



**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 027	Originator Name John Arvetis	Telephone 312-745-3280	Date 7/28/2016	Signature of Application Author x <i>John Arvetis</i>
Contract Liaison Steven Sakai	Email Contract Liaison steven.sakai@cityofchicago.org	Telephone 312-744-2894		

List Name of NCRB Attendees/Department John Arvetis Teri Davis/Finance Steve Sakai/Finance
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Request NCRB review be conducted for the product(s) and/or service(s) described herein.

Company: **GMS Consulting Inc.**

Contact Person: Margaret Goldstein	Phone: 773-320-3312	Email: msgoldstein100@yahoo.com
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Project Description: Implementation of automated time and attendance at Fire and Police departments

This is a request for:

New Contract **Amendment / Modification**

Contract Type **Type of Modification**

Blanket Agreement Term: ____ (# of mo) **Time Extension** **Vendor Limit Increase** **Scope Change**

Standard Agreement Contract Number: ____

Specification Number: ____

Modification Number: ____

Department Request Approval <i>[Signature]</i> DEPARTMENT HEAD OR DESIGNEE ERIN KEANE PRINT NAME	Recommended Approval <i>[Signature]</i> BOARD CHAIRPERSON Rich Butler PRINT NAME
8/9/16 DATE	11-29-16 DATE

(FOR NCRB USE ONLY)

Recommend Approval/Date: 11-29-16

Return to Department/Date: _____

Rejected/Date: _____

Approved **Rejected**

[Signature]
CHIEF PROCUREMENT OFFICER

11/29/16
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

<input checked="" type="checkbox"/> PROCUREMENT HISTORY
This is a continuation of automated timekeeping implementation. GMS was instrumental in implementation in civilian departments, and is being reengaged to implement automated time and attendance at Fire and Police. (Continued)
<input checked="" type="checkbox"/> ESTIMATED COST
\$594,000. (Continued)
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS
Press release has been published that we will complete automated payroll implementation by winter 2017. This necessitates hiring a consultant that has previous knowledge of our system as soon as possible. (Continued)
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY
GMS has performed these same services previously, and have knowledge of our system that no other vendor has. (Continued)
<input checked="" type="checkbox"/> OTHER
No MBE required. GMS is 100% WBE certified.

PROCUREMENT HISTORY

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

Currently, the Chicago Police Department (CPD) and Chicago Fire Department (CFD) manage their personnel's time and attendance (and payroll data) via systems that are not the same as all other City of Chicago Departments. The City has contemplated enrolling the Fire and Police Department in its automated time and attendance system (CATA), for many years. The Office of Budget and Management (OBM) has recently made a public announcement that CPD and CFD shall conform to the City's CATA system, beginning this year (2016).

In the interest of minimizing the risk of executing a successful transition of the CPD and CFD personnel data, DoIT and Finance require the unique expertise that can only be provided by *GMS Consulting, Inc.* (GMS). GMS. would be able to fill the need of a CATA-experienced Project Manager role, uniquely qualified to manage and oversee the implementation, testing, training, and "go-live" phases of this critical and sensitive and very complex project, essentially replicating what they had already done for all other City Departments.

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

GMS provided these services during the City's initial department-wide payroll automation ten years ago (2006).

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

No attempts were made.

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.

None.

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

This is a one-time request.

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

This is a one-time request; future procurements will not be necessary after CPD and CFD time and attendance (and payroll data) is completely transitioned over into the CATA system.

ESTIMATED COST

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

Multiple awards are not contemplated. This will be funded by the Department of Finance (DOF), CPD, and CFD, through OBM

2. What is the estimated cost by fiscal year?

\$198,000 for project management and administration if two resources worked fulltime hours for the entire year.

Due to the normal ebb and flow of these types of projects, full time hours are not likely for the entire year. (We may be able to assign duties to City resources instead of through GMS's resources, if feasible, and thereby save additional costs.)

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.).

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Cost estimates are based on negotiations with the GMS.

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.

The City has already invested time and money in developing and implementing our current time and attendance and payroll systems, namely, building out a data center and training center, installing over 600 telephone lines at 500 City facilities, site preparation and installation of over 800 badge/biometric card/hand-readers, acquisition and installation management for over 300 department PCs and printers. Although the work described here would not be "duplicated" in the event "another source" other than GMS were to be considered, the entire learning curve would have to be duplicated in order for another source other than GMS to understand the City's current time-and-attendance and payroll systems that have been integrated throughout all City Departments already.

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

Selecting GMS will provide a significant cost savings to the City. The unique (and fortunate) benefit to the City, is GMS's past experience and intimate working knowledge of the City's CATA system. Additionally, GMS is familiar with CPD and CFD policies and procedures. These attributes translate into efficiencies that no other entity can provide, and such efficiencies translate into considerable time and money savings to the City.

