicago may contact any subcontractors identified above to ensure their receipt of payments due from my company;
- (6) I understand that if the City of Chicago determines that any information provided in the Update Form is intentionally false or misleading, I may be in violation of City ordinance, which may subject me to a range of civil and criminal penalties, such as a fine up to \$1,000 and an award to the City of Chicago up to three times any damages incurred. In addition, the City may pursue remedies at law or in equity, including termination of any and all contracts with my company, debarment of my company from doing business with the City of Chicago, and referring the matter to the appropriate law enforcement agencies.

<i>For Internal Purposes</i> (rev 8-2011)	
DoR Deputy	_____
Entered By	_____
Entered Date	_____

Name (Print) Patrick D. Anderson

Signature

Title Department Manager

Date 10/4/2011



October 14, 2005

Barbara A. Lumpkin
Chief Procurement Officer
City of Chicago
Department of Procurement Services
121 N. LaSalle Street
City Hall, Room 403
Chicago, IL 60602



Re: Proposal for Biometric Time and Attendance Data Collection Project
Request for MBE/WBE Waiver

Dear Ms. Lumpkin,

ITQ LATA (ITQ) submitted a proposal, dated August 2, 2005, to the City of Chicago Comptroller's Office and Department of Business and Information Services (BIS) to provide IT consulting services for the referenced project. We have recently been informed that the City will prepare a sole source contract for this project.

The ITQ team for this project includes: Time & Technology, Inc.; the Bronner Group, LLC (a City of Chicago certified WBE); and Smart Technology Services, Inc (a City of Chicago certified MBE).

ITQ respectfully requests a full waiver of MBE/WBE participation be granted on approximately \$2,000,000 estimated costs for hardware, software, implementation and maintenance associated with this project because this portion of the project is subcontracted to Time & Technology, Inc. Due to the established business protocol and relationships of RSI (manufacturer of hardware) with their Business Partners (Time & Technology) our team is offering the City a complete solution, including hardware, software, implementation, and maintenance. To our knowledge at this time, there are no City of Chicago certified MBE/WBE firms authorized as resellers of the HandPunch systems. In addition, since Time & Technology is the only RSI Business Partner with an acceptable Kronos integration solution, all hardware and software must be procured through Time & Technology by ITQ, and then provided to the City. Inserting an MBE firm for hardware pass through does not create a value add to this project.

ITQ is prepared to subcontract tasks to the Bronner Group, LLC (Bronner) in this project to include technical support and testing. At this time, we estimate \$15,000.00 labor will be subcontracted to Bronner.

ITQ is prepared to subcontract tasks to Smart Technology Services, Inc. (Smart) in this project to include installation of internal power transformers in each HandPunch unit and staging of units prior to delivery to the City. At this time, after Time and Technology approves of Smart conducting installation once they are trained in the procedures, we estimate \$5,000.00 labor will be subcontracted to Smart.

ITQ is currently unable to subcontract more tasks to a certified MBE and requests a PARTIAL MBE/WBE Waiver be granted to our team *for services* associated with this project.

ITQ LATA

100 S. Wacker Dr., Suite 320, Chicago, IL 60606
PHONE: 312-726-9488 FAX: 312-541-0528 itqlata.com

We hope this proposed participation, and MBE/WBE waiver request, is acceptable to the City of Chicago.

If you have any questions or comments, please contact Patrick Anderson. Mr. Anderson is the Manager of Business Development in the Chicago office and can be contacted by email at panderson@itqlata.com or telephone at (312) 726-9488 ext 233.

I speak for the entire ITQ team in expressing our keen interest in successfully completing this project with the City of Chicago.

Respectfully,

A handwritten signature in cursive script that reads "Sheri L. Nevins".

Sheri L. Nevins
Vice President

ITQ LATA

100 S. Wacker Dr., Suite 320, Chicago, IL 60606
PHONE: 312-726-9488 FAX: 312-541-0528 itqlata.com



DEPARTMENT OF FINANCE/COMPTROLLER'S OFFICE

MEMORANDUM

TO: Barbara Lumpkin
Chief Procurement Officer



FROM: Tariq Malhance
City Comptroller *Tariq Malhance*

DATE: October 17, 2005

RE: Request for MBE/WBE Waiver

The Office of the City Comptroller has requested and received Sole Source approval for the Biometric Time and Attendance Data Collection Project with ITQ Lata.

