



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

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

Department: Office of the Mayor; Originator Name: Victoria Watkins; Telephone: 4-5323; Date: 7/1/2016; Signature of Application Author: Yasmin Rivera

List Name of NCRB Attendees/Department: Victoria Watkins, Anna Valencia, Yasmin Rivera; Office of the Mayor

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

Company: William Filan LTD; Contact Person: William Filan; Phone: 312-832-4700; Email: wfilan@earthlink.net

Project Description: Legislative Consulting Services

This is a request for: [X] New Contract; [] Amendment / Modification; Contract Type: [X] Blanket Agreement Term: 12 (# of mo); [] Standard Agreement; [] Time Extension; [] Vendor Limit Increase; [] Scope Change

Department Request Approval: Andrea M. Valencia, 7/1/16; Recommended Approval: Rich Butler, AUG 11 2016

(FOR NCRB USE ONLY) Recommend Approval/Date: 8-11-16; Return to Department/Date: ; Rejected/Date:

[X] Approved; [] Rejected; Chief Procurement Officer signature; DATE: 8/11/16



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

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

Justification for Non-Competitive Procurement Worksheet

PROCUREMENT HISTORY

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

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

2. The Consultant currently has an active contract with the City (P.O. 26602). The original term of this contract ended on March 31, 2016 and was extended through the end of September 2016.

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

4. N/A

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

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

ESTIMATED COST

1. The estimated cost for the proposed contract is \$7,000 per month. The funding source is budget line 9121 ('For Payment of Costs Associated with Lobbyist Activities on Behalf of the City of Chicago').

2. The estimated annual cost under the proposed contract is \$84,000.

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

4. N/A

5. See 3, above.

SCHEDULE REQUIREMENTS

1. The Consultant will be engaged year-round, and will be especially active during the legislative session, when he will have to spend weeks in Springfield consulting and strategizing on the City's state legislative agenda. More specifically: Planning and preparation will largely occur during the late summer and fall months; execution of the agenda will occur during the winter and spring months, mostly in Springfield; and late spring and summer will entail



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JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT WORKSHEET**

review of the prior legislative session. The Consultant will also assist in regulatory matters, which occur all year.

2. N/A

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

4. N/A

EXCLUSIVE OR UNIQUE CAPABILITY

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

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

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

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

4. N/A

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

6. N/A

7. N/A

8. N/A

OTHER

Personal Services Contractor form attached.



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:
6/30/2016

Department Name:
Office of the Mayor

Requisition No:
124991

Specification No:
240034

PO No:

Modification No:

Contract Liaison:
Yasmin Rivera

Telephone:
312-744-9991

Email:
yasmin.rivera@cityofchicago.org

Project / Program Manager:
Anna Valencia

Telephone:
312-744-2460

Email:
andrea.valencia@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.

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

Contract Liaison Signature:

Project Title:
Legislative Consulting Services

Project Description:

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	99	4401	0140	0000			21000
	017	0100	99	4401	0140	0000			147000

Project / Program Manager Signature:

Commissioner/Authorized Designee Signature:

Purchase Order Information:

Contract Term (No. of Months): 24 months

Extension Options (Rate of Recurrence): 1

Estimated Spend/Value: \$ 168,000.00

Grant Commitment / Expiration Date:

Pre-Bid/Submittal Conference: Yes No

Mandatory Site Visit

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)

Modification or Amendment

Modification Information:
PO Start Date: _____
PO End Date: _____
Amount (Increase/Reduction): _____

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

Full Compliance Contract Specific Goals
 No Stated Goals Waiver Request

Contract Type:

Architect Engineering Commodity Construction JOC SBI
 Professional Services Revenue Generating Vehicle & Heavy Equipment
 Work Service Joint Procurement Reference Contract

Modification/Amendment Type:

Time Extension Scope Change/Price Increase /Additional Line Item(s)
 Vendor Limit Increase Requisition Encumbrance Adjustment
 Other (specify): _____

Risk Management / EDS

Insurance Requirements (included) Yes No

EDS Certification of Filing (included) Yes No

Vendor Info:

Name: William Filan

Contact: William Filan

Address: 321 N. Clark Street Suite 2800 Chicago IL. 60610

E-mail: wfilan@earthlink.net

Phone: 312-832-4700



OFFICE OF MAYOR RAHM EMANUEL
CITY OF CHICAGO

To: Jamie Rhee, Commissioner, Department of Procurement Services

From: Anna Valencia *AV*
Office of the Mayor

RE: Procurement of Legislative Consulting Services – William Filan Ltd

Date: July 1, 2016

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

William Filan Ltd performs state legislative consulting services on a year-round basis for the City. This includes travel to Springfield for all legislative session days, monitoring of the legislative rulemaking committee, attendance at committee hearings and conferences as needed, and regular communication with state legislators, state agencies, and other stakeholders. Mr. Filan assists in tracking state legislation, identifies issues or legislation of concern for the City, assists in advancing the City's agenda at the state level, works with legislators to protect the interests of the City, and works with the City's Springfield team on bill negotiations in both chambers of the General Assembly. Mr. Filan also helps draft legislation and conducts the research and groundwork necessary to successfully complete each of these functions.

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

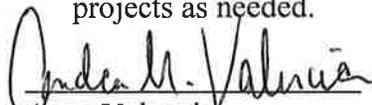
The proposed contract provides for a one-year term with a one-year extension option, at a flat monthly rate of \$7,000.

