



**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 the Mayor	Originator Name Patrick Hall	Telephone 4-2597	Date 12/18/2020	Signature of Application Author <i>Yasmin Rivera</i>
Contract Liaison Yasmin Rivera	Email Contract Liaison yasmin.rivera@cityofchicago.org	Telephone 4-9991		

List Name of NCRB Attendees/Department	
Manuel Perez	Office of the Mayor
Patrick Hall	Office of the Mayor
Yasmin Rivera	Office of the Mayor

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

Company: William Filan

Contact Person: William Filan	Phone: 312-832-4700	Email: wfilan1716@gmail.com
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Project Description: Legislative Consulting Services

This is a request for:

New Contract **Amendment / Modification**

Contract Type *Y.R.*

Blanket Agreement Term: 12 (# of mo)

Standard Agreement

Type of Modification

Time Extension **Vendor Limit Increase** **Scope Change**

Contract Number: _____

Specification Number: _____

Modification Number: _____

Department Request Approval DEPARTMENT HEAD OR DESIGNEE MANUEL PEREZ PRINT NAME 12/21/20 DATE	Recommended Approval BOARD CHAIRPERSON Steven M. Loboda PRINT NAME 3/16/21 DATE
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(FOR NCRB USE ONLY)

Recommend Approval/Date: _____

Return to Department/Date: _____

Rejected/Date: _____

Approved **Rejected**

CHIEF PROCUREMENT OFFICER 3/16/21
 DATE



**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) Due to the importance of state funding, legislation, and administrative actions to the operations and finances of the City, the City of Chicago has consistently had a presence in Springfield. Historically, this team has been composed of a number of City employees, as well as one or more professional legislative consultants. The City requires the services of a consultant with extensive knowledge of the state legislative process and the people that work within that process. As such, it is important to maintain outside representation continuously. Such a consultant provides advice and insight regarding state legislative matters and furthers the City's interests in initiatives taking place at the state level.

The Consultant has served as such a consultant for the City since 1995. The Consultant has been engaged through the non-competitive procurement process on the basis of Consultant's background, expertise on state and city issues, understanding of the legislative process, and insitutional knowledge. Based on his expertise and performance to date, it was determined it would be beneficial for the City to continue this engagement.

2) The consultant currently has an active contract PO 89951 that will expire on December 28, 2020. We are requesting an a new contract for one year contract plus an option for a one year extension.

3) There have been no efforts to competitively bid this requirement as it is believed the Consultant is uniquely situated to be the provider of the required services to the City.

4) N/A

5) It is possible that there will be future requests made for the services of the Consultant. This will depend on the City's needs and the performance of the Consultant.

6) The expertise and qualifications that are critical to legislative consulting - including relationships within both City government and state government, as well as a history with and understanding of the needs and priorities of the City and how these needs and priorities intersect with state policy, regulation, legislation, and funding - are often specific to an individual. As such, it is likely that such services will continue to be procured through the public non-competitive procurement process.

ESTIMATED COST

1) The Consultant current schedule of compensation under his contract; the consultant shall be paid for services performed under this Agreement at a quarterly rate of 30,000 the first quarter and second quarters, and \$16,000 for the the third quarter and fourth quarter, for a total of 92,000.

2. Therefore the annual costs to be paid to the Consultant by the City is \$92,000 per year.

3) The proposed contract rate is the same as the rate under the current contract. The cost of the contract and the proposed extension is based on Consultant's experience and expertise; the travel, time, and '24/7 on call' requirements of the engagement; and rates for other consultants doing the same or similar work. The Consultant's almost 40 years of experience in state legislative affairs makes his services especially valuable to the City.

4) N/A

5) The consultant has kept the same rates for several years and a new rate was negotiated in 2018, in which he is keeping at the same rate for the duration of this contract if approved, per his memo.

SCHEDULE REQUIREMENTS

1) The Consultant will be engaged year-round, and will be especially active during the legislative session, when he will have to spend weeks in Springfield consulting and strategizing on the City's state legislative agenda. More



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

specifically: Planning and preparation will largely occur during the late summer and fall months; execution of the agenda will occur during the winter and spring months, mostly in Springfield; and late spring and summer will entail review of the prior legislative session. The Consultant will also assist in regulatory matters, which occur all year.

2) N/A

3) Because of the year-round schedule described above and the volatility of schedules and needs related to state legislation and funding, it is critical to have a consistent presence in state legislative affairs. Contracting with a state legislative consultant provides the flexibility and coverage to achieve this.