The Office of the City Comptroller understands that the reseller who will procure the hardware/software for the hand punch systems does not utilize any subcontractors and their employees will be completely responsible for the implementation and maintenance of the system. Therefore, the City Comptroller's office is requesting a full MBE/WBE waiver of approximately \$2,000,000.00 for the equipment, software and required services.

For the cost of the remaining professional services ITQ Lata has committed to a fixed dollar amount of \$15,000 with The Bronner Group (WBE), and \$5,000 with Smart Technology Services (MBE). Due to the limited number of sources and the specialized customization of the equipment, it is not possible to pursue higher levels of MBE/WBE participation for this project. Therefore the Office of the City Comptroller is requesting a partial waiver on the professional services component of this project.

If you should have any further questions or concerns, feel free to contact me at 744-7100. Thank you for your assistance.

cc: Denise Hudson





Intelligent Information Solutions

August 14, 2006

Barbara A. Lumpkin
Chief Procurement Officer
City of Chicago
Department of Procurement Services
121 N. LaSalle Street
City Hall, Room 403
Chicago, IL 60602



Re: Biometric Time and Attendance Data Collection Project
Contract/PO No. 9999
Vendor No. 1069764
Request for WBE Substitution

Dear Ms. Lumpkin,

Los Alamos Technical Associates, Inc. (LATA; formerly ITQ LATA) was awarded the referenced project and contract, effective February 17, 2006.

Our contract for this project was granted a waiver of MBE/WBE participation due to the nature of the solution, existing Business Partner program of the hardware manufacturer, and lack of City of Chicago certified MBE/WBE firms authorized as resellers of the HandPunch systems. Our letter of October 14, 2005 to your office further explains the situation.

LATA agrees with the City's desire for meaningful MBE/WBE participation in City projects, and even with the waiver granted our project, we have diligently sought to subcontract work to MBE/WBE firms.

We are currently subcontracting work in this project to Smart Technology Services, Inc. (a City of Chicago certified MBE) to locally receive, inventory, and stage the HandPunch units prior to pick up and installation by the City. We estimate approximately \$10,000.00 subcontracted services to Smart during the first 2 years of this project.

In our proposal, dated August 2, 2005, and subsequent correspondence with your office, we had proposed to subcontract approximately \$15,000 of tasks to the Bronner Group, LLC (a City of Chicago certified WBE) for technical support and testing. Unfortunately, the Bronner Group was unable to support our requests for assistance in this project.

However, for this project LATA is subcontracting technical support and testing services with MKM Consulting, Inc. (MKM – Maryann Miskiewicz, President) a City of Chicago certified WBE. We anticipate a minimum of \$15,000 subcontracted tasks with MKM in this project.

LATA respectfully requests a substitution of MKM Inc., for the Bronner Group, on our contract.

Attached is a copy of MKM certification, and appropriate C-1 and D-1 documentation.

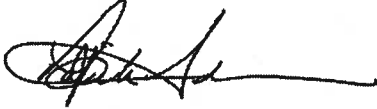
Los Alamos Technical Associates, Inc.

150 S. Wacker Dr., Suite 780, Chicago, IL 60606
PHONE: 312-726-9488 FAX: 312-541-0528 www.latala.com

If you have any questions or comments, please contact me at your earliest convenience. I can be contacted by email at panderson@lata.com or telephone at (312) 726-9488 ext 233.

I speak for our entire LATA team in expressing our keen interest in successfully completing this project with the City of Chicago.

Respectfully,

A handwritten signature in black ink, appearing to read 'Patrick D. Anderson', with a long horizontal flourish extending to the right.

Patrick D. Anderson, P.G.
Manager Business Development

Cc: Project Files
MKM Inc.



Intelligent Information Solutions

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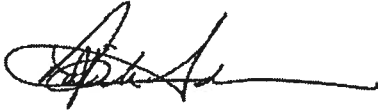
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