



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	Originator Name	Telephone	Date	Signature of Application Author
Finance	Richard Ponce	745-2892	5-23-2016	
Contract Liaison	Email Contract Liaison	Telephone		
Steve Sakai	steve.sakai@cityofchicago.org	744-2894		

List Name of NCRB Attendees/Department	
Richard Ponce	
Steve Sakai	

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

Company: P-E Acquisition Holdings LLC

Contact Person:	Phone:	Email:
Mike Duffy	312-925-9911	mduffy@thecitybase.com

Project Description: Automated Collection Services

<p>This is a request for:</p> <p><input type="checkbox"/> New Contract</p> <p>Contract Type</p> <p><input checked="" type="checkbox"/> Blanket Agreement Term: ____ (# of mo)</p> <p><input type="checkbox"/> Standard Agreement</p>	<p><input checked="" type="checkbox"/> Amendment / Modification</p> <p>Type of Modification</p> <p><input checked="" type="checkbox"/> Time Extension <input checked="" type="checkbox"/> Vendor Limit Increase <input type="checkbox"/> Scope Change</p> <p>Contract Number: <u>29687</u></p> <p>Specification Number: <u>39429</u></p> <p>Modification Number: <u>5</u></p>
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<p>Department Request Approval</p> <p></p> <p>DEPARTMENT HEAD OR DESIGNEE _____ DATE _____</p> <p><u>ERIN KEANE</u></p> <p>PRINT NAME</p>	<p>Recommended Approval</p> <p></p> <p>BOARD CHAIRPERSON _____ DATE <u>JUL 13 2016</u></p> <p><u>Rich Butler</u></p> <p>PRINT NAME</p>
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(FOR NCRB USE ONLY)
Recommend Approval/Date: <u>7-13-16</u>
Return to Department/Date: _____
Rejected/Date: _____

Approved Rejected

CHIEF PROCUREMENT OFFICER _____ 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. The current sole-source-approved contract with P-E Acquisition Holdings LLC (fka: Pay-Ease, Inc.) (herein, "Vendor") (under PO# 29687 formerly 13777) was awarded in January 1, 2007. Amendment #1 was for a change in scope (MPEA Airport Departure Tax Stamp dispensing) and vendor limit increase of \$880K, and decrease in unit price; Amendment #2 was for a 24-month extension and \$330K vendor limit increase; Amendment #3 was for a 12-month extension to pursue a replacement contract, with a 6-month option to implement replacement services. (Continued)

ESTIMATED COST

1. The estimated annual cost is \$435,000 per year. DoF requests a PO vendor limit increase in the amount of \$37,452.63, needed to cover the 12 month amendment period. See attached calculation of this increase amount. (Continued)

SCHEDULE REQUIREMENTS

1. Although no specific schedule or dates are currently known, the assumption is that a 12-month extension is required to pursue a replacement contract and may be required in order to provide sustained services during the anticipated implementation and approval period of the new solution. Self-pay kiosk payment services have consistently grown in acceptance with the public, and account for over \$20 million dollars in annual revenue collections. Since implementation, over 1.1 million transactions have been processed using self-pay kiosks, collecting \$170 million of revenue, at a cost of \$899,000, providing a cost savings of approximately \$2.7 million, as compared to the cost for other City provided walk-in payment services. (Continued)

EXCLUSIVE OR UNIQUE CAPABILITY

1. The current Vendor is the only one who can sustain self-pay kiosk transaction processing while an updated approach is pursued. The current Vendor has proprietary kiosk user interface software that is installed on their proprietary equipment to process payments today. Their continued involvement is needed to sustain the processing of over \$20 million dollars in annual revenue payments, while safeguarding an additional \$22 million related to MPEA Tax collections. (Continued)

OTHER

1. Self-pay kiosks were implemented with the primary goal to serve as a cash-payment portal for the underbanked citizens who do not have a bank account or credit card payment option preventing them to use other convenient payment processes such as the web.



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.

PROCUREMENT HISTORY

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

The current sole-source-approved contract (under PO# 29687) with P-E Acquisition Holdings LLC (fka: Pay-Ease, Inc.) (herein, "Vendor") was originally awarded in January 1, 2007 (under PO#13777). Amendment #1 was for a change in scope (MPEA Airport Departure Tax Stamp dispensing) and vendor limit increase of \$880K, and decrease in unit price; Amendment #2 was for a 24-month extension and \$330K vendor limit increase; Amendment #3 was for a 12-month extension to pursue a replacement contract, with a 6-month option to implement replacement services.

This contract requires the Vendor to furnish and install, operate and maintain self-pay kiosk machines at strategic locations throughout the City of Chicago. The Vendor is also responsible for the kiosk application and customer user screens development. Through the City's cashiering system, the Vendor is provided real-time access to various other City systems, allowing them the ability to query customer debt balances and provide payment information. Over \$20 million of revenues are processed using self-pay kiosks annually. These kiosks provide the public convenient payment opportunities for making payments due the City, accepting credit, check and especially cash payments for the under-banked community. There are no additional supplemental steady-state, maintenance, or other monthly fees paid to the Vendor. The contract requires the City to pay the Vendor \$0.07 per MPEA tax stamp sold and \$0.70 per non-MPEA payment transaction.

Since implementation, over 1.1 million transactions have been processed using self-pay kiosks, collecting \$170 million of revenue, at a cost of \$899,000, providing a cost savings of approximately \$2.7 million, as compared to the cost for other City provided walk-in payment services.

The immediately preceding Sole Source request and approval allowed a price reduction and a vendor service to prevent the unauthorized duplication of MPEA tax stamps. The service was successfully implemented safeguarding \$22 million of annual tax stamp revenues.