4) N/A

EXCLUSIVE OR UNIQUE CAPABILITY

1) The Consultant is uniquely qualified to represent the City's interest before state governmental bodies and to assist the City in forming strategies to influence the posture of state legislation, state regulations or other matters affecting the City. The Consultant provides critical institutional knowledge, advice, and direction to City officials and staff. The Consultant also has an in-depth understanding of how the budget process works, which is critical to City finances and initiatives. In addition, the Consultant's relationships with key political leaders, as well as rank and file members of the legislature, enhances the City's standing and provides direct access to decision-makers. The Consultant's keen understanding of the legislative process is invaluable to the City in a setting that changes quickly and is often difficult to navigate.

2) The qualifications discussed in this application relate to a specific individual, Mr. Filan.

3) The Consultant brings a unique experience from his prior work in both the public and private sector at the state and local levels, including almost 40 years of involvement in the state legislative process, significantly enhancing the City's ability to be effective in Springfield.

Additionally, the Consultant has worked on several top-tier issues that the City will continue to work on going forward including education reform, sales-tax sourcing, and efforts to strengthen public safety, including issues related to the gun laws. The Consultant has also worked on state budget issues and their impact on the City. The Consultant has worked on all of these issues in the past and his background will be critical for the City into the future.

4) N/A.

5) The City team must work under significant time constraints and deadlines while in Springfield and must be on call at all times throughout the day and year. Having an individual such as the Consultant is indispensable to provide a direct line to decision-makers and senior staff to make quick progress on vital issues. The numerous committee action and amendments that are offered on a daily basis requires an individual with experience and the ability to act quickly and strategically, and Consultant has the capabilities and the network to do so.

6) N/A

7) N/A

8) N/A

OTHER

Approved and signed request to use personal services contractor



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.



CITY OF CHICAGO • OFFICE OF THE MAYOR

★
MAYOR LORI E. LIGHTFOOT

To: Shannon Andrews, Chief Procurement Officer, Department of Procurement Services

From: Manuel Perez 
Mayor's Office, Intergovernmental Affairs

Re: Procurement of Legislative Consulting Services – William Filan

Date: February 1, 2021

This memorandum is to request the approval of a new contract for the legislative consulting services of William Filan of William Filan, Ltd. The current contract with this vendor was approved through the non-competitive procurement process, and this new contract is being sought through that process as well.

Mr. Filan performs state legislative consulting services on a year-round basis for the City of Chicago. This includes travel to Springfield for all legislative session days, monitoring of the legislative rulemaking committee, tracking state legislation, drafting state legislation, identifying issues or potentially harmful legislation, and attending legislative meetings, committee hearings, and conferences as needed. In addition, Mr. Filan maintains regular communication with state legislators, agencies, and other stakeholders, and works with the Springfield team on bill negotiations in both chambers of the General Assembly. Mr. Filan is integral in advancing the City's agenda at the state level and working with legislators to protect the interests of the City.

Mr. Filan's extensive experience in state legislative affairs and institutional knowledge of issues relevant to the City make him a uniquely qualified candidate for this role. Mr. Filan has almost 40 years of state government experience, both working as a legislative senior staff member and as a consultant. His deep knowledge and historic understanding of the issues at hand, as well as his network of relationships in Springfield are unmatched. His wealth of experience and relationships have proven pivotal to the City's work in Springfield, and as such, I would like to secure his services for the period provided in the contract.

The proposed contract provides for a one-year term with a one-year extension option, at an annually rate of \$92,000. I am requesting the new contract with Mr. Filan be effective December 29, 2020. I understand that this request is coming to the Board late, and that normal protocol is for several months advance notice prior to the desired contract start date.



CITY OF CHICAGO • OFFICE OF THE MAYOR



MAYOR LORI E. LIGHTFOOT

While it is not an excuse, this is the first time under this administration that such contracts have expired and required new contracts, and because the Mayor's Office does not regularly enter into contracts, there is not a dedicated contract management group or function in the office. As with any engagement, review of the contracts and the proposed renewal through the NCRB process was required. This, combined with a change in leadership in the Office of Intergovernmental Affairs during mid-2020, resulted in the tardiness of this request. We recognize that this is an issue, and we will take measures to ensure this does not occur again in the future as we evaluate these contracts and processes going forward. These state legislative consulting services are critical year-round given the scope and breadth of state legislative issues with a significant impact on the City, and they are especially critical during the winter and spring months when the legislature is in session and representation in Springfield is essential to protect the City's interests. We understand the additional work that our delay causes for your staff and we greatly appreciate your willingness to consider our request on an expedited schedule.