5. Explain what negotiation of price has occurred or will occur.

The DOF has negotiated preliminary pricing with GMS, for the Scope and term as described (attached by reference). Barring any unforeseen changes, the negotiated pricing is considered to be very firm, so no further price changes are anticipated at this time.

Detail why the estimated cost is deemed reasonable.

Comparing other Project Manager salaries in the Chicagoland area, the hourly rate offered to us from GMS is deemed to be very reasonable.

SCHEDULE REQUIREMENTS

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

The schedule is very high-level and preliminary at this point. Scheduling is contingent upon many factors including CPD and CFD response, DoIT resources, etc., therefore, specific dates, such as official "kick off" date are not yet known.

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

No.

**If so, why is the proposed Contractor the only person or firm able to perform under these circumstances?
Why are the drawings and specifications lacking?**

Does not apply.

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

Does not apply.

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.

GMS – specifically Margaret Goldstein of GMS – is the only qualified individual able to provide past project management experience involving the successful implementation of the City's current CATA system. Ms. Goldstein's institutional knowledge of the City's unique CATA system qualifies her firm as being able to complete the CPD and CFD CATA-transition implementation project far sooner than any other vendor, likely having the least amount of assumptions, and the least amount of risk of failure to the City.

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

A firm completion date has not been targeted yet, however, the City does expect a speedy implementation of automated time and attendance for CPD and CFD personnel, and full integration into the CATA system.

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

Competitive bidding would have significant impact on the project timeline. If an RFP process were to be implemented, the project could be delayed by two years, or more, at the risk of losing GMS's expertise and availability

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.

GMS, specifically Margaret Goldstein, is an IT Project Manager. She has already flawlessly lead the City to its current automated time and attendance implementation for civilian City employees.

Attach a copy of the cost proposal, scope of services, and Temporary Consulting Services Form.

Scope and Compensation Schedule are attached by reference.

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

Margaret Goldstein is the founder and owner of GMS. Ms. Goldstein was intimately involved in automated time and attendance implementation for civilian City employees, and will be similarly involved for this implementation.

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?

GMS performed the same type of implementation for Finance in implementing automated time and attendance for civilian City employees.

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?

Not applicable.

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?

GMS has extensive institutional knowledge of the City's current time and attendance system. Such knowledge transfer to another vendor would be expensive, time consuming, and would waste the City resources necessary to bring them up to speed on our system.

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?

We will not be procuring products or equipment from GMS. Any time-and-attendance related equipment, and installation of such equipment, would be provided by the City under separate contracts.

If so, provide detailed explanation?

Does not apply.

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

No.

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.

Does not apply.

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.**

GMS is a City certified WBE in the computer IT industry. Contract specific goals of 100% WBE and zero percent MBE is being requested. Since the nature of this project does not require outside subcontractors to perform the Scope of Services contemplated herein, it is considered to not be reasonably practical to require GMS to seek either direct or indirect MBE/WBE participation.

OTHER

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

Attached is an Appendix Q – Request to Use Persona Services Contractor 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 form will be presented to the Chief Procurement Officer recommending approval.

September 19, 2014

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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.

Project Checklist

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:
August 5, 2016

Department Name:
Finance

Requisition No: 123614 **Specification No:** 60674

PO No: **Modification No:**

Contract Liaison:
Teri Davis

Telephone:
4-9080

Email:
Teri.Davis@cityofchicago.org

Project / Program Manager:
John Arvetis

Telephone:
5-3280

Email:
John.ArvetisII@cityofchicago.org

Check One:
 New Contract Request

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

For blanket agreements, original or lead department must consult with other potential departments who may want to participate on 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 Department Head and OBM; 3) **ITGB:** IT project valued at \$100,000.00 or more, attach approval transmittal sheet.

***Contract Liaison Signature**
T.D.

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

Project Title:
Chicago Police Department and Chicago Fire Department Automated Time and Attendance Implementation.

Project Description:
GMS Consulting, Inc.

Funding:

Corporate Bond Enterprise Grant Other:

IDOT/Transit IDOT/Highway FHWA FTA FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
	016	0100	027	2015	0140	220140			\$594,000.00

***Project / Program Manager Signature**
John Arvetis

***Commissioner/Authorized Designee Signature**
Gumleem

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)

Purchase Order Information:

Contract Term (No. of Months): 36

Extension Options (Rate of Recurrence): 24

Estimated Spend/Value: \$ 594,000.00

Grant Commitment / Expiration Date:

Procurement Method:

Bid RFP RFQ RFI
 Small Order

Pre-Bid/Submittal Conference: Yes No

Mandatory Site Visit

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): _____

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

Vendor Info:

Name: GMS Consulting, Inc.