This Sole Source request consists of a PO vendor limit increase and an extension to enter into a replacement services contract. Payment Processing RFP Specification #121714, which includes core kiosk services, was advertised, and DoF is about to enter into negotiations with the selected contractor.

DoF requests a PO vendor limit increase total in the amount of \$37,452.63. See attached calculation of this increase amount.

Although there are no extension options remaining, the new "replacement kiosk" RFP, Spec # 121714, titled Payment Processing Services for Payments to the City for Various Items (Payment Portal) is at the point to begin negotiations.

Until such time this new Payment Portal RFP leads the City to a more global-working payment portal system, the current kiosk contract must continue to be sustained and supported, in order to provide valued revenue processing services. Over \$20 million of revenues are processed annually using self-pay kiosks.

This request is for a 12-month extension to pursue a replacement contract.

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

This procurement is a continuation of a previous procurement from the same Vendor, P-E Acquisition Holdings LLC.

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

Payment Processing Services for Payments to the City for Various Items Specification #121714, which includes core kiosk services, was advertised, and DoF is about to enter into negotiations with the selected contractor. The Department is using an updated technology enabling the selected respondent to access debt in City systems and post payments real-time. The new Payment Portal RFP concept will require the respondent to provide multiple payment channels (walk-in, kiosk, phone, web, etc.) to process payments and will not be limited to a single payment channel, such as kiosks. Extensive technical analysis was needed to develop the new Payment Portal RFP concept. The Department of Finance, through continued DoIT participation and previously approved OBM funding from the Innovation Loan Fund, been positioned to pursue this concept.

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.

Other kiosk products are available in the marketplace today, so other kiosks could probably be used to perform the same functions required by the City. However, the current Vendor has proprietary kiosk user interface software that is installed on

their proprietary equipment to process payments today. Accordingly, the current Vendor is the only one capable of continuing to process transactions while an updated technological approach is pursued, developed and implemented.

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 request is to continue self-pay kiosk services for a 12-month extension, to pursue a replacement contract. The 12-month extension request is to allow the Department the ability to continue providing these valued services to the public, while obtaining a replacement contract with updated technology and expanded services, the "Payment Portal RFP". Self-pay kiosk payment services have consistently grown in acceptance with the public, and account for over \$20 million dollars in annual revenue collections for the City. Since implementation, over 1.1 million transactions have been processed using self-pay kiosks, collecting \$170 million of revenue, at a cost of \$899,000, providing a cost savings of approximately \$2.7 million, as compared to the cost for other City provided walk-in payment services.

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

Competitive bidding in the future is possible and is currently being pursued. Payment Processing Services for Payments to the City for Various Items Specification #121714, which includes core kiosk services, was advertised, and DoF is about to enter into negotiations with the selected contractor. Until such time this new Payment Portal RFP leads the City to a more global-working payment portal system, the current kiosk contract must continue to be sustained and supported, in order to provide valued revenue processing services. Over \$20 million of revenues are processed annually using self-pay kiosks.

ESTIMATED COST

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

The estimated annual cost is \$435,000 per year. DoF requests a PO vendor limit increase in the amount of \$37,452.63, needed to cover the 12 month amendment period. See attached calculation of the increase amounts.

What is the funding source?

016-0100-027-2020-0140-0140

2. What is the estimated cost by fiscal year?

The estimated annual cost is \$435,000.

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

Cost estimates were based on actual historic usage figures.

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 initial implementation and the recent MPEA tax stamp implementation of kiosk operations, was a new venture, and required a substantial amount of Vendor investment, time and human resources in order to obtain the equipment, develop the kiosk logic, design the customer interaction screens, develop the transaction interface to City systems and implement go-live. None of this development work, nor equipment purchases were done at the expense of the City. Installation coordination (with the Department of Fleet & Facilities Management), interface and testing of the kiosk links into the City's existing cashiering system, and the coordination of processes involving the City's ACH check processing and credit card processing vendors, etc., required a substantial investment of time and effort. Further DoIT is not in support of implementing a replacement process without upgrading technology. A replacement vendor and the City would require significant time and effort to provide the current needed services.

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

The MPEA tax stamp services eliminate the opportunity to counterfeit our tax stamp, safeguarding \$22 million of annual tax stamp sales that would otherwise be at risk, eliminate the need to procure any future MPEA Tax Stamps, an annual savings of \$50,000, and allow taxi cab and limousine ground transportation providers the opportunity to purchase a single MPEA tax stamp for \$4.00, as opposed to the current minimum requirement to purchase a single sheet of tax stamps for \$40.00, a huge customer service improvement by reducing this financial burden.

Core self-pay kiosk payment services have consistently grown in acceptance with the public, and account for over \$20 million dollars in annual revenue collections. Since implementation, over 1.1 million transactions have been processed using self-pay kiosks, collecting \$170 million of revenue, at a cost of \$899,000, providing a cost savings of approximately \$2.7 million,

as compared to the cost for other City provided walk-in payment services. The City expects kiosk self-pay transaction volumes and cost savings to continue.

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

The Vendor reduced cost under the last two contract amendments, and implemented all new customer facing kiosk equipment. The Vendor does not have the ability to reduce costs further with this extension.

Detail why the estimated cost is deemed reasonable.

Self-pay kiosk transaction costs reflected in the Payment Portal RFP responses have been significantly higher than the rates under this contract.

SCHEDULE REQUIREMENTS

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

Although no specific schedule or dates are currently known, the assumption is that a 12-month extension is required to pursue a replacement contract and may be required in order to provide sustained services during the anticipated implementation and approval period of the new solution.

Self-pay kiosk payment services have consistently grown in acceptance with the public, and account for over \$20 million dollars in annual revenue collections. Since implementation, over 1.1 million transactions have been processed using self-pay kiosks, collecting \$170 million of revenue, at a cost of \$899,000, providing a cost savings of approximately \$2.7 million, as compared to the cost for other City provided walk-in payment services.