Thank you, and please do not hesitate to contact me with any questions or concerns.



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: December 16, 2020

Department Name: Office of the Mayor

Requisition No: 380315
Specification No: 1216670

PO No: _____
Modification No: _____

Contract Liaison: Yasmin Rivera

Telephone: 312-744-9991

Email: yasmin.rivera@cityofchicago.org

Project / Program Manager: Patrick Hall

Telephone: 312-744-2597

Email: PATRICK.HALL@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.

Yasmin Rivera
*Contract Liaison Signature

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

Project Title: Legislative Consulting Services

Project Description: Legislative Consultant Services in Springfield IL for the City of Chicago

Funding:

Corporate Bond Enterprise Grant Other:

IDOT/Transit IDOT/Highway FHWA FTA FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
	21	100	01	2005	0140				\$92,000

Check One:

New Contract Request

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

*Project / Program Manager Signature
Patrick Hall

*Commissioner/Authorized Designee 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): 1 - 12 months

Estimated Spend/Value: \$ 184,000

Grant Commitment / Expiration Date: n/a

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): _____

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): _____

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

Full Compliance Contract Specific Goals

No Stated Goals Waiver Request

Risk Management / EDS / IDOT

Insurance Requirements (included) Yes No

EDS Certification of Filing (included) Yes No

IDOT Concurrence (required) Yes No

Vendor Information

Name: William Filan

Contact: William Filan

Address: 1716 W. George St.

E-mail: wfilan1716@gmail.com

Phone: 312-420-6813

APPENDIX A

Submit to: Soo Choi, Commissioner, Department of Human Resources

REQUEST TO USE PERSONAL SERVICES CONTRACTOR

Requesting department: **Office of the Mayor** _____ Date: October 1, 2020

Contact person and phone number: Yasmin Rivera 312-744-9991

A. Please provide the following information (attach additional sheets if needed):

1. Name of the personal services contractor. William Filan
2. Explain why the contractor's services are necessary. The City requires the services of a consultant who possesses unique and extensive knowledge of the State Legislative process and the people that work within that process. That consultant will provide advice and key insight regarding all such matters and will further the City's interest in legislative initiatives taking place at the state level. Mr. Filan has extensive experience in many aspects of the State of Illinois legislative process having served in both state and city government and having cultivated relationships and established credibility with state legislators. His unique and specific expertise is highly valuable and useful in coordinating lobbying efforts in Springfield for the City of Chicago. The countless legislative committees and amendments that are offered daily require an individual with Mr. Filan's valuable expertise to protect the City's interests. Mr. Filan is uniquely qualified to represent the City's interests before state governmental bodies and to assist the city in forming strategies to influence the posture of state legislation, state regulations and other matters affecting the city during legislative sessions.
3. Describe the nature of the work to be performed. Consult with the City and its departments on various matters, including, but not limited to, policy matters and legislative strategy; Assists and advise the City in drafting, preparing, and presenting state legislation; Appear before state legislative committees representing the City's interest; Provide information and background on legislation impacting the City of Chicago; Provide training for City team members from his particular nuanced perspective as an introduction to the general state legislative process.
4. Explain how the personal services contractor will function as an independent contractor and not function as employee-like (for guidance, please refer to attached criteria). The contractor will not have an office at City Hall nor will he be supplied with equipment or support staff but will instead provide consulting services from his personal office, home, over the phone, and from Springfield. He will provide strategic counsel and guidance based upon his unique qualifications, employment history, and legislative perspective and relationships. With his decades of experience in Springfield, Mr. Filan will maintain a distinct role by

If you have any questions, please contact Christopher Owen, First Deputy, Department of Human Resources at 312-744-8395