Contact: Margaret S. Goldstein

Address: 935 E. 49TH ST. CHICAGO, ILLINOIS 60615

E-mail: MSGOLDSTEIN100@GMAIL.COM

Phone: 773-320-3312

Risk Management / EDS

Insurance Requirements (included) Yes No

EDS Certification of Filing (included) Yes No

Scope of Services Fire and Police Automated Time and Attendance Automation

1. The consultant will be responsible for project management and related activities to implement automated time and attendance in the Chicago Fire and Police departments. The consultant will confer with City personnel on the current status of the Chicago Automated Time and Attendance (CATA) System, relevant related CPD Systems such as CLEAR, and Human Resources Systems such as CHIPPS. The consultant will develop a more specific project plan and timeline and to identify possible issues, resources required, project milestones, and potential roadblocks.
2. The consultant will work with City personnel to implement Automated Time and Attendance in all of CFD and CPD, to the extent possible based on work rules and the security of Police personnel.
3. The consultant will work with City personnel to identify and implement any interim projects found to be necessary to the ultimate project goal of Automated Time and Attendance, including but not limited to additional software development (either by City staff or external vendors), training and help desk curriculum development and documentation, administration of training activities, and change management activities such as employee information materials, management and employee presentations, and meetings with middle-management staff.

John Arvetis 8/31/2016



DEPARTMENT OF FINANCE
CITY OF CHICAGO

August 9, 2016

To: Jamie L. Rhee
Chief Procurement Officer

Attention: Richard Butler
Non-Competitive Review Board (NCRB), Chairman

From: 
Erin Keane
City Comptroller

Subject: Chicago Police Department and Chicago Fire Department Automated Time and Attendance Implementation.

Source Req. 123614 Specification. 60674
Estimated Cost to City: \$594,000 (DUR) for a 3 year engagement
Contract Period Requested: 3 years, plus two 1 year extension options.

Dear Jamie:

Currently, the Chicago Police Department (CPD) and Chicago Fire Department (CFD) manage personnel time and attendance (and payroll data) via systems that are not the same system used by all other City of Chicago Departments – the automated time and attendance system (CATA). The City has contemplated enrolling both the CPD and CFD into CATA for many years. The Office of Budget and Management (OBM) has recently made a public announcement that CPD and CFD shall conform to the City's CATA system, beginning this year.

In order to minimize risk during the transition of the CPD and CFD personnel data from its current state into CATA, the Department of Information Technology (DoIT) and the Department of Finance (DOF) both require the unique expertise that can only be provided by *GMS Consulting, Inc.* (GMS). GMS is needed in the CATA Project Manager role because they are uniquely qualified to manage and oversee the implementation, testing, training, and "go-live" phases of this critical, sensitive and very complex project, essentially replicating what they had already done for all other City Departments during their transition into CATA.

GMS had provided the transition to CATA services during the City's initial civilian payroll automation ten years ago under PO# 15820. Selecting GMS will provide a significant cost savings to the City. The unique and fortunate benefit to the City is GMS's past experience and intimate working knowledge of the City's CATA system. Additionally, GMS has the unique benefit of being knowledgeable on both CPD and CFD personnel policies and procedures related to the CATA transition. These attributes translate into efficiencies that no other entity can provide, and such efficiencies translate into considerable risk reduction, learning curve reduction, and time and money savings to the City.

In terms of MBE/WBE considerations, GMS is currently certified by the City as a Woman Business Enterprise (WBE) in the Information Technology category, providing Computer Programming, Computer Operator Training, and Management Consulting Services, and shall perform 100% of the required work required for this engagement. Therefore, DOF is requesting contract specific goals for this contract to be 100% WBE participation and zero percent MBE participation. No additional goals with respect to MBE participation are considered to be practical since the nature of this project will not require GMS to seek any additional outside subcontractors to perform work for the Scope of Services contemplated herein. Since the normal business practice to be carried out by GMS for this type of engagement requires no subcontracting on a direct compliance basis (as stated in GMS's letter, attached), DOF considers it reasonable to not require GMS to seek either direct or indirect MBE participation.

Attached, in support of this request, are the following:

- Source Requisition (attached by reference)
- Department of Procurement Services' Project Checklist
- Non-Competitive Procurement Justification write-up
- Scope of Services and Compensation Schedule
- Letter of Qualifications from GMS
- WBE Certification Letter and C2 printout
- Appendix A – Request to Use Personal Services Contractor
- Insurance Requirements
- Insurance Certificate
- EDS Certificate of Completion printout

John Arvetis, Deputy Comptroller over Payroll Systems and Operations, , will attend the NCRB meeting scheduled for September 12, 2016, as well as Steve Sakai and Teri Davis. Please contact Teri Davis, at 744-9080, for any contract processing matters.

Attachments

EK:td

cc: Carol Hamburger – Department of Finance
John Arvetis – Department of Finance
Mark Galvan – Department of Finance
Steve Sakai – Department of Finance
Teri Davis – Department of Finance

GMS CONSULTING, INC.