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

Not applicable.

If so, why is the proposed Contractor the only person or firm able to perform under these circumstances?

Drawings and/or specifications are not an issue.

Why are the drawings and specifications lacking?

Drawings and/or specifications are not an issue.

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

Drawings and/or specifications are not an issue.

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.

Only the current kiosk Vendor has the existing contract to perform the kiosk-related operations as proposed in this extension request. Proprietary equipment and customized software development and integrations into the City systems required for the kiosk-payment portal operations, currently only exist with this Vendor.

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

The Department requires the ability to continue providing these valued self-pay kiosk services to the public, while obtaining a replacement contract with updated technology and expanded services, the Payment Portal RFP. Self-pay kiosk payment services have consistently grown in acceptance with the public, and account for over \$20 million dollars in annual revenue collections. Since implementation, over 1.1 million transactions have been processed using self-pay kiosks, collecting \$170 million of revenue, at a cost of \$899,000, providing a cost savings of approximately \$2.7 million, as compared to the cost for other City provided walk-in payment services.

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

Delays in competitive bidding would potentially result in lost opportunities to process additional payments through multiple payment channels, beyond kiosks, for reduced costs. The new broader services contract will provide the City the potential opportunity to reorganize, reduce or better manage existing City provided payment services and related costs.

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.

The current Vendor is the only one who can sustain self-pay kiosk transaction processing while an updated approach is pursued. The current Vendor has proprietary kiosk user interface software that is installed on their proprietary equipment to

process payments today. Their continued involvement is needed to sustain the processing of over \$20 million dollars in annual revenue payments, while safeguarding an additional \$22 million related to MPEA Tax collections.

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

The Temporary Consulting Services form is not applicable.

Please see attached labeled as follows: (i) original Scope; (ii) 1st amended Scope and (ii) 2nd amended Scope and compensation schedule (pursuant to Amendment still in process).

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

No.

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?

The current Vendor has proprietary kiosk user interface software that is installed on their proprietary equipment to process payments today. The current Vendor is the only one who could sustain self-pay kiosk transaction processing while an updated approach is pursued. Their continued involvement is needed to sustain the processing of over \$20 million dollars in annual revenue collections with an additional \$22 million related to safeguarding MPEA Tax collections.

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?

The current Vendor has proprietary kiosk user interface software that is installed on their proprietary equipment to process payments today. The current Vendor is the only one who could sustain self-pay kiosk transaction processing while an updated approach is pursued. Their continued involvement is needed to sustain the processing of over \$20 million dollars in annual revenue collections with an additional \$22 million related to safeguarding MPEA Tax collections.

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?

The current Vendor has proprietary kiosk user interface software that is installed on their proprietary equipment to process payments today. The current Vendor is the only one who could sustain self-pay kiosk transaction processing while an updated approach is pursued. Their continued involvement is needed to sustain the processing of over \$20 million dollars in annual revenue collections with an additional \$22 million related to safeguarding MPEA Tax collections.

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.

Not applicable.

Is compatibility with existing equipment critical from an operational standpoint?

Yes.

If so, provide detailed explanation?

Compatibility with the City's existing payment network is essential. The interface of all kiosk stations to the Department's cashing system is a critical requirement as are the links to the City's ACH check processor, payment card processor and designated depositories.

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

Not applicable.

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.

Although maintenance and parts are provided by the Vendor under the terms of the contract, no separate costs for parts or maintenance are a part of the current contract. All costs are included in the per-transaction cost.

If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center?

Not applicable.

If so, attach letter from manufacturer.

Not applicable.

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.

Vendor shall sustain, and the Department of Finance concurs, with its current MBE/WBE compliance plan with *PCG International* as their MBE in the amount of 25% of the DUR contract value, and full 5% waiver from WBE 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".

See attached scope of service and pricing.

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.

April 4, 2016

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:
April 23, 2016

Department Name:
Finance

Requisition No: 114218 **Specification No:** 39429

PO No: 29687 **Modification No:**

Contract Liaison:
Steve Sakai

Telephone:
4-2894

Email:
steve.sakai@cityofchicago.org

Project / Program Manager:
Richard Ponce

Telephone:
5-2892

Email:
richard.ponce@cityofchicago.org

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.

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

**Contract Liaison Signature*

Project Title:
Automated Collection Services

Project Description:
P-E Acquisition Holdings LLC: 12-Month Contract Extension, and VLI

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	2020	0140	220140			37,452.63

Check One:

New Contract Request

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

Project / Program Manager Signature

Commissioner/Authorized Designee Signature

Purchase Order Type:

Blanket/Purchase Order (DUR)
 Master Consultant Agreement (Task Order)
 Standard/One-Time Purchase

Procurement Method:

Bid
 RFP
 RFQ
 RFI
 Small Order

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): 12

Extension Options (Rate of Recurrence):

Estimated Spend/Value: \$ 37,452.63

Grant Commitment / Expiration Date:

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: 1-1-2015

PO End Date: 6-30-2017

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: P-E Acquisition Holdings LLC

Contact: Mike Duffy

Address: 820 W. Jackson Blvd Suite 200, Chicago, IL 60607

E-mail: mduffy@theCityBase.com

Phone: 312-925-9911

Risk Management / EDS

Insurance Requirements (included) Yes No

EDS Certification of Filing (included) Yes No



CERTIFICATE OF FILING FOR
CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 79341

Certificate Printed on: 04/04/2016

Date of This Filing: 01/14/2016 02:39 PM

Original Filing Date: 01/14/2016 02:39 PM

Disclosing Party: P-E Acquisition Holdings
LLC

Title: CEO

Filed by: Michael Duffy

Matter: Automated Collection Services

Applicant: P-E Acquisition Holdings LLC

Specification #: 39429

Contract #: 29687

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.



