



DEPARTMENT OF PROCUREMENT SERVICES
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION

Complete this cover form and the Non-Competitive Procurement Application Worksheet in detail. Refer to the page entitled "Instructions for Non-Competitive Procurement Application" for completing this application in accordance with its policy regarding NCRB. Complete "other" subject area if additional information is needed. Subject areas must be fully completed and responses merely referencing attachments will not be accepted and will be immediately rejected.

Department: Office of Budget and Management (OBM) Contract Liaison; Originator Name: Latoya Vaughn; Telephone: 4-6558; Date: 7/20/2018; Signature of Application Author: Lori Lamantia; Email Contract Liaison: lori.lamantia@cityofchicago.org; Telephone: 4-3333

List Name of NCRB Attendees/Department

Latoya Vaughn OBM
Lori Lamantia OBM

Request NCRB review be conducted for the product(s) and/or service(s) described herein.

Company: Community Development Experts

Contact Person: Ronald Allen; Phone: 310-869-6210; Email: ron@cdexperts.net

Project Description: Provides technical assistance, training, and support for the U.S. Department of Housing and Urban Development's Entitlement programs, consisting of the Community Development Block Grant, HOME Investment Partnership, Housing Opportunities for People with AIDS, Emergency Solutions Grant, and Neighborhood Stabilization Program, totaling over \$110.8 million annually.

This is a request for:

Form with checkboxes for New Contract, Amendment/Modification, Blanket Agreement, Standard Agreement, Time Extension, Vendor Limit Increase, Scope Change. Includes fields for Contract Type, Type of Modification, Contract Number, Specification Number, and Modification Number.

Approval boxes for Department Request Approval (S. Fields, 7/20/18) and Recommended Approval (Rich Butler, 8-27-18)

(FOR NCRB USE ONLY) Recommend Approval/Date, Return to Department/Date, Rejected/Date

Handwritten notes and signatures: Approved (checked), Rejected (unchecked), Chief Procurement Officer signature, Date: 5 September 2018



DEPARTMENT OF PROCUREMENT SERVICES
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT WORKSHEET

All applicable information on this worksheet must be addressed using each question found on the "Instructions for Non-Competitive Procurement Application" in this application.

Justification for Non-Competitive Procurement Worksheet

PROCUREMENT HISTORY

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

the city receives an allocation of over \$110.8 million annually from the US Department of Housing and Urban Development (HUD) for the management of the Community Development Block Grant, HOME Investment Partnership, Housing Opportunities for People with AIDS, Emergency Solutions grants, and the Neighborhood Stabilization Program. The management of the program accomplishments, financials, and disbursement of revenues are managed in the federal government's Integrated Disbursement and Information system (IDIS) system. The program funds are disbursed across 9 City departments and is managed by the Office of Budget and Management. The services of the Community Development Experts (CDE) are required to provide technical assistance needed to successfully report the performance of our Entitlement programs, which consist of the Community Development Block Grant, Emergency Solutions Grant, HOME Investment grant, Housing Opportunities for People with AIDS grant, and the Neighborhood Stabilization Programs I-III. In addition to providing technical assistance, CDE's services are needed provide training to City departments in entering, updating, and reconciling data into the US Department of Housing and Urban Development's Integrated Disbursement and Information Systems (IDIS) database.

CDE was selected by HUD to assist with HUD training to nationwide grantees on the use of IDIS and on regulations governing the Entitlement grant programs. CDE was initially procured by the City through a reference contract, beginning in 2007 and has utilized the services of CDE since 2005. The City has received the entitlement program funding for over 40 years and were granted additional provisions towards the use of funding and reporting of carryforward funding, administrative and programmatic funding caps, and other unique factors associated with our funding, of which CDE is uniquely experienced with managing. CDE also provides assistance in addressing historic and long term audit and compliance issues through a direct relationship with HUD and also working closely with the City through OBM and implementing departments.

2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.

The Entitlement grant programs have been awarded to the grant program for over 40 years and require continual technical assistance and support to ensure continuation of funding. The technical services are required to establish activities, monitor grant activities, complete annual reporting requirements, adhere to grantor regulations, assist with troubleshooting, entry and corrective action associated with open activities. The City has used the services of CDE since 2005 and has had three contract numbers for this vendor (PO# 12326 in 2006, PO# 15560 from 2007 – 2009, PO# 19820 from 2009 – 2012, PO# 27563 2013-2018) to identify and correct errors and to assist with the successful submission of data reported into the IDIS System and the submission of the City's Annual Action Plan and Consolidated Annual Performance Evaluation Report (CAPER).