Project Administrator

The Project Administrator provides administrative support which leverages the efficiency of the Project Manager. The Project Administrator is responsible for regular maintenance of the project plan, and maintenance and updating of a project website or other media communications (if appropriate). The Project Administrator also assists in several key, but more routine tasks such as meeting scheduling and notifications, data collection, consolidation, and recording, and as a backup contact for project participant communications when the Project Manager is unavailable. This administrative role is to facilitate efficient task completion and help all participants stay apprised of the project progress.

Responsibilities

- Assists the Project Manager in setting up and managing support functions covering planning, tracking, reporting, quality management and internal communications.
- Assists the Project Manager in producing consolidated reporting to the City, including milestones, key issues, risks, benefits, and summary of costs incurred.
- Works with the Project Manager to implement the standards, tools and procedures for use on the project, including issue, risk, change and information management.
- Manages the project library of resource and working documents.
- Reviews project activities for compliance with procedures and standards.
- Manages the support and provision of project tools and equipment.
- Assists with the production of user documentation.
- Assists with quality assurance.
- Assists with testing.

Skills Required

A Project Administrator will have knowledge of project management concepts and experience with at least one automated project management tool to help manage and report on project tasks from concept through project completion. Tasks include regular updating of weekly and monthly reports, progress on project schedules, collection of project documents and deliverables, and contract requisitions and changes, if required.

The Project Administrator will have sufficient knowledge of automated systems to set up and manage a central document repository for external documentation and documents created within the project.

The Project Administrator will have excellent written and verbal skills in order to assist the Project Manager in facilitating internal project communications, organizing meetings between project participants, reviewing and testing user training materials, and developing schedules for testing and training.

It is understood that if the City can dedicate a City employee to provide the requirements and perform the responsibilities of the Project Administrator, then it will not be necessary for GMS Consulting, Inc. to hire a Project Administrator.

GMS CONSULTING, INC.

Project Manager

As Project Manager, Margaret Goldstein would be responsible for developing, in conjunction with the City of Chicago, the specifics of the project scope and timeline, i.e., planning the project. Some key planning duties include:

- Define and clarify project scope
- Develop the project plan
- Develop the project schedule
- Develop policies and procedures to support the achievement of the project objectives

The Project Manager ensures that the project is delivered on time, to budget and to the required quality standards (within agreed specifications). The Project Manager ensures the project is effectively resourced and manages relationships with a wide range of groups, including Police and Fire management and staff that may be requested to support the project. The Project Manager is also responsible for managing the work of a project administrator, if engaged, allocating and utilizing resources in an efficient manner and maintaining a co-operative, motivated and successful team.

Responsibilities

- Managing and leading the project team.
- Managing co-ordination of the partners and working groups engaged in project work.
- Detailed project planning and control including:
 - Developing and maintaining a detailed project plan.
 - Managing project deliverables in line with the project plan.
 - Recording and managing project issues and escalating where necessary.
- Resolving cross-functional issues at project level.
- Managing project scope and change control and escalating issues where necessary.
- Monitoring project progress and performance.
- Managing project training within the defined budget.
- Managing project evaluation and dissemination activities.
- Working closely with users to ensure the project meets business needs.
- Definition and management of the user acceptance testing program.
- Identifying user training needs and devising and managing user training programs.
- Providing status reports/progress updates to the City.

GMS CONSULTING, INC.

Compensation Schedule (REVISION-4.1) Chicago Police Department and Fire Department Automated Time and Attendance Implementations

Services of Margaret S. Goldstein as

Project Manager/Consultant

Project Year One	35 hrs/week x 48 weeks = 1,680 hours @ \$100/hr	\$168,000
Project Year Two	35 hrs/week x 48 weeks = 1,680 hours @ \$100/hr	\$168,000
Project Year Three	35 hrs/week x 48 weeks = 1,680 hours @ \$100/hr	\$168,000
Project Year Four	35 hrs/week x 48 weeks = 1,680 hours @ \$100/hr	\$168,000
Project Year Five	35 hrs/week x 48 weeks = 1,680 hours @ \$100/hr	<u>\$168,000</u>

FIVE YEAR TOTAL FOR PROJECT MANAGER/CONSULTANT **\$840,000**

Services of

Project Administrator (TBD)

Project Year One	25 hrs/week x 24 weeks (6 months) = 600 hours @ \$50/hr	\$30,000
Project Year Two	25 hrs/week x 24 weeks (6 months) = 600 hours @ \$50/hr	\$30,000
Project Year Three	25 hrs/week x 24 weeks (6 months) = 600 hours @ \$50/hr	\$30,000
Project Year Four	25 hrs/week x 24 weeks (6 months) = 600 hours @ \$50/hr	\$30,000
Project Year Five	25 hrs/week x 24 weeks (6 months) = 600 hours @ \$50/hr	<u>\$30,000</u>