DEPARTMENT OF FINANCE
CITY OF CHICAGO

May 24, 2016

To: Jamie L. Rhee
Chief Procurement Officer

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

From: 
Erin Keane
Acting City Comptroller

Subject: Additional 12-month Extension and VLI (for *P-E Acquisition Holdings, LLC*)
Source Req. 114218 (unapproved) **Specification 39429** **PO 29687**
Current Contract Number (if applicable): 29687
Expired Specification Number (if applicable): N/A
Original Start Date (if applicable): January 1, 2007 (1/1/2014 for *P-E Acquisition Holdings, LLC*)
Original End Date (if applicable): December 31, 2011
Current End Date (if applicable): June 30, 2016
Original Extension Options Available: one 24-month period
Contract Description: Enable Payments to be made to City via Kiosks
Revenue Generating Value: \$20 million per year (approx.)
12 Month Extension End-Date Requested Here: June 30, 2017
Vendor Limit Increase (VLI) Amount: \$37,452.63
Total Contract Value after VLI: \$870,611.13 [= current limit + 12-month VLI]

Dear Jamie:

In December 2014, the Department of Finance (DOF) was granted a VLI and 12+6 month extension (ending 6/30/2016), while a new/replacement RFP was still under development. This request, herein, is: (i) to extend the above-referenced contract for an additional 12-months (or until a new contract is awarded with its new solution fully implemented, whichever comes first); and (ii) to increase the PO vendor limit to cover costs through the additional 12-month extension period requested herein.

This additional extension and VLI request is again necessary in order for the current kiosk operations to be sustained, uninterrupted, so that the public – especially the under-banked communities – can make safe, convenient, and user-friendly payments due the City, while the new/replacement contract, pursuant to the “Payment Processing Services for Payments to the City for Various Items” RFP (Specification #121714, which was advertised in January 2015) is fully negotiated, awarded, and goes live. (Currently, the RFP is in the pre-negotiation phase. The RFP provided for not only a kiosk replacement solution, but also various other payment portal solutions as well (e.g., web; mobile apps; phone; IVR; walk-in points of sale; etc.)) While the end phases of the RFP continue to evolve, it

would be in the City's best interest for the *P-E Acquisition Holdings, LLC* ("P-E") contract to be extended until such time a new contract is finally realized.

No change in current Scope or pricing is contemplated for this additional extension period. Only a VLI total in the amount of \$37,452.63 is requested to cover anticipated costs through the 12-month extension period.

P-E has served the City well, and is willing and able to sustain and support their current contract, and operate under the same pricing, terms, and conditions. (To date, over 1.1 million transactions have been processed using self-pay kiosks, collecting \$170 million of revenue, at a cost of \$899,000. When comparing kiosk cost to the cost to process walk-in payment services, a cost savings of approximately \$2.7 million, has been realized.)

P-E shall continue with their successful 25% MBE commitment with *PCG International, Inc.* However, P-E shall also continue unchanged from their last approved 5% WBE waiver, and DOF again concurs with this compliance plan.

Based on the above, and in consideration of maintaining the estimated \$20 million annual revenue stream resulting from the kiosk payment processing contract, DOF respectfully requests the services of the P-E contract to continue uninterrupted until the new/replacement contract is awarded and fully implemented for transition to the new payment solution. Additionally, an increase in the VLI to cover estimated payments due, during the 12-month extension period, is required.

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

- Department of Procurement Services' Project Checklist
- Non-Competitive Procurement Justification write-up
- EDS Certificate of Completion print
- Insurance certificate
- Copies of current Scope (marked "No Change in Scope")

My Deputy Director over Payment Processing, Richard Ponce, and Contracts Coordinator, Steven Sakai, will be attending the NCRB meeting scheduled for June 6, 2016. Please contact Steve Sakai, at 744-2894, for any contract processing matters.

Attachments

EK:sys

cc: Tina Consola – Department of Finance
Richard Ponce – Department of Finance
Mark Galvan – Department of Finance
Steve Sakai – Department of Finance
Teri Davis – Department of Finance

P-E ACQUISITION HOLDINGS LLC

June 20, 2016

City of Chicago
Department of Procurement Services
Jamie L. Rhee
Chief Procurement Officer
121 N. LaSalle Street – Suite 806
Chicago IL 60602-1240
RE: PO # 29687; Specification # 39429

Dear Ms. Rhee,

Please accept this formal quote as an accompaniment to the recent Extension Request Letter for specification #39429.

At the prior extension request, P-E Acquisition Holdings, LLC (“P-E”) reduced the pricing for all services provided to the City of Chicago. Please accept this letter as a commitment from P-E to continue the discounted pricing for the current extension under consideration. The pricing is reiterated below in detail.

For clarification, bill payment transactions will remain at \$0.70 (from the prior \$0.78), and ADT stamp transactions will remain at \$0.070 per stamp (from the originally prior \$0.078 per stamp).

Pricing for City of Chicago Specification # 39429		
<u>Transaction Type</u>	<u>Historic</u>	<u>Continued on Extension</u>
Bill Payment	\$0.78 per transaction	\$0.700 per transaction
ADT Stamp	\$0.078 per transaction	\$0.070 per transaction

P-E appreciates this opportunity to (1) increase revenue collection, (2) reduce cost to the City of Chicago. P-E is a proud vendor to the City of Chicago and we look forward to serving the citizens of Chicago now and in the future.