3. Explain attempts made to competitively bid the requirement (attach copy of sources contacted).

The services of CDE have historically been procured through reference contract. OBM intends on submitting a competitive bidding request for a new contract in September 2018.

4. Describe in detail all research done to find other sources; list other cities, companies in the industry, professional organizations contacted. List periodicals and other publications used as references.

N/A

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



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This is a one time request, OBM will submit a procurement request to competitively bid for this service moving forward.

6. Explain whether or not future competitive bidding is possible. If not, explain in detail.

Yes

ESTIMATED COST

1. What is the estimated cost for this requirement or for each contract, if multiple awards are contemplated? What is the funding source?

the estimated cost for this request is a total of \$200,000 and the funding source will come from OBM's CDBG annual allocation (0J45 and future fund number TBD)

Year 1 = \$100,000 and Year 2 (extension option) - \$100,000

2. What is the estimated cost by fiscal year?

FY 2019; Year 1 = \$100,000 and FY 2020 Year 2 (extension option) - \$100,000

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.)

The cost was determined by identifying the number of hours needed for training, technical assistance, and the creation of a manual against the hourly rate for the professional services of this vendor. The previous rate for this vendor was \$125/hour and has increased to \$130/hour.

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.

N/A

5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

This cost is reasonable considering this is has not increased their overall budget and is responsible for overseeing all activity entered into the IDIS system, which is inclusive of all Entitlement programs.

SCHEDULE REQUIREMENTS

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

The schedule of services is based on the expiration of the current contract with this vendor. In order to maintain technical assistance, an annual schedule must be maintained.

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.

N/A

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

N/A

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



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The delay in this contract would lead to delays in project set up and timely reporting and will impact over \$110.8 million in Entitlement funding, increase the risk in program accomplishments, increase the risk for delays with corrective actions, training of new and/or key staff members, and review of annual data entered into the IDIS system. In addition, this agency assists with the submission of time sensitive financial reports that are crucial to the continued funding by HUD.

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.

N/A

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

N/A

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

1. This agency has exclusive knowledge of the IDIS system and was identified by the US Department of Housing and Urban Development (HUD), which is our funding agency. This company was responsible for developing workshop materials, course content, and training to HUD grantees, since the inception of the IDIS. In addition, CDE's services are crucial in assisting the City with any issues related to IDIS. CDE is familiar with the information needed, navigation techniques, reporting aspects, and have addressed similar issues with other municipalities. In addition, the City has received the entitlement program funding for over 40 years and were granted additional provisions towards the use of funding and reporting of carryforward funding, administrative and programmatic funding caps, and other unique factors associated with our funding, of which CDE is uniquely experienced with managing. CDE also provides assistance in addressing historic and long term audit and compliance issues through a direct relationship with HUD and also working closely with the City through OBM and implementing departments.

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?

N/A

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?

CDE has unique access to the City's profile in the IDIS system and is knowledgeable of historic financials and programmatic accomplishments dating back to the program's inception and a loss would result in a gap in knowledge and the transfer of information that is critical to the city's management of the Entitlement programs.

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, possess. Is compatibility with existing equipment critical from an operational standpoint? If so, provide detailed explanation?

N/A

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

N/A

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 on company letterhead.

N/A



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OTHER

1. Explain other related considerations and attach all applicable supporting documents, i.e., an approved "ITG B F o r m " or "Request For Individual Hire Form".

N/A



DEPARTMENT OF PROCUREMENT SERVICES NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION INSTRUCTIONS FOR NON-COMPETITIVE PROCUREMENT APPLICATION

INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT APPLICATION

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 Application" in which procurement is requested on a or non-competitive basis in accordance with 65 ILCS 5/8-10-4 of the Illinois Compiled Statutes. Using this instruction sheet, all applicable information must be addressed on the worksheet. 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. For Amendments, Modifications, 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.

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 sources contacted).
4. Describe in detail all research done to find other sources; list other cities, companies in the industry, professional organizations contacted. List periodicals and other publications used as references.
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, explain in detail.