FIVE YEAR TOTAL FOR PROJECT ADMINISTRATOR (TBD) **\$150,000**

FIVE YEAR LABOR TOTAL **\$990,000**

Fire and Police Automated Time and Attendance Compensation Schedule

GMS Consulting to provide:

1 Project Manager at \$100/hr billed monthly

Maximum yearly hours of 1,680 (35 hours per week X 48 weeks)

Maximum yearly cost of \$168,000

1 Project Administrator at \$50/hr billed monthly

Maximum yearly hours of 600 (25 hours per week X 24 weeks)

Maximum yearly cost of \$30,000

Year 1 Maximum labor total \$198,000

Year 2 Maximum labor total \$198,000

Year 3 Maximum labor total \$198,000

Year 4 Maximum labor total \$198,000

Year 5 Maximum labor total \$198,000

Five year maximum labor total \$990,000

John Avetta 8/3/2016

GMS CONSULTING, INC.

September 15, 2016

Jamie L. Rhee
Chief Procurement Officer
Department of Procurement Services
121 North La Salle Street – Suite 806
Chicago, IL 60602

RE: Qualifications of Margaret S. Goldstein,
President, GMS Consulting, Inc. as
Project Manager, Automated Time and Attendance Implementations

Dear Ms. Rhee,

Thank you for this opportunity to provide Project Management/Consulting services as the City extends automated time and attendance to the Chicago Fire and Police Departments. GMS Consulting provides unique and exclusive capability in executing this project. As president and chief consultant of GMS, I was the Project Manager/Consultant overseeing all phases of the implementation of the original CATA System, starting in 1994 through its successful interface to the Oracle Payroll System (CHIPPS). This included in-depth research with CPD professionals to understand their time-keeping needs and constraints. No other vendor of project management services has such extensive past experience with both City timekeeping and specific knowledge of the Police Department organization and issues. As such, I am also uniquely aware of potential hazards that will need to be dealt with thoughtfully, such as the CPD Directives for earning court related overtime, the complexities of calculating public safety Fair Labor Standards Act overtime and compensatory time, and the internal processes required to roll out any new system that would be used by all 12,000+ sworn officers. No other vendor of either "off-the-shelf" or customizable time and attendance software has this Chicago Police Department specific knowledge. Nor can any other provider of general project management services provide this same level of subject matter expertise as it pertains to CPD time-keeping.

Moreover, I conducted similar research with the Chicago Fire Department, working together with CFD personnel to understand their unique needs pertaining to time and attendance. Because fire stations are staffed 24-hours a day, 7-days a week with individual shifts lasting several days at a stretch, their scheduling/time-keeping requirements are distinct from those of all other employees in the City. And because fires and medical emergencies do not obey any set schedules, it is crucial to understand how any automated time and attendance system would handle both the CFD's unique scheduling and (often extreme) operational requirements. In addition, in 1998-1999 I worked with TriData Corporation of Arlington, Virginia, in a CFD management study which reviewed the status of the department's entire set of information systems. (The CFD lead contact for the study was Michael Callahan, Battalion Chief.) In fact, I personally conducted most of the on-site research and wrote the draft study of the final TriData report to CFD. This combination of knowledge of CFD operations and information technology systems also makes me uniquely qualified to address the CFD automated time and attendance implementation.

935 N. 49TH ST. • CHICAGO, ILLINOIS • 60615
PHONE: 773-320-3312
EMAIL: MSGOLDSTEIN100@GMAIL.COM



CERTIFICATE OF FILING FOR
CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 86880

Date of This Filing:06/12/2016 06:54 PM

Certificate Printed on: 06/12/2016

Original Filing Date:06/12/2016 06:54 PM

Disclosing Party: GMS Consulting, Inc.

Title:President

Filed by: Ms. Margaret S Goldstein

Matter: Project Management and Consulting
Services for CPD Automated Time and
Attendance

Applicant: GMS Consulting, Inc.

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 <https://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.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: TOM

DATE (MM/DD/YYYY)

06/30/2016

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 TGM Insurance Agency 314 W. Walnut Street St. Charles, IL 60174 Thomas G. Mollenhauer	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
E-MAIL ADDRESS:			
PRODUCER CUSTOMER ID #: GMSCO-1			
INSURED GMS Consulting, Inc. Margaret Goldstein 935 E. 49th Street Chicago, IL 60615	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : CNA Insurance Company		20443
	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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		B3011033458	04/01/2016	04/01/2017	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY	X		B402222851	04/01/2016	04/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person) \$
				B402222851			BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (PER ACCIDENT) \$
							\$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC42222270	04/01/2016	04/01/2017	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Technology E & O			TEO-6016621245	05/04/2015	05/04/2017	2,000,000

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

The City of Chicago is additional insured on the General Liability and Auto Liability.