APPENDIX A

providing critical guidance and strategic advice to employees during legislative session to aid them in completing their objectives. Mr. Filan will also assist in the training of the City's newer staff members on the state legislative process. He will also apply his skills and learned perspective in appearing before state legislative committees representing the City's interest. Mr. Filan is uniquely qualified to represent the City's interest before state governmental bodies and to assist the City in forming strategies to influence the posture of state legislation, state regulations or other matters affecting the City. Mr. Filan had been involved in legislative process for over 30 years and provides critical institutional knowledge, advice and direction to City officials and staff. He also has an in-depth understanding of how the budget process works. His relationship with key political leaders, as well as rank and file members, enhances the City's standing and provides direct access to decision makers. While in Springfield, the City team must work under incredible time constraints and deadlines. Having a consultant, such as Mr. Filan, is indispensable to provide a direct line to decision makers and senior staff to make quick progress on vital issues. The countless legislative committees and amendments that are offered daily require an individual with experience and unique expertise to protect the City's interests. Mr. Filan's legislative expertise, strategic advice and reputation are critical to the City's complex interests in Springfield.

5. Number of hours that the personal services contractor is expected to work per week: It varies from week to week. During a legislative session, hours of operations could mean working long days, meeting with state legislators, or sitting in committee meetings which could add up to 35 to 50 hours a week. During a non-legislative session, it could be 10 to 25 hours a week. Due to the sporadic schedule we have agreed to an annually rate of \$92,000 to be paid to the consultant after submission of a quarterly invoice summarizing the hours and activities for that quarter. When not providing services to the City during the term of the contract between Mr. Filan and the City, and not during a legislative session, Mr. Filan may choose to continue providing services to other consulting clients to the extent that he is able to fulfill his consulting duties for the City under the agreed upon terms of the contract.
6. Project(s) to which the personal services contractor will be assigned: Review, analyze and comment on state legislative proposals, state regulatory proposals or other matters which may have a bearing on City policy or programs given by City departments, City officials and City employees; Provide strategies to approach the Illinois General Assembly and its leaders as well as the Illinois Executive Branch and various state agencies on issues critical to the City; Appear before state legislative committees representing the City's interest; Provide training to our staff on the legislative process. By its very nature, the legislative process is fluid and changing, so the types and specific nature of the proposals and policies that Mr. Filan is asked to comment on may not be consistent. However, what will be consistent is that Mr. Filan will be autonomous in that he will control and direct

If you have any questions, please contact Christopher Owen, First Deputy, Department of Human Resources at 312-744-8395

APPENDIX A

the carrying out of his analysis, strategizing and trainings in his role as consultant for the City of Chicago on the state legislative process and the people that work within that process.

7. The duration of the assignment(s). 1 year term

<u>Fund #:</u>	<u>Dept. #</u>	<u>Org. #</u>	<u>Approp.:</u>	<u>Objcet:</u>
0100	001	2005	0140	220140

B. Please attach a copy of the contract.

.....
Department Head: _____

Date: _____

.....
DHR: _____

Approved

Not Approved

Date: _____

12/17/2020

OBM: _____

Approved

Not Approved

Date: _____

12/22/2020

If you have any questions, please contact Christopher Owen, First Deputy, Department of Human Resources at 312-744-8395

Scope of Services

William Filan, of William Filan, LTD, will perform legislative consulting services on a year-round basis for the City of Chicago. Services will include:

1. Travel to Springfield for all legislative session days (Spring, Fall, and any special session days announced).
2. Monitoring of the legislative rulemaking committee.
3. Attendance at meetings and conferences as needed.
4. Tracking state legislation and spotting issues of concern for the City on a daily basis.
5. Advancing the City's agenda at the state level, while also working closely with legislators to protect the interest of the City on potentially harmful legislation.
6. Relationship building will be a critical to his function, as planning and attending legislative events and meetings will be a large part of his role.
7. Working directly with the City's Springfield team on bill.
8. Attending legislative committee hearings in Springfield and Chicago.
9. Drafting legislation for the City as well as amendments for legislation offending the City.
10. Conducting research to ensure the most optimal outcomes of the legislation proposed by City departments and other entities.
11. Consulting with other policymaking entities on legislative strategy.
12. Assisting in the passage of legislation needed by the City's departments and the Mayor's Office.
13. Providing intel to the City from other entities and lobbyist about state government and legislation.
14. Maintaining open lines of communication with the City and its legislative team.
15. Assisting in any state government or legislative affairs related tasks, programs, events, and projects as needed.



Patrick Hall
Intergovernmental Affairs
Office of the Mayor

Schedule of Compensation

Consultant shall perform services under the Contract at a quarterly rate of \$30,000 for the first two quarters of the Contract year and \$16,000 for the last two quarters of the Contract year. Maximum compensation shall not exceed \$92,000.00 for the base contract term.