ESTIMATED COST

1. What is the estimated cost for this requirement or for each contract, if multiple awards are contemplated? What is the funding source?
2. What is the estimated cost by fiscal year?
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 experiences 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, possess. Is compatibility with existing equipment critical from an operational standpoint? If so, provide detailed explanation?
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 on company letterhead.

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 completed 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

1. Explain other related considerations and attach all applicable supporting documents, i.e., an approved "ITGB Form" or "Request For Individual Hire Form".

REVIEW AND APPROVAL

This application must be signed by both Originator of the request and signed by the Department Head. After review and final disposition from the Board, this application will be signed by the Board Chairman. After review and final disposition from the Board, this form will be presented to the Chief Procurement Officer recommending approval.



Attach required forms for each procurement type and detailed scope of services and/or specifications and forward original documents to the Chief Procurement Officer; City Hall, Room 806.

Date: 8/21/2018

Department Name: Office of Budget and Management

Requisition No: 232124 Specification No: 825738

PO No: Modification No:

Contract Liaison: Lori Lamantia

Telephone: 312-744-3333

Email: lori.lamantia@cityofchicago.org

Project / Program Manager: Latoya Vaughn

Telephone: 312-744-6558

Email: latoya.vaughn@cityofchicago.org

For Blanket Agreements, the lead department must consult with other departments who may want to participate in the Blanket Agreement. If grant funded, attach copy of the approved grant application and other terms and conditions of the funding source.

Note:

1) **Funding:** Attach information if multiple funding lines

2) **Individual Contract Services:** Include approval form signed by all parties

3) **ITGB:** IT project valued at \$100,000.00 or more, attach approval transmittal sheet.

*Contract Liaison Signature

*By signing this form, I attest that all information provided is true and accurate.

Project Title: Community Development Experts Technical Assistance

Project Description: Community Development Experts (CDE) will technical assistance and ongoing support for the U.S. Department of Housing and Urban Development's Entitlement programs, which consists of the Community Development Block Grant, HOME Investment Partnership, Housing Opportunities for People with AIDS, Emergency Solutions grants and the Neighborhood Stabilization Program, totaling \$110.8 million annually.

Funding:

Corporate Bond Enterprise Grant Other

IDOT/Transit IDOT/Highway FHWA FTA FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
18		0J44	05	2505	0140	220000	182505		100,000

Check One:

New Contract Request

*By signing below, I attest the estimates provided for this contract are true and accurate.

Project / Program Manager Signature: *Latoya Vaughn*

Commissioner/Authorized Designer Signature: *[Signature]*

Purchase Order Type:

Blanket/Purchase Order (DUR)

Master Consultant Agreement (Task Order)

Standard/One-Time Purchase

Special Approvals Required:

Emergency

Non-Competitive Review Board (NCRB)

Request for Individual Contract Services

Information Technology Governance Board (ITGB)

IDOT Concurrence

Purchase Order Information:

Contract Term (No. of Months): 12 months

Extension Options (Rate of Recurrence):

Estimated Spend/Value: \$ 100000

Grant Commitment / Expiration Date: Annually on 12/31

Pre-Bid/Submittal Conference: Yes No

Mandatory Site Visit

Procurement Method:

Bid RFP RFQ RFI

Small Order

Contract Type:

Architect Engineering Commodity Construction JOC SBI

Professional Services Revenue Generating Vehicle & Heavy Equipment

Work Service Joint Procurement Reference Contract

Modification or Amendment

Modification Information:

PO Start Date:

PO End Date:

Amount (Increase/Reduction):

MBE/WBE/DBE Analysis: (Attach MBE/WBE/DBE Goal Setting Memo)

Full Compliance Contract Specific Goals

No Stated Goals Waiver Request

Safety Enhancing Vehicle Equipment (MCC 2-92-597) Yes ___ No ___

Modification/Amendment Type:

Time Extension Scope Change/Price Increase /Additional Line Item(s)

Vendor Limit Increase Requisition Encumbrance Adjustment

Other (specify):

Risk Management / EDS / IDOT

Insurance Requirements (included) Yes No

EDS Certification of Filing (included) Yes No

IDOT Concurrence (required) Yes No

Vendor Information

Name: Community Development Experts

Contact: Ronald Allen

Address: 18804 Impulse Lane Gaithersburg, MD 20879

E-mail: ron@cdexperts.net

Phone: 301-869-6210



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

TO: Shannon Andrews
Chief Procurement Officer
Department of Procurement Services

FROM: Samantha S. Fields *SSF*
Budget Director
Office of Budget and Management

DATE: August 21, 2018

RE: Sole Source Request for Community Development Experts (Requisition# 232124)