CERTIFICATE HOLDER**CANCELLATION**

CITYCHI City of Chicago Department of Procurement Services 121 N.LaSalle St., Room 806 Chicago, IL 60602	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 Thomas G. Mollenhauer
---	---

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ACORD 25 (2009/09)

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INSURANCE REQUIREMENTS -- REVISED
Department of Finance for
Chicago Police and Fire Departments
Automated Time and Attendance Implementation

GMS Consulting, Inc.

Consultant must provide and maintain at Consultant's own expense during the term of the Contract and time period following expiration if Consultant is required to return and perform any additional work or Services under the Contract, the insurance coverage and requirements specified below, insuring all operations related to the Contract.

A. INSURANCE TO BE PROVIDED

1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law, covering all employees who are to provide a service under this Contract and Employers Liability coverage with limits of not less than \$500,000 each accident, illness or disease.

2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insured, defense and contractual liability (not to include Endorsement CG 21 39 or equivalent).

The City of Chicago is to be named as an additional insured under the Consultant's and any subcontractor's policy. Such additional insured coverage shall be provided on ISO Endorsement Form CG 20 10 for ongoing operations or on a similar additional insured form acceptable to the City, The additional insured coverage shall not have any limiting endorsements or language under the policy such as, but not limited to Consultant's or subcontractor's sole negligence or the additional insured's vicarious liability. Consultant's liability insurance shall be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City. Consultant must ensure the City is an additional insured on insurance required from subcontractors.

Subcontractor' performing work or Services for the Consultant must maintain limits of not less than \$1,000,000 with the same terms herein.

3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, Consultant must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage. The City of Chicago is to be named as an additional insured on a primary, non-contributory basis.

4) Error & Omissions/Professional Liability

When any web/cyber professionals, project/program managers/administrators, training professionals or other professional consultants perform work or services in connection with this Contract, Professional Liability Insurance (including covering acts, errors or omissions must be maintained with limits of not less than \$2,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with or precede start of work on the Contract. A claims-made policy which is not renewed or replaced must have an extended reporting period of three (2) years.

Subcontractors performing professional Services for the Consultant must maintain limits of not less than \$1,000,000 with the same terms herein.

5) Property

Consultant is responsible for all loss or damage City property at full replacement cost including but not limited to City systems/equipment, materials or supplies that result from this Contract.

Consultant is responsible for all loss or damage to personal property (including but not limited to materials, equipments, tools and supplies), owned, rented or used by Consultant.

B. ADDITIONAL REQUIREMENTS

Consultant must furnish the City of Chicago, Department of Procurement Services, City Hall, Room 806, 121 North La Salle Street, Chicago, IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverage have an expiration or renewal date occurring during the term of this Contract. Consultant must submit evidence of insurance on the City of Chicago Insurance Certificate Form (copy attached as Exhibit-) or equivalent prior to execution of Contract. The receipt of any certificate does not agreement by the City that the insurance requirements in the Contract have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of Contract. The failure of the City to obtain certificates or other insurance evidence from Consultant is not a waiver by the City of any requirements for the Consultant to obtain and maintain the specified coverage. Consultant must advise all insurers of the Contract provisions regarding insurance. Non-conforming insurance does not relieve Consultant of the obligation to provide insurance as specified in this Contract. Non-fulfillment of the insurance conditions may constitute a violation of the Contract, and the City retains the right to stop work until proper evidence of insurance is provided, or the Contract may be terminated.

The Consultant must provide for 60 days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed.

Any deductibles or self-insured retentions on referenced insurance coverage must be borne by Consultant.

The Consultant hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents, or representatives.

The coverage and limits furnished by Consultant in no way limit the Consultant's liabilities and responsibilities specified within the Contract or by law.

Any insurance or self-insurance programs maintained by the City of Chicago do not contribute with insurance provided by Consultant under this Contract.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Contract or any limitation placed on the indemnity in this Contract given as a matter of law.

If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant, Any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to the City.

If Consultant is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

Consultant must require all Subcontractors to provide the insurance required in this Contract, or Consultant may provide the coverage for Subcontractors. All Subcontractors are subject to the same insurance requirements of Consultant unless otherwise specified in this Contract. Consultant must ensure that the City is an additional insured on insurance required from subcontractors.

If Consultant or Subcontractors desire additional coverage, the party desiring the additional coverage is responsible for the acquisition and cost.

Notwithstanding any provision in the Contract to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.



DEPARTMENT OF PROCUREMENT SERVICES
CITY OF CHICAGO

WBE GOAL REPLY MEMORANDUM

TO: Erin Keane
City Comptroller
Department of Finance

FROM: 
Rich Butler
First Deputy Procurement Officer

DATE: SEP 30 2016

RE: GMS Consulting, Inc.
Chicago Police Department and Chicago Fire Department Automated Time
and Attendance Implementation
Specification No. 60674 Req No. 123614

After further review and consideration, the Department of Procurement Services approves the 100% WBE participation goal request for the Chicago Police Department and Chicago Fire Department Automated Time and Attendance Implementation project for the Department of Finance.