Thank you very much for your consideration,



Michael Duffy
Chief Executive Officer
P-E Acquisition Holdings, LLC

P-E ACQUISITION HOLDINGS, LLC
820 West Jackson Blvd, Suite 200
Chicago, IL 60607

May 23rd, 2016

City of Chicago
Department of Procurement Services
Jamie L. Rhee
Chief Procurement Officer
121 N. LaSalle Street – Suite 806
Chicago IL 60602-1240
Sole Source Request

Dear Ms. Rhee,

Please accept this letter as a request to extend specification # 39429 for a 12 month term.

P-E Acquisition Holdings (“P-E”) is the contractor for the City of Chicago and the Department of Finance and operates a proprietary technology payment collections platform for the City of Chicago. Under the current contract, P-E collects bill payments for multiple debt types as well as the Airport Departure Tax (“ADT”) for the Metropolitan Pier and Exposition Authority (“MPEA”). To date, P-E has processed over 1,250,000 transactions and collected over \$160,000,000 in revenue for the City of Chicago.

In June of 2015, P-E replaced its kiosks in the City of Chicago with state of the art kiosk payment devices featuring the proprietary software P-E developed for the City of Chicago. These machines not only offer a streamlined and easy-to-use option for citizens to facilitate their payments, but also report data for all transactions online in real-time and integrate directly to the Department of Finance’s databases. The bill payment system accepts cash, card, and check payments from citizens for a variety of municipal debts including Red Light Tickets, Parking Tickets, Water Utility Bills and other fines and taxes. The system is built such that additional payment options can be easily added to the platform and integrated with the Department of Finance’s databases. P-E facilitated the replacement of the kiosks at no additional cost to the City of Chicago. Since its inception in June 2015, the new City of Chicago kiosk payment system has processed over 100,000 transactions and collected over \$20,500,000 in revenue.

P-E is the only company that is capable of continually providing and enhancing this transaction service to the City of Chicago. The software used in the machines was custom built and is continually maintained and upgraded by our in-house development team giving it the functionality to expand to additional agencies and municipal debts. Through the development process, P-E created multiple proprietary systems for the City of Chicago. Each stage of enhancement required many months of software development and testing. These unique components include: (1) State-of-the-art proprietary kiosk hardware and software; (2) Unique touch screen interface for each debt type processed; (3) Real-time reporting dashboards of transaction data; and (4) Direct integration over secure private network to the Department of Finance’s databases required to provide the service. Given the experience and success of integrating these databases into the payment system, P-E is the only vendor in the City of Chicago that is capable of leveraging the existing platform to expand payment to other agencies. As the relationship between the City of Chicago and P-E develops, P-E is the only company capable of providing continued support, maintenance and enhancement of this transaction service to the City of Chicago.

Should P-E install, move, or replace any equipment P-E will typically use in-house staff and vehicles for the purpose. However, in the event P-E should require any outside vendor vehicle rental or labor to conduct equipment installation, movement, or replacement, P-E will first advise procurement on the vendor of choice, and wait for procurement's approval of that vendor before formally engaging the vendor to perform the work. Any outside vendor would be managed and monitored by a P-E staff member throughout the process.

P-E appreciates this opportunity to (1) increase revenue collection, (2) to keep pricing the same to the City of Chicago. P-E is a proud vendor to the City of Chicago and we look forward to serving the citizens of Chicago now and in the future.

Thank you very much for your consideration,



Michael Duffy
Chief Executive Officer
P-E Acquisition Holdings, LLC

**P-E ACQUISITION HOLDINGS LLC
VENDOR LIMIT INCREASE WORKSHEET
AMENDMENT PERIOD
06-30-16 To 06-30-17**

Bill Pay Cost			
	Annual Vendor Cost	Monthly Cost	Annual Cost
2015	106,975		
2014	106,535		
2013	111,907		
2012	129,639		
2011	125,756		
	<u>580,812</u>		
Avg Annual Cost	116,162		
Avg Monthly Cost Current Rate	9,680		
Adjusted for new rate \$0.70	8,687.36	8,687.36	104,248.31

MPEA Cost			
	2015		
Tax Stamp Revenue	19,911,882		
Tax Stamps Sold	4,977,971		
Pricing per stamp sold	0.070		
Annual Cost	331,149.00		331,149.00
Avg Monthly Cost	27,595.75	27,595.75	
Total Cost		36,283.11	435,397.31

Projected Amendment Period Cost	\$435,397.31
--	---------------------

VLI Calculation	
PO Balance as of 4-1-2016	\$17,460.07

Projected Payments	
Apr-16	(36,283.11)
May-16	(36,283.11)
Jun-16	(36,283.11)
	<u>(108,849.33)</u>

Projected PO Balance on 6-30-2016	(91,389.26)
-----------------------------------	-------------

Projected Amendment Period Cost	<u>(435,397.31)</u>
---------------------------------	---------------------

Total Shortfall	(526,786.56)
-----------------	--------------

Previously Requested VLI	<u>489,333.93</u>
--------------------------	-------------------

Not Yet Provided	
------------------	--

Current Shortfall	<u>(37,452.63)</u>
--------------------------	---------------------------

Total VLI	\$37,452.63
------------------	--------------------

Current Contract Limit	\$343,824.57
------------------------	--------------

Previously Requested Pending VLI	\$489,333.93
----------------------------------	--------------

New Contract Limit including VLI's	\$870,611.13
---	---------------------

PO Remaining Balance as of 5/23/2016
P-E Acquisition Holdings LLC PO# 29687

Print Date 5/23/2016

Jon's PO Header

PO Num	Supplier	Contract Limit	Matched Amount	Amount	Amount Agreed	Begins On	Expires On	Buyer
29687	P-E ACQUISITION	343,824.57	289,600.43	326,364.50	343,824.57	01-JAN-2014	30-JUN-2016	RILEY, ALTHA S