OBM respectfully requests a Sole Source contract for the Community Development Experts (CDE) for a period of one year with a one-year extension option; contract value of \$100,000 for year one. The previous contract with CDE expired on April 8, 2018. CDE provides technical assistance and support for the U.S. Department of Housing and Urban Development's Entitlement programs, which consists of the Community Development Block Grant, HOME Investment Partnership, Housing Opportunities for People with AIDS, Emergency Solutions grants, and the Neighborhood Stabilization Program, totaling \$110.8 million annually.

Over the past 10 years, the Entitlement programs have been solely managed by the Supervisor of Grants Administration, in conjunction with the implementing and corresponding departments. As of April 1, 2018, the Supervisor of Grants Administration position was vacated, leaving a gap in critical requirements of the Entitlement program, specifically related to activities, reconciliations, and training in the federal government's Integrated Disbursement and Information system (IDIS) system, which is an online reporting system used to manage activity accomplishment data and financial drawdown and reimbursements.

This request delayed due to the timing of the Administrator's resignation. The Supervisor of Grants Administration was responsible for the management of the Community Development Experts contract and was working on a contract extension and increase request prior to resigning from the OBM. Critical contracting processes were not completed, which would have allowed OBM to submit a Task Order Request for a new contract. The lack of assistance and support from an expert on Entitlement fund management increases the risk of compliance with federal regulations, specifically related to reporting and managing activities and finances in the IDIS system.

OBM plans to submit a Request for Proposal no later than September 1, 2018 to procure new services for technical assistance for the Entitlement grants.

Attached are the following Documents:

- DPS Project Checklist
- Non-competitive Review Board Application
- Statement of Work
- Price Schedule
- MBE/WBE Waiver Request
- Workers Compensation and Automobile Insurance Waiver Request
- MBE/WBE and Insurance Waiver OBM Concurrence
- Copy of Liability Insurance
- EDS Certificate

If you have any questions or concerns regarding this request, please contact me at 4-3323 or Latoya Vaughn, Deputy Budget Director, at 4-6558.

City of Chicago and Community Development Experts (CDE) Statement of Work

This Statement of Work ("SOW"), effective as of contract extension and continuing one year with a one-year extension option, is issued pursuant to a Consulting Agreement ("Agreement") between the City of Chicago ("City") and Community Development Experts (referred to in the Agreement as "Service Provider" and herein as "CDE").

Background

CDE provides technical assistance and support for the U.S. Department of Housing and Urban Development's Entitlement programs, which consists of the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Housing Opportunities for People with AIDS (HOPWA), Neighborhood Stabilization Program (NSP), and the Emergency Solutions Grants (ESG), totaling \$110.8 million annually.

CDE provides technical assistance, training, and support specifically related to the US Department of Housing and Urban Development's Integrated Disbursement and Information System (IDIS) system, which is an online reporting system used to manage activity accomplishment data and financial drawdown and reimbursements. CDE experienced in providing training and technical assistance on all HUD rules, regulations, and cross cutting program requirements of HUD-funded programs.

CDE Objectives

The objectives of CDE are to provide technical assistance, support, and training to ensure compliance with all HUD-Funded Entitlement programs managed by OBM. Services will be aimed at the development of the Action Plan, development of the Annual Action Plan, Comprehensive Annual Performance Evaluation Report (CAPER), setup of activities and associated accomplishment data, and to provide training and support for department staff on managing activities and entering critical performance data. CDE will also assist with the closeout of the NSP program and any associated technical assistance.

Chicago Manager and Key Personnel

This contract will be managed by the Latoya Vaughn, Deputy Director in the Office of Budget and Management. The Key personnel within CDE are Ronald Allen and Baron Bell.

Deliverables, Invoice Schedule, and Estimated Budget

OBM requests a one-year contract with a one-year extension option. The invoice schedules will be determined based on the approved work completed and will be ongoing throughout the contract.

Guarantee of Work Product and Confidentiality Clause: CDE will be responsible for their work product and guarantee current and future work at the owner's expense. CDE will maintain confidentiality of the work product and any City information.