If you have any questions, please contact Monica Jimenez, Deputy Procurement Officer at (312) 744-0845.

MJ:gs



DEPARTMENT OF PROCUREMENT SERVICES

JAN 21 2015

CITY OF CHICAGO

Ms. Margaret Goldstein
GMS Consulting, Inc.
935 East 49th Street
Chicago, IL 60010

Dear Margaret Goldstein:

We are pleased to inform you that **GMS Consulting, Inc.**, has been recertified as a **Women Business Enterprise ("WBE")** by the City of Chicago ("City"). This **WBE** certification is valid until **5/1/2018**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **5/1/2015, 5/1/2016, and 5/1/2017**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **5/1/2018**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **3/1/2018**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **WBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

NAICS Code(s):

541511 – Custom Computer Programming Services

541611 – General Management Consulting Services

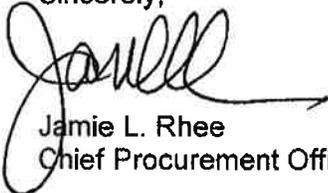
611420 – Computer Operator Training

237110 - Construction Management, Water and Sewage Treatment Plant; Sewer Construction Main Pipe and Connection, Storm, Sanitary, Distribution Line, Collection and Disposal, Utility Line; 238910 – Dirt Moving for Construction; 238990 - Brick Paver, i.e., Driveways, Patios, Sidewalks, Playground Equipment Installation

Your firm's participation on City contracts will be credited only toward **Women Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Women-Owned Business Enterprise (WBE) Program.

Sincerely,



Jamie L. Rhee
Chief Procurement Officer

JLR/cm

Vendor Information

[CLOSE WINDOW](#) [? HELP](#)

Vendor Information

Business Name **GMS Consulting, Inc.**
Owner **Margaret Goldstein**
Address **935 East 49th Street**
> [Map This Address](#) **Chicago, IL 60010-1805**
Phone **773-320-3312**
Fax **773-924-9429**
Email msgoldstein100@gmail.com

Certification Information

Certifying Agency **City of Chicago**
Certification Type **WBE - Women Business Enterprise**
Certification Date **4/26/2016**
Renewal Date **4/27/2017**
Expiration Date **5/1/2018**
Certified Business Description **NAICS 541511 Custom Computer Programming Services**
NAICS 541611 General management consulting services
NAICS 611420 Computer operator training

Commodity Codes

Code	Description
NAICS 541511	Custom Computer Programming Services
NAICS 541611	General management consulting services
NAICS 611420	Computer operator training

[Customer Support](#)

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

REQUEST TO USE PERSONAL SERVICES CONTRACTOR

Requesting department: **Department of Finance (DOF)** Date: **September 15, 2016**

Contact person and phone number: John Arvetis, Deputy Controller, 312-745-3280

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

1. Name of the personal services contractor.
Margaret Goldstein, President of *GMS Consulting, Inc.*
2. Explain why the contractor's services are necessary.
The Contractor's services are necessary in order to implement an automated time and attendance system for the Fire and Police departments, because in-house City personnel resources are currently unable to conduct the scope of work required.
3. Describe the nature of the work to be performed.
The Contractor will gather information on the current (manual) timekeeping processes involved at the Fire and Police departments; then make recommendations and provide direction with respect to the best approach to implement the City-wide Chicago Automated Time and Attendance (CATA) system.

The scope of work to be performed will ultimately result in the complete transition of the Fire and Police departments' current time and attendance tracking system, (this has been and is still now a manual paper-centric time and attendance tracking process) over to a fully-automated paper-less biometric-swipe process (i.e., the CATA system that all of the other City departments currently practice).
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).
DOF understands the distinction of roles between an independent contractor and those of City personnel in the work environment; particularly in terms of who is managing a process. With this understanding, the Contractor's services will be performed as an independent contractor and will not be managed by any City employee. For example, the City business owners will describe the City requirements to the Contractor and, although subject to approval by the City, it will be the role of the Contractor to assess the situations; develop the solutions; and perform the work accordingly in order to achieve the requirements in accordance with the contract.

- 5. Number of hours that the personal services contractor is expected to work per week:
No more than 35 hours per week.
- 6. Project(s) to which the personal services contractor will be assigned:
Contractor will be responsible for implementation of automated time and attendance as concerns the Fire and Police departments.
- 7. The duration of the assignment(s).
Assignment shall last no more than 5 years.
- 8.

<u>Fund #:</u>	<u>Dept. #</u>	<u>Org. #</u>	<u>Approp.:</u>	<u>Object:</u>
0100	027	2015	0140	

B. Please attach a copy of the contract.

In lieu of a copy of "the contract," please find attached a previously submitted copy of the NCRB request for the contract to be developed. (The contract is yet to be constructed and executed by the parties.) A preliminary description of the Scope of Work is provided in the NCRB submittal.