\$343,824.57 Current Contract Limit
\$326,364.50 minus current encumbrances
\$17,460.07 equals **PO Remaining Balance**



DEPARTMENT OF FINANCE
CITY OF CHICAGO

May 24, 2016

TO: Monica Jimenez
Deputy Procurement Officer
Department of Procurement Services

FR: 
Erin Keane
Acting City Comptroller
Department of Finance

RE: Non-Competitive Review Board (NCRB): No Change in MBE/WBE Plan for 12-Month Extension
Vendor: *P-E Acquisition Holdings LLC*
Contract Title: Automated Collection Services
Contract Description: Enable Payments to be made to City via Kiosks
PO #: 29687
Specification No.: 39429
Vendor Limit Increase (VLI): \$37,452.63
Requisition No.: 114218 (unapproved)
Original Contract Start Date: January 1, 2007 (1/1/2014 for P-E Acquisition Holdings LLC)
Original Contract End Date: December 31, 2011
Current Contract End Date: June 30, 2016
Original Extension Options Available: one 24-month period
Extension End-Date Requested Here: June 30, 2017
Revenue Generating Value: \$20 million per year (approx.)

Dear Monica:

This memo is linked to a current NCRB request that is pending review on June 6, 2016, whereby an additional 12-month extension through 6/30/2017 is being requested along with a \$37,452.63 VLI, for the City's kiosk payment processing vendor: *P-E Acquisition Holdings LLC* ("P-E"), (while negotiations for a replacement contract takes place). No change in Scope or pricing is associated with this extension request for time and VLI.

Because this is an extension request for additional time, and is for the same Scope and previous MBE/WBE Plan that was approved in the last NCRB meeting involving *P-E* (please see attached copies of

the approved NCRB request, concurrence memo, and MBE/WBE Schedules from the last NCRB meeting in December 2014), this memo is to affirm DOF's concurrence with the continuation of the same MBE/WBE Plan commitment as before, for this extension through 6/30/2017.

Attached is a current letter from *P-E* acknowledging their intent to continue with the same 25% MBE commitment with *PCG International, Inc.*, (including their 5% WBE waiver from before) all of which DOF continues to support through this 12-month extension period, ending 6/30/2017.

Please feel free to call my Deputy Director over Payment Processing, Richard Ponce at 745-2892 concerning this particular NCRB request. Please contact Steven Sakai, Contracts Coordinator at 744-2894 for any contract processing matters. Both Richard and Steve are slated to participate in the June 6th NCRB meeting. Thank you for your consideration.

Attachments

EK:sys

cc: Tina Consola – Department of Finance
Richard Ponce – Department of Finance
Mark Galvan – Department of Finance
Steve Sakai – Department of Finance
Teri Davis – Department of Finance

P-E ACQUISITION HOLDINGS, LLC
820 West Jackson Blvd, Suite 200
Chicago, IL 60607

May 24th, 2016

Richard Ponce
Department of Finance
City of Chicago
121 North La Salle Street, Room 403
Chicago, Illinois 60602

Dear Mr. Ponce,

Please accept this request for the continuation of the MBE and WBE goals for the proposed contract extension of specification # 39429 by P-E Acquisition Holdings, LLC ("PEAH").

The last Non-Competitive Procurement Board (NCRB) extension request was approved by the City in December 2014, which included a MBE commitment in the amount of 25% with PCG International, Inc. and a 5% WBE waiver granted. Since that December 2014 NCRB approval, there has been no change in Scope and no change in the MBE/WBE Plan as was last approved in December 2014; furthermore, the MBE/WBE Plan as concerns this current NCRB extension request for a 12-month extension for the period from 6/30/2016 through 6/30/2017, shall continue to remain the same, in accordance with the contract.

PEAH is grateful for the opportunity to serve the City of Chicago and proud to partner with local WBE/MBE/DBE businesses.

Thank you very much for your consideration,



Michael Duffy
CEO
P-E Acquisition Holdings, LLC

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

Phone Number: _____
Dollar Value of Participation \$ _____
Percentage of Participation % _____
Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%
Total Participation % _____

3. Name of MBE/WBE: _____
Address: _____
Contact Person: _____
Phone Number: _____
Dollar Value of Participation \$ _____
Percentage of Participation % _____
Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%
Total Participation % _____



4. Name of MBE/WBE: _____
Address: _____
Contact Person: _____
Phone Number: _____
Dollar Value of Participation \$ _____
Percentage of Participation % _____
Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%
Total Participation % _____

5. Attach Additional Sheets as Needed

II. Indirect Participation of MBE/WBE Firms

NOTE: This section need not be completed if the MBE/WBE goals have been met through the direct participation outlined in Section I. If the MBE/WBE goals have not been met through direct participation, Contractor will be expected to demonstrate that the proposed MBE/WBE direct participation represents the maximum achievable under the circumstances. Only after such a demonstration will indirect participation be considered.

MBE/WBE Subcontractors/Suppliers/Consultants proposed to perform work or supply goods or services where such performance does not directly relate to the performance of this contract:

1. Name of MBE/WBE: _____
Address: _____
Contact Person: _____

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

2. Name of MBE/WBE: _____



Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

3. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

4. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

5. Attach Additional Sheets as Needed

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

III. Summary of MBE/WBE Proposal

A. MBE Proposal (Direct & Indirect)

1. MBE Direct Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
PCG International	DUR	25%
Total Direct MBE Participation	DUR	25%



2. MBE Indirect Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
Total Indirect MBE Participation		

B. WBE Proposal (Direct & Indirect)

1. WBE Direct Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
Total Direct WBE Participation		

2. WBE Indirect Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
Total Indirect WBE Participation		

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

The Prime Contractor designates the following person as its MBE/WBE Liaison Officer:

Michael Duffy 312-925-9911
(Name- Please Print or Type) (Phone)

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, THAT NO MATERIAL FACTS HAVE BEEN OMITTED, AND THAT I AM AUTHORIZED ON BEHALF OF THE PRIME CONTRACTOR TO MAKE THIS AFFIDAVIT.