Deliverables are:

- ❖ Completion of the 5- Year Consolidated Annual Performance and Evaluation Report

- ❖ Setup of All Entitlement Activities (including NSP) and Accomplishment Data
- ❖ Completion of the Draft and Annual Action Plan
- ❖ Ongoing Support with Audit Findings and Corrective Actions
- ❖ IDIS Activity Cleanup for New and At-Risk Projects and DRGR/IDIS for NSP Closeout activities
- ❖ Technical Assistance on all Entitlement Grants (including NSP)

Table 2: Estimated Budget

The total budget is up to \$100,000 for Year 1, below are the details.

- ❖ Annual Action Plan and Consolidated Plan (E-Con Plan): \$20,000.00
- ❖ IDIS Activity Set Up (Programmatic): \$30,000.00
- ❖ IDIS CAPER: \$30,000.00
- ❖ IDIS Training: \$10,000.00
- ❖ NSP/DRGP: \$10,000

The total budget is up to \$100,000 for one-year extension option (Year 2), below are the details.

- ❖ Annual Action Plan and Consolidated Plan (E-Con Plan): \$20,000.00
- ❖ IDIS Activity Set Up (Programmatic): \$30,000.00
- ❖ IDIS CAPER: \$30,000.00
- ❖ IDIS Training: \$10,000.00
- ❖ NSP/DRGP: \$10,000



 Budget Director

8/21/18

 Date

COMMUNITY DEVELOPMENT EXPERTS

18804 Impulse Lane
Gaithersburg, Md 20879



Wednesday, July 25, 2018

Jamie Rhee, Chief Procurement Officer
City Hall
121 North LaSalle Street
Chicago, Illinois 60602

RE: Letter of Exclusivity

Dear Jamie:

Letter of Exclusivity

Community Development Experts is submitting this response to why we are considered the exclusive provider solely capable of supplying the goods/services or have unique product/service not available through any other channel for the following reasons.

First, knowledge of both HUD programs and expertise in department reporting systems is a very specialized body of work not easily attained. It requires practical experience with federal programs at the local level and hours of hands-on training, technical assistance, and study of HUD reporting systems. CDE has provided federal reporting systems services since 1997 and has acquired substantial program knowledge working as local government staff. In addition, partners were employed with a HUD contracting firm from 1996 – 2003 conducting trainings in all HUD Community Planning and Development programs. It's important to note that because of our status as national IDIS trainers, CDE has system access to view the IDIS data of all one thousand plus HUD grantees at any time. This enables us to be more informed and prepared to assist any HUD grantee when providing technical assistance support that would otherwise be unavailable to others seeking to provide assistance. With this special access to all grantee data, CDE can isolate problems and issues and develop solutions and troubleshoot more effectively than those without access.

Second, CDE has provided critical and necessary IDIS technical support to OBM since late 2007 and, as a result, has helped the city to successfully address HUD findings and concerns related to grant reporting. Our tenure with the city has provided CDE with an extensive working knowledge of City's grant programs which enables us to quickly and effectively provide support services to the various departments in the areas of grant program planning, implementation, and annual reporting requirements. Our ability to provide solutions to problems and concerns is a direct result of our knowledge base of each department acquired over time through both hands-on work and direct relationships with department staff.

In conclusion, the combination of both HUD reporting system knowledge and our working relationship with Chicago Department staff, now eleven years active, coupled with intimate familiarity with its grant management practices equips CDE with the necessary skills and resources currently unavailable by other potential contractors.

Thanks for your consideration in this matter.

Sincerely,

Ronald L. Allen

Ronald Allen
Partner

COMMUNITY DEVELOPMENT EXPERTS



**Community Development Experts (CDE)
Proposal for City of Chicago
Introduction to Federal Housing and Community Development Program
Requirements**

July 20, 2018

Ms. Latoya Vaughn
Deputy Director
Office of Management and Budget

Dear Ms. Vaughn,

Community Development Experts is pleased to present to you the following proposal to deliver training and technical assistance to the City of Chicago in federal housing and community development programs.

INTRODUCTION

Community Development Experts (CDE) provides training and technical assistance to dozens of state, county, and local governments each year in the area of drawdown and compliance for federal housing and community development programs.