.....

Department Head: x *Erin Keane*
Erin Keane, City Comptroller

Date: *9/21/16*

.....

DHR: Approved Not Approved

[Signature]

Date: *9/27/16*

OBM: Approved Not Approved

Alex Holt

Date: *9/28/16*

INDEPENDENT CONTRACTOR VS EMPLOYEE CRITERIA

Per the Policy On The Use of Non-City Employees To Perform Services For The City, the City may approve the use of a Personal Service Contractor only if the individual to be retained is a true independent contractor. The determination of what constitutes a true independent contractor depends on the specific circumstances of each case, and no one factor is determinative. However, all of the following criteria will be examined for each request to assess whether the engagement is truly independent contractor-like, and not employee-like:

- 1) The reasons the contractor is needed:
The Contractor, specifically Ms. Margaret Goldstein, is needed to manage the entire automated time and attendance system implementation project for the Fire and Police departments. Ms. Goldstein's knowledge and consulting services will be the sole source from which the City business owners will seek the guidance and directions necessary to execute the required steps for a successful implementation project.
- 2) The nature of the work to be performed:
Ms. Goldstein will gather current information with respect to timekeeping practices and make recommendations on how to best implement automated time and attendance for the Fire and Police department personnel.
- 3) The extent to which City employees may exercise direction and control over the work, and how the work will be performed, as opposed to merely monitoring the end product to ensure that it satisfies the requirements of the contract:
The City will closely monitor the Contractor's progress, but City employees will not control the work. The Contractor will formulate and execute the overall strategy for satisfying the requirements set forth in the contract.
- 4) The extent to which the work is highly specialized or requires particular skills or expertise:
Contractor must possess knowledge of the Chicago Automated Time and Attendance (CATA) system, the Chicago Integrated Payroll and Personnel System (ChIPPS), and the Chicago Fire Department and Chicago Police Department timekeeping and time and attendance processes, protocols, and procedures.
- 5) The extent to which the contractor is uniquely skilled or qualified to perform the work:
The primary and unique qualifier of this Contractor (Margaret Goldstein) is Ms. Goldstein's previous engagement as project manager overseeing all phases of the original implementation of the City's complex and critical interface of ChIPPS and CATA which involved all City departments, including the Police and Fire departments.

However, at the time (~1994), the City elected to *not* include Fire and Police departments along with the other City departments' implementation. Although Ms. Goldstein performed the required information gathering and assessment of the timekeeping and time and attendance policies and procedures specific for Fire and Police department personnel, that information was not used – until now. In that regard, Ms. Goldstein brings those prior experiences and knowledge that will be re-engaged for our current project: to replace the Fire and Police departments' manual time and attendance processes with CATA.

By having had those first-hand earlier experiences of managing the City's first CATA-ChIPPS implementation project, those specific experiences and skills provides the City business owners, with a high degree of confidence in Ms. Goldstein's capabilities. And,

because of Margaret's qualifications and CATA-specific knowledge, these unique attributes will minimize the risks of encountering unforeseen problems during the Fire and Police implementation.

- 6) The similarity of the work to existing work normally performed by City employees:
Major implementations such as this are normally not performed by City employees.
- 7) The existence of a prior employment relationship between the contractor and the City: prior position(s) held, period(s) of employment, duration, nature of work performed, and similarity to the services to be performed.
Contractor has no prior employment relationship with the City.
- 8) The similarity of the services to be performed to the services performed by the Contractor for non-City clients or customers as part of the contractor's business or professional practice:
Contractor performs similar services for non-City clients.
- 9) The extent to which the contractor will be free to continue to provide these services to clients or customers other than the City during the term of the contract:
Contractor is not prohibited by this project in any way and is free to provide services to other clients.
- 10) The location(s) of the work to be performed:
This will be a combination of providing work onsite at the City's Police and Fire department Public Safety headquarters, and the Contractor's office.
- 11) The extent to which the City will be providing work space, equipment, materials and staff support for the performance of the work and conversely, the extent to which the contractor will work from her/his own facilities, and provide her/his own equipment, materials and staff support:
City will be providing access to training facilities, which will include computers and audio/visual equipment, and a work space to be used in between meetings. Apart from this, Contractor will provide her own equipment, materials, and support staff, as may be required.
- 12) The anticipated duration of the contract, including relationship to the completion of a specific project and length of a specified contract period, if applicable:
The term of the contract will not exceed 5 years.
- 13) The basis for determining how many hours the contractor will work, and which hours the contractor will work:
Contractor will work no more than 35 hours per week based on normal work week business hours.
- 14) The basis for determining the contractor's pay (e.g. flat fee due on completion of project, hourly rate based on a record of hours worked, or regular installments).
The Contractor will be paid based upon an hourly rate.