WILLIAM FILAN

1716 West George Street
Chicago, Illinois 60657
(312)420-6813
Email: wfilan1716@gmail.com

September 30, 2020

Mr. Manny Perez
Director
Mayor's Office of Intergovernmental Affairs
City of Chicago
121 N. LaSalle Street, Room 406
Chicago, IL 60602

Re: MBE/WBE Waiver

Dear Mr. Perez:

I am writing to you concerning my proposed Legislative Consulting Contract with the Mayor's Office of Intergovernmental Affairs. Besides my wife Kimberly I am a sole proprietor with no other employees. I do not have any stated goals for any MBE/WBE participation and, therefore, am requesting a waiver.

Please call if you have any questions or need additional information. Thank you for your assistance in this matter.

Sincerely,

William Filan

William Filan



CITY OF CHICAGO • OFFICE OF THE MAYOR



MAYOR LORI E. LIGHTFOOT

To: Shannon Andrews
Chief Procurement Officer
Department of Procurement Services

From: Manuel Perez *M.P.*
Office of the Mayor
Intergovernmental Affairs

Date: December 16, 2020

Re: MBE/WBE Goals – William Filan

This memorandum is to confirm our office's concurrence with the request from William Filan ("Consultant"), in connection with the proposed contract for Legislative Consulting Services, that there be no stated MBE/WBE participation goals for the contract, for the reasons stated in Consultant's request letter.

Thank you, and please do not hesitate to contact me with any questions or concerns.

WILLIAM FILAN

1716 West George Street
Chicago, Illinois 60657
(312)420-6813
Email: wfilan1716@gmail.com

September 30, 2020

Mr. Manny Perez
Director
Mayor's Office of Intergovernmental Affairs
City of Chicago
121 N. La Salle Street, Room 406
Chicago, IL 60602

Re: Salary

Dear Mr. Perez:

I am requesting that my rate for my contract beginning on December 28, 2020 stay at \$92,000 per year to be paid quarterly.

Thank you.

Sincerely,

William Filan

William Filan

WILLIAM FILAN

1716 West George Street
Chicago, Illinois 60657
(312)420-6813
Email: wfilan1716@gmail.com

September 30, 2020

Mr. Manny Perez
Director
Mayor's Office of Intergovernmental Affairs
City of Chicago
121 N. LaSalle Street, Room 406
Chicago, IL 60602

Dear Mr. Perez:

I have been involved in the legislative process for close to 40 years and have worked with the City of Chicago on many of their issues for over 25 years. I am a problem solver that provides valuable institutional knowledge, advice and direction to your excellent staff and city departments. I assist in the reviewing of over 4,000 bills that are introduced in any given session, and then follow many of these bills throughout the legislative session. I have established relationships with my peers, members of the General Assembly, the legislative staff and the executives who run the various departments within the Executive Branch under the Governor.

Some of the issues that confront us in Springfield range from transportation, public safety and pension stability to protecting our water, airports and home rule powers.

I have extensive knowledge on the various public policy issues confronting the City of Chicago. I believe my strategic advice and legislative expertise are invaluable to your team during a legislative session that moves and changes quickly. I understand the budget process and the rules that run the legislative process in both the Senate and the House.

It will be important to have folks with the experience and institutional knowledge of past sessions when discussing issues and strategies as we approach the new legislative session following the November election.

In the past, I have worked with your team to prevent laws from being passed that would be detrimental to the City. I have also worked closely with your team to make sure Chicago gets its fair

share of state revenue. My strengths lie in constantly reviewing strategies and tactics for new and creative ways to help achieve your goals. I am aggressive, tenacious and very resourceful with ideas to protect the City's interests in Springfield.

Besides stopping legislation detrimental to the City, we were successful in getting a Chicago casino license which will provide much needed dollars to our pension systems. We also made sure we were included fairly in the \$40B State capital bill as well as rewriting the education formula which provided new dollars to our schools.

As we all know, passing and defeating a law can be very cumbersome. Legislators do not have the time to be experts in every issue and cannot possibly keep up with the daily process of both the Senate and House. The countless legislative committees and amendments that are offered on a daily basis requires someone with the institutional knowledge to help protect the City's interests. I believe that my professional experience and demonstrated talents in both the administrative and legislative areas, combined with my strategic advice, would continue to be a worthwhile endeavor. Once again, I look forward to the opportunity to work with your team.