CDE is among the nation's foremost providers of training and technical assistance with the Department of Housing and Urban Developments (HUD) Integrated Disbursement and Information System (IDIS). IDIS is the financial and reporting tool used by the Department in the administration of the Community Development Block Grant (CDBG), Home Investments In Partnership (HOME), Emergency Solutions Grant (ESG), and Housing Opportunity For Persons With HIV/AIDS (HOPWA). To successfully provide training and technical assistance in IDIS, CDE stays current in all updates and changing requirements regarding eligibility and reporting requirements for HUD entitlement programs. Thus CDE is capable of training grantee staff on all applicable requirements of these programs.

Areas of Grant Assistance

CDE proposes to offer training and technical assistance to the City of Chicago addressing the rules, regulations, and cross cutting program requirements of federal housing and community development programs.

The training and technical assistance will focus on the following subject areas:

1. Unit--Consolidated Plan/Annual Action Plan (E-Conplan);

- a. Executive Summary
- b. Market Analysis & Needs Assessment
- c. Strategic Planning
 - i. Available Funds
 - ii. Priority Needs
 - iii. Geographic Priorities
 - iv. Goals
 - v. Performance Indicators
 - vi. Project Set Up

2. Unit—IDIS Programmatic

- a. Activity Set Up Information
- b. Activity Completion Information
 - i. Beneficiary data
 - ii. Performance Measures

3. Unit--IDIS CAPER

- a. Downloading and analyzing reports
- b. Setting Up Code Enforcement Activities
- c. Completing PR26 CDBG Financial Summary Report.

Community Development Experts (CDE)
Proposal for City of Chicago
Introduction Federal Housing and Community Development Program Requirements

4. Unit—IDIS Training

- a. Train department staff on program information entered into IDIS
- b. Train comptroller staff on financial information entered into IDIS

5. Unit – NSP/DRGR

- a. Facilitate formal close out of each of the NSP programs
- b. Set up remaining program activities and complete activities in DRGR
- c. Generate monthly and required quarterly reports for all NSP program grants.

Should you have any questions about this proposal or any other questions related to these services, please contact me at (240) 888-6396. CDE looks forward to the opportunity to continuing serving the City of Chicago.

Sincerely,

Ronald L. Allen

Ronald Allen
Partner
Community Development Experts
18804 Impulse Lane
Gaithersburg, MD 20879
Office: (301) 869-6210



CERTIFICATE OF FILING FOR
CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 121621

Date of This Filing:01/11/2018 01:58 PM

Certificate Printed on: 01/11/2018

Original Filing Date:01/11/2018 01:58 PM

Disclosing Party: Community Development
Experts

Title:General Partner

Filed by: Mr. Ronald Lee Allen

Matter: Integrated Disbursement and
Information Systems (IDIS) Technical
Assistance Services

Applicant: Community Development Experts

Specification #: 113924

Contract #: 27563

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 <http://webapps1.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.

COMMUNITY DEVELOPMENT EXPERTS



**Community Development Experts (CDE)
Proposal for City of Chicago
Introduction to Federal Housing and Community Development Program
Requirements**

Estimated Costs Detail:

Year 1 (\$130hr)

1. Unit--Consolidated Plan/Annual Action Plan (E-Conplan); \$20,000.00
2. Unit--IDIS Activity Set Up (Programmatic) \$30,000.00
3. Unit--IDIS CAPER \$20,000.00
4. Unit--IDIS Training \$10,000.00
5. Unit - NSP/DRGR \$20,000.00

Year 2 (\$130hr)

1. Unit--Consolidated Plan/Annual Action Plan (E-Conplan); \$20,000.00
2. Unit--IDIS Activity Set Up (Programmatic) \$30,000.00
3. Unit--IDIS CAPER \$20,000.00
4. Unit--IDIS Training \$10,000.00
5. Unit - NSP/DRGR \$20,000.00

Should you have any questions about the estimated cost or any other questions related to these services, please contact me at (240) 888-6396. CDE looks forward to the opportunity to continuing serving the City of Chicago.

Sincerely,

Ronald L. Allen

Ronald Allen
Partner
Community Development Experts
18804 Impulse Lane
Gaithersburg, MD 20879
Office: (301) 869-6210

COMMUNITY DEVELOPMENT EXPERTS

18804 Impulse Lane
Gaithersburg, Md 20879



Wednesday, July 18, 2018

Samantha Fields, Budget Director
Jamie Rhee, Chief Procurement Officer
City Hall
121 North LaSalle Street
Chicago, Illinois 60602

RE: MBE/WBE Waiver Request

Samantha and Jamie:

Waiver of MBE/WBE

Community Development Experts is requesting a waiver of the MBE/WBE designation with the city for the following reasons.