Michael Duffy
(Name of Prime Contractor – Print or Type)

State of: IL


(Signature)

County of: COOK



Joann Cho
(Name/Title of Affiant – Print or Type)

9-22-14
(Date)

On this 22 day of September, 20 14, the above signed officer Joann Cho
(Name of Affiant)

personally appeared and, known by me to be the person described in the foregoing Affidavit, acknowledged that (s)he executed the same in the capacity stated therein and for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and seal.


(Notary Public Signature)

SEAL:

Commission Expires: 11/4/15





FOR
NON-CONSTRUCTION
PROJECTS ONLY

SCHEDULE C-1
MBE/WBE Letter of Intent to Perform as a
Subcontractor, Supplier, or Consultant

Project Name: Automated Kiosk Collection Services Specification No.: 39429

From: PCG International, Inc.
(Name of MBE/WBE Firm)

To: P-E Acquisition Holdings LLC and the City of Chicago.
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County, Illinois Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:

- Data processing computer services
- Custom computer programming services
- Computer systems integration design consulting



The above described performance is offered for the following price and described terms of payment:

To perform 25% of the actual contract value

SUB-SUBCONTRACTING LEVELS

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

_____ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

25 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, within three (3) business days of your receipt of a signed contract from the City of Chicago.

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor: () Yes () No

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

[Signature] Sept. 22, 2014
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

Tom Numbere Jr. / President
(Name/Title-Please Print)

tnumbere@pcgintl.com / 312-343-5265
(Email & Phone Number)

Vendor InformationCLOSE WINDOW  HELP**Vendor Information**

Business Name **PCG International, Inc., DBA PCG Technology Services, Inc.**

Owner **T Tom Numbere, Jr**

Address **106 W. Germania
Suite 292
Chicago, IL 60610**
> [Map This Address](#)

Phone **312-343-5265**

Email tnumbere@pcgintl.com

Website <http://www.pcgintl.com>

**Certification Information**

Certifying Agency **City of Chicago**

Certification Type **MBE - Minority Business Enterprise**

Certification Date **8/17/2015**

Renewal Date **6/1/2016**

Expiration Date **6/1/2017**

Certified Business Description **Administrative and General management Consulting Services;
Office administration services and Training Professional and
Management Development**

Commodity Codes

Code	Description
NAICS 541611	Administrative Management and General Management Consulting Services
NAICS 561110	Office administration services
NAICS 611430	Professional and Management Development Training

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DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

November 7, 2014

Tom Numbere
PCG International, Inc.
106 West Germania Suite 292
Chicago, IL 60610

Email: tnumbere@pcgintl.com



Dear Tom Numbere:

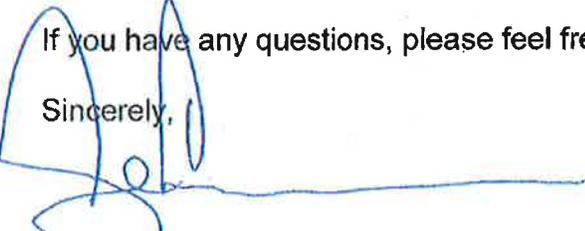
This letter is to inform you that the City of Chicago has extended your status as **Minority Business Enterprise (MBE) until December 31, 2014**. We are providing this extension to allow enough time to provide any additional documentation that your application may be missing and for our office to complete our review of all of the submitted documents.

This extension does not guarantee eligibility in the program but will act as a courtesy extension until we receive all of the required documentation and complete a review of that documentation.

Please present this letter and copy of your last certification letter as evidence of your certification to be included with bid document submittals as needed.

If you have any questions, please feel free to contact our office at (312) 744-1929.

Sincerely,



George Coleman Jr.
Deputy Procurement Officer

GC/II

P-E ACQUISITION HOLDINGS LLC

September 23, 2014

Richard Ponce
Department of Finance
City of Chicago
121 North La Salle Street, Room 403
Chicago, Illinois 60602

Dear Mr. Ponce,

Please accept this letter as a request to waive the WBE requirement for a proposed extension of specification # 39429 by P-E Acquisition Holdings, LLC (using trade name Pay Ease).

At inception of the original contract, Pay Ease identified both WBE and MBE partners with contract participation goals of 5% and 25% respectively. Pay Ease has satisfied the WBE goal with partner Advotek and well exceeded its goal with MBE partner PCG International.



Our WBE partner was contracted to provide equipment that was required at the initial installation of the Pay Ease contract with the City of Chicago. As Pay Ease now seeks an extension of the existing contract, no new equipment will be required from Advotek. Pay Ease continues to maintain a very close and productive relationship with MBE partner PCG Intl and expects to again exceed its MBE goal during the requested extension period.

Pay Ease is a small local business with four fulltime employees and has only one direct subcontractor need for Armored Car Service. Internally, Pay Ease provides hardware maintenance for the contract as well as consumables like receipt paper. MBE partner PCG Intl provides Pay Ease with compliance management consulting. Internally, the hardware service is performed by a highly experienced employee with 12 years in supporting our proprietary equipment.

Pay Ease has no services to contract with a WBE directly or indirectly at this time. To seek a WBE partner to provide small items like the consumables would be impractical for Pay Ease and not meaningful to the WBE partner and contract. Pay Ease has requested the assistance of the Woman's Business and Development Center in identifying a potential WBE Armored Car partner and will exhaust all efforts to identify a candidate prior to the beginning of the requested extension period, January 1, 2015.