Yours very truly,

William Filan

William Filan

WILLIAM FILAN

1716 West George Street
Chicago, Illinois 60657
(312)420-6813
Email: wfilan1716@gmail.com

MEMORANDUM

TO: Manny Perez
Mayor's Office
121 North LaSalle St., Room 406
Chicago, IL 60602

FROM: William Filan

DATE: September 30, 2020

RE: Consulting Contract Beginning December 28, 2020
Insurance Waiver Contract

My contract with the City calls for me to have Commercial General Liability Insurance, Automobile Liability, and Professional Liability. Since I am a sole proprietorship and work by myself, I am asking that you consider a waiver for the Professional Liability (Item 4) since my Business General Liability Insurance amount is \$4,000,000 and would be sufficient to cover both items.

This action would save me \$2,327.00 per year in insurance coverage which I believe is not needed based on my duties as a contract lobbyist for the City. Please review my contract and consider waiving Item No. 4 since Item No. 2 covers my role representing the City sufficiently.

Thank you for extending the waiver on the contract that is being renewed.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/02/2020

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
MESIROW INS SERVICES INC/BBT/PHS
83551324
The Hartford Business Service Center
3600 Wiseman Blvd
San Antonio, TX 78251

CONTACT
NAME:
PHONE: (866) 467-8730
(A/C, No, Ext):
FAX: (888) 443-6112
(A/C, No):

E-MAIL
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC#

INSURED
WILLIAM FILAN
1716 W GEORGE ST
CHICAGO IL 60657-6874

INSURER A : Hartford Casualty Insurance Company

29424

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

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	ADDE INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability	X	X	83 SBA LP3997	04/28/2020	04/28/2021	EACH OCCURRENCE	\$2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$300,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input checked="" type="checkbox"/> LOC OTHER:						MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$4,000,000
							PRODUCTS - COMP/OP AGG	\$4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			83 SBA LP3997	04/28/2020	04/28/2021	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE	
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	
							E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	EMPLOYMENT PRACTICES LIABILITY			83 SBA LP3997	04/28/2020	04/28/2021	Each Claim Limit	\$5,000
							Aggregate Limit	\$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Please see Additional Remarks Schedule Acord Form 101 attached.

CERTIFICATE HOLDER

City of Chicago
Procurement Department
121 N LA SALLE ST RM 806
CHICAGO IL 60602-1240

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

Suzanne Castaneda

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CERTIFICATE OF FILING FOR
CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 155731

Certificate Printed on: 09/23/2020

Date of This Filing: 09/23/2020 02:58 PM

Original Filing Date: 09/23/2020 02:58 PM

Disclosing Party: WILLIAM FILAN

Filed by: Mr. WILLIAM M FILAN

Title: OWNER

Matter: Representing the City of Chicago
before the Illinois General Assembly and State
of Illinois!

Applicant: WILLIAM FILAN

Specification #:

Contract #:

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.

Yasmin Rivera

From: Yasmin Rivera
Sent: Tuesday, September 22, 2020 5:31 PM
To: william filan (wfilan1716@gmail.com)
Cc: Samantha Fields; Manuel Perez
Subject: New Contract Documents
Attachments: GeneralContract.termsandconditions.ProServTCs041718.pdf

Importance: High

Good Evening Mr. Filan,

I hope this email finds you well. As you know your current contract is due to expire on December 28, 2020, our office would like to start the process on our new contract request, please provide the following by **close of business Friday September 25, 2020**.

- New Memo regarding your unique and exclusive services - addressed to Samantha Fields
- New Memo regarding your request for the waiver on the M/WBE compliance plan - addressed to Shannon E. Andrews, Chief Procurement Officer – Department of Procurement Services
- New Memo/quote with rate and how you would like to get paid, ex. Monthly, quarterly etc.
- Copies of your up to date insurance policies
- Online Economic Disclosure Statement filing certification – leave the contract number blank this would be a new request

https://www.chicago.gov/city/en/depts/dps/provdrs/comp/svcs/economic_disclosurestatementseds.html

Attach for your records and review is a copy of the city's general contract terms and conditions.

These are all requirements and part of the application process in order to meet with the Non-Competitive Review Board, if you have any questions or need more time to gather your information, please don't hesitate to contact me.

Thank you,
Yasmin Rivera
City of Chicago
Office of the Mayor
312-744-9991