First, CDE is a black owned two person, general partnership consulting firm known to both HUD Headquarters and the Chicago Field Office. CDE works not only with Chicago but with other grantees throughout the nation. The partners have provided technical assistance to HUD and its grantees since 1997. Due to our reputation as the leading HUD Online reporting systems experts in the nation, CDE has been fortunate enough to maintain a constant inventory of HUD clients who benefit from our services. Hence, while CDE is a minority owned consulting firm, official participation in affirmative action federal programs has not proven to be necessary to secure contracts with HUD and/or grantees at the local level.

Second, knowledge of both HUD programs and expertise in department reporting systems is a very specialized body of work not easily attained. It requires practical experience with federal programs at the local level and hours of hands-on training, technical assistance, and study of reporting systems. As previously mentioned CDE has provided federal reporting systems services since 1997 and has acquired substantial program knowledge working as local government staff. In addition, partners were employed with a HUD contracting firm from 1996 – 2003 conducting trainings in all HUD Community Planning and Development programs. It's important to note that because of our status as national IDIS trainers, CDE has the unique status of having access to view the IDIS data of all one thousand plus HUD grantees at any time. This enables us to be more informed and prepared to assist any HUD grantee when providing technical assistance support that would otherwise be unavailable to others seeking to provide assistance. With this special access to all grantee data, CDE can isolate problems and issues and develop solutions and troubleshoot more effectively than

those without access.

Third, CDE has provided critical and necessary IDIS technical support to OBM since late 2007 and as a result has helped the city to successfully address HUD findings and concerns related to grant reporting. Our tenure with the city has provided CDE with an extensive working knowledge of City's grant programs which enables us to quickly and effectively provide support services to the various departments in the areas of grant program planning, implementation, and annual reporting requirements. Our ability to provide solutions to problems and concerns is a direct result of our knowledge base of each department acquired over time through both hands-on work and direct relationships with department staff.

Fourth, although federal agencies cannot formally endorse contactors or consultants as it pertains to contracting opportunities, CDE is highly regarded and well known by HUD Chicago as both program and online reporting system's experts (IDIS/DRGR). As national IDIS trainers, CDE was originally alerted by HUD to system reporting issues the City was experiencing back in 2007 related to excessive public service expenditures and improper reporting of program accomplishments. Since that time CDE has provided successful technical assistance and program support for the HUD entitlement programs administered by the City. As a result CDE has become the de facto technical assistance representative to the city available to address issues, concerns or other inquiries by HUD regarding the city's grant reporting.

Thanks for your consideration in this matter.

Sincerely,




Ronald Allen
Partner



OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

TO: Jamie Rhee
Chief Procurement Officer
Department of Procurement Services

FROM: Samantha S. Fields 
Budget Director
Office of Budget and Management

DATE: July 20, 2018

RE: Request for MBE/WBE and Auto Insurance Waiver

OBM respectfully requests a waiver of the MBE/WBE and auto insurance requirements for the Community Development Experts (CDE). CDE is a minority owned partnership. However, this agency is not currently registered with the City as a MBE/WBE certified agency. CDE has worked with the City since 2007, offering specialized technical assistance and training to the City on HUD-related programs and works closely with the U.S. Department of Housing and Urban Development to ensure that the City is in compliance with the rules and regulations governing the HUD-funded programs.

OBM also requests a waiver of automobile insurance, as CDE conducts business from Gaithersburg, Maryland and travels to Chicago, Illinois for training. Personal automobiles are not utilized for in-person training and technical assistance conducted in Chicago. When CDE conducts in-person training and technical assistance, CDE commutes using public transportation and has requested a waiver for auto insurance.