Should Pay Ease fail to identify a suitable WBE Armored Car partner, we request the WBE goal to be waived for the duration of the requested extension period.

Pay Ease is a proud vendor to the City of Chicago and proud supporter of the City's efforts to support WBE/MBE/DBE businesses and professionals.

Thank you very much for your consideration,

Michael Duffy
CEO

P-E Acquisition Holdings, LLC

Vendor Information

CLOSE WINDOW 

 HELP

Vendor Information

Business Name **Securatex, Ltd.**
Owner **Patricia J. DuCanto**
Address **Two Trans Am Plaza Drive, Suite 150**
[> Map This Address](#) **Oak Brook Terrace, IL 60181-5209**
Phone **630-317-8980 Ext. 113**
Fax **630-317-8997**
Email pducanto@securatex.com
Website www.securatex.com

Certification Information

Certifying Agency **City of Chicago**
Certification Type **WBE - Women Business Enterprise**
Certification Date **8/20/2014**
Renewal/Anniversary Date **8/15/2015**
Expiration Date **8/15/2019**
Certified Business Description **NAICS 561612 Guard services
NAICS 561612 Parking security services
NAICS 561612 Patrol services, security
NAICS 561612 Personal protection services (except security systems services)
NAICS 561612 Property protection services (except armored car, security systems)
NAICS 561612 Protection services (except armored car, security systems), personal or property
NAICS 561612 Protective guard services
NAICS 561612 Security guard services
NAICS 561612 Security patrol services**



Commodity Codes

NAICS 561612 Guard services ([More](#))
NAICS 561612 Parking security services ([More](#))
NAICS 561612 Patrol services, security ([More](#))
NAICS 561612 Personal protection services (except security systems services) ([More](#))
NAICS 561612 Property protection services (except armored car, security systems) ([More](#))
NAICS 561612 Protection services (except armored car, security systems), personal or property ([More](#))
NAICS 561612 Protective guard services ([More](#))
NAICS 561612 Security guard services ([More](#))
NAICS 561612 Security patrol services ([More](#))

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9/23/2014

Vendor Information

CLOSE WINDOW



HELP

Vendor Information

Business Name **Digby's Detective & Security Agency, Inc.**

Owner **Christine Digby**

Address **2630 South Wabash Avenue**
> [Map This Address](#) **Chicago, IL 60616-2825**

Phone **312-326-1100**

Fax **312-326-4991**

Email info@digbysecurity.com

Website www.digbysecurity.com

Certification Information

Certifying Agency **City of Chicago**

Certification Type **WBE - Women Business Enterprise**

Certification Date **8/30/2013**

Renewal/Anniversary Date **8/1/2014**

Expiration Date **8/1/2015**

Certified Business Description **NAICS 561612 Parking security services**
NAICS 561612 Property protection services (except armored car, security systems)
NAICS 561612 Security guard services
NAICS 561621 Alarm systems sales combined with installation, repair, or monitoring services



Commodity Codes

NAICS 561612 Parking security services ([More](#))

NAICS 561612 Property protection services (except armored car, security systems) ([More](#))

NAICS 561612 Security guard services ([More](#))

NAICS 561621 Alarm systems sales combined with installation, repair, or monitoring services ([More](#))

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9/23/2014

P-E ACQUISITION HOLDINGS LLC

RETURN RECEIPT REQUESTED
September 23, 2014

Re: Specification 39429
Description: Automated Bill Payment Kiosks

Cynthia Johnson
Director of Established Business Services
Women's Business Development Center
8 South Michigan Ave., Suite 400
Chicago, IL 60603

Dear Ms. Johnson:

Pay Ease LLC intends to submit a bid/proposal to extend the above referenced specification with the City of Chicago. A response is due October 5, 2014 with the City of Chicago.

The following areas have been identified for subcontracting opportunities on both a direct and indirect basis:

1. Armored Car Service

Our efforts to identify potential subcontractors have not been successful in order to meet the Disadvantaged/Minority/Women Business Enterprise contract goal. **Due to the inability to identify an appropriate DBE/MBE/WBE firm certified by the City of Chicago to participate as a subcontractor or joint venture partner, a request for the waiver of the contract goals will be submitted.** If you are aware of such a firm, please contact Michael Duffy at 312-291-4800 within (10) ten working days of receipt of this letter.

Under the City of Chicago's MBE/WBE/DBE Ordinance, your agency is entitled to comment upon this waiver request to the City of Chicago. Written comments may be directed within fifteen (15) working days of your receipt of this letter to:

Monica Jimenez, Deputy Procurement Officer
Department of Procurement Services
City of Chicago
121 North La Salle Street, Room 403
Chicago, Illinois 60602

If you wish to discuss this matter, please contact the undersigned at 312-291-4800.

Sincerely,



Michael Duffy
CEO
P-E Acquisition Holdings, LLC

COPY

Vendor Information

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Vendor Information

Business Name **PCG International, Inc., DBA PCG Technology Services, Inc.**
Owner **T Tom Numbere, Jr**
Address **106 W. Germania**
 > [Map This Address](#) **Suite 292**
Chicago, IL 60610
Phone **312-343-5265**
Email tnumber@pcgintl.com
Website <http://www.pcgintl.com>

Certification Information

Certifying Agency **City of Chicago**
Certification Type **MBE - Minority Business Enterprise**
Certification Date **8/17/2015**
Renewal/Anniversary Date **6/1/2016**
Expiration Date **6/1/2017**
Certified Business Description **Administrative and General management Consulting Services; Office administration services and Training Professional and Management Development**

Commodity Codes

Code	Description
NAICS 541611	Administrative Management and General Management Consulting Services
NAICS 561110	Office administration services
NAICS 611430	Professional and Management Development Training

[Customer Support](#)

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