If you have any questions or concerns regarding this request, please contact me at 4-3323 or Latoya Vaughn, Deputy Budget Director, at 4-6558.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/01/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DANIEL CORRIGAN INSURANCE AGENCY 213 LANDING LANE ELKTON, MD 21921 INSURED COMMUNITY DEVELOPMENT EXPERTS 18804 IMPULSE LANE GAITHERBURG MD 20879	CONTACT NAME: BRUCE SHIFFLETT PHONE (A/C, No, Ext): 410-620-0990 FAX (A/C, No): 410-620-3857 E-MAIL ADDRESS: SHIFFFLB@NATIONWIDE.COM INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : SCOTTSDALE INSURANCE CO 41297 INSURER B : ACE FIRE UNDERWRITERS INSURANCE CO. 20702 INSURER C : INSURER D : INSURER E : INSURER F :
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COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000
A	GEN AGGREGATE LIMIT APPLIES PER X POLICY PROTECT LOC OTHER	Y	OCFHX-B	01/31/2018	01/31/2019	PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS + COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS					SCHEDULED AUTOS NON-OWNED AUTOS COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE					RETENTION \$ EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMERGER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N				PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	PROFESSIONAL LIABILITY		APP253347113	12/21/2017	12/21/2018	\$2,000,000.00 EACH CLAIM \$2,000,000.00 AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 THE CERTIFICATE HOLDER IS LISTED AS ADDITIONAL INSURED ON THE GENERAL LIABILITY POLICY

 30 DAY CANCELLATION NOTICE FOR NON PAYMENT OF PREMIUM. 30 DAYS FOR ALL OTHER REASONS.

CERTIFICATE HOLDER DEPARTMENT OF PROCUREMENT SERVICES CITY OF CHICAGO 121 N. LA SALLE ST. ROOM 800 CHICAGO, IL 60602	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE BRUCE SHIFFLETT
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COMMUNITY DEVELOPMENT EXPERTS



Wednesday, July 18, 2018

Samantha Fields, Budget Director
Jamie Rhee, Chief Procurement Officer
121 North LaSalle Street
Chicago, Illinois 60602

RE: Worker's Compensation/Employer's Liability and Automobile Insurance Waiver Request

Samantha and Jamie:

Community Development Experts is requesting a waiver from specific insurance coverage requirements related to Worker's Compensation and Employer's Liability and Automobile Liability in our contract extension with the Office of Budget and Management anticipated for 2018-2019.

As with prior contracts with OBM, CDE was extended a waiver from coverage for the two insurance items identified above and the current contract under consideration involves the same scope of services. CDE is a two person consulting team with no employees and, as with previous work with OBM, all work items will continue to be carried out exclusively by the consulting team partners, Ron Allen and Baron Bell. The body of work to be conducted by CDE for the City requires substantial specialized technical expertise which precludes the employment of persons for any assignments related to this project. Again, all CDE contract work is carried out exclusively by the two partners.

Similarly, auto insurance has proven to be unnecessary since our work is conducted almost exclusively via the internet accessing a federal reporting system. Upon our infrequent visits to the city, CDE has successfully taken advantage of the extensive public transportation system available which eliminates the need for commercial automobile rental.

CDE understands the city's need to ensure appropriate insurance coverage with businesses engaged in contract work with the city, but we again ask for an exemption from the identified specific coverages as our work demonstrates that it is largely unnecessary to how we carry out and perform services to OBM.

Thanks for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Ronald L. Allen". The ink is dark and the signature is fluid and legible.

Ronald Allen
Partner

Colleen Twohig

From: CDE <ron@cdexperts.net>
Sent: Tuesday, July 24, 2018 4:42 PM
To: Latoya Vaughn
Cc: Baron Jamaal Bell
Subject: Re: City of Chicago Terms and Conditions

CDE accepts the terms and conditions.

Sent from my iPhone

On Jul 24, 2018, at 5:16 PM, Latoya Vaughn <Latoya.Vaughn@cityofchicago.org> wrote:

Hi Ron and Baron,

We need you to review and accept the terms included in the attachment and to prepare and send the exclusivity letter.

Please call me as soon as possible.

Thank you.

Latoya Vaughn
Deputy Budget Director
Office of Budget and Management
121 N LaSalle, Room 604
Chicago, IL 60602
(312) 744-6558

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.

From: Latoya Vaughn
Sent: Tuesday, July 24, 2018 4:11 PM
To: 'Ronald Allen' <ron@cdexperts.net>; Baron Jamaal Bell <baron@cdexperts.net>
Subject: City of Chicago Terms and Conditions

Hi Ron and Baron,

The City of Chicago's Office of Budget Management by way of email is sending you our standard Terms and Conditions for the proposed new contract for technical assistance and support for all Entitlement Grant programs, including the CDBG HOME, HOPWA, ESG, and NSP programs. Please see attached and let me know if you have any questions or concerns.

Thank you.

Latoya Vaughn
Deputy Budget Director