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

William Filan Ltd – Legislative Consulting Services
Scope of Services

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

1. Travel to Springfield for all legislative session days (generally January through the end of May, fall Veto session, and any special session days announced)
2. Monitoring of the legislative rulemaking committee
3. Attendance at conferences as needed.
4. On a daily basis, Mr. Filan will track state legislation and help spot issues of concern for the City.
5. Assist in advancing the City's agenda at the state level, while also working closely with legislators to protect the interest of the City on legislation filed potentially hurting the corporation.
6. Relationship building will be a critical to his function, as planning and attending legislative events and meetings will be a large part of his role.
7. Mr. Filan will work directly with the City's Springfield team on bill negotiations in both chambers of the General Assembly.
8. Attend legislative committee hearings in Springfield and Chicago
9. Help draft legislation for the City as well as amendments for legislation offending the City
10. Do research to ensure the most optimal outcomes of the legislation proposed by City departments as well as other entities.
11. Consult with other policymaking entities on legislative strategy
12. Assist in the passage of legislation needed by the City's departments and the Mayor's Office
13. Provide intel to the City from other entities and lobbyists about state government.
14. Maintain open lines of communication with the City and its legislative team at all times
15. Assist in any state government or legislative affairs related tasks, programs, events, and projects as needed.


Anna Valencia

Office of the Mayor



CERTIFICATE OF FILING FOR
CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 88260

Certificate Printed on: 06/29/2016

Date of This Filing:06/28/2016 04:04 PM

Original Filing Date:06/28/2016 04:04 PM

Disclosing Party: WILLIAM FILAN LTD

Title:OWNER

Filed by: Mr. WILLIAM M FILAN

Matter: new contract with mayors office of
legislative affairs

Applicant: WILLIAM FILAN LTD

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.

WILLIAM FILAN

CORPORATE AND GOVERNMENT PLANNER

SUITE 2800
321 NORTH CLARK STREET
CHICAGO, ILLINOIS 60610-4764
TELEPHONE 312.832.4391
FACSIMILE 312.832.4700

June 29, 2016

Ms. Anna Valencia
Director
Mayor's Office of Intergovernmental Affairs
City of Chicago
118 North Clark Street
Chicago, IL 60601

Dear Ms. Valencia:

I have been involved in the legislative process for close to 40 years and have worked with the City of Chicago on many of their issues for over 20 years. I am a problem solver that provides valuable institutional knowledge, advice and direction to your excellent staff and city departments. I assist in the reviewing of over 2500 bills that are introduced in any given session, and then follow many of these bills throughout the legislative session. I have established relationships with my peers, members of the General Assembly, the legislative staff and the executives who run the various departments within the Executive Branch under the Governor.

Some of the issues that confront us in Springfield range from local transportation and airport issues, criminal justice reform and gun legislation, protecting our home rule powers, pension legislation along with the many budget items that confront us.

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

In the past, I have worked with your team to prevent laws from being passed that would be detrimental to the City. I have also worked closely with your team to make sure Chicago gets its fair share of state revenue. My strengths lie in constantly reviewing strategies and tactics for new and creative ways to help achieve your goals. I am aggressive, tenacious and very resourceful with ideas to protect the City's interests in Springfield.

Ms. Anna Valencia
Mayor's Office of Intergovernmental Affairs

June 29, 2016
Page 2

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

Yours very truly,



William Filan

WILLIAM FILAN

CORPORATE AND GOVERNMENT PLANNER

SUITE 2800
321 NORTH CLARK STREET
CHICAGO, ILLINOIS 60610-4764
TELEPHONE 312.832.4391
FACSIMILE 312.832.4700

June 29, 2016

Ms. Anna Valencia
Director
Mayor's Office of Intergovernmental Affairs
City of Chicago
118 North Clark Street
Chicago, IL 60601

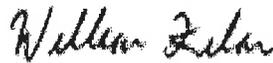
Re: Salary

Dear Ms. Valencia:

I am requesting that my rate for the new contract beginning on October 1, 2016 stay at the current rate of \$84,000 per year.

Thank you.

Sincerely,



William Filan

WILLIAM FILAN

CORPORATE AND GOVERNMENT PLANNER

SUITE 2800
321 NORTH CLARK STREET
CHICAGO, ILLINOIS 60610-4764
TELEPHONE 312.832.4391
FACSIMILE 312.832.4700

June 29, 2016

Ms. Anna Valencia
Director
Mayor's Office of Intergovernmental Affairs
City of Chicago
118 North Clark Street
Chicago, IL 60601

Re: MBE/WBE Waiver

Dear Ms. Valencia:

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

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

Yours very truly,



William Filan



OFFICE OF MAYOR RAHM EMANUEL
CITY OF CHICAGO

To: Jamie Rhee, Commissioner, Department of Procurement Services

From: Anna Valencia *AV*
Office of the Mayor

RE: MBE/WBE Goals – Legislative Consulting Services, William Filan Ltd

Date: July 1, 2016

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

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

97 This **Spectrum Policy** consists of the Declarations, Coverage Forms, Common Policy Conditions and any
39 other Forms and Endorsements issued to be a part of the Policy. This insurance is provided by the stock
LP insurance company of The Hartford Insurance Group shown below.
SBA

INSURER: HARTFORD CASUALTY INSURANCE COMPANY
ONE HARTFORD PLAZA, HARTFORD, CT 06155
COMPANY CODE: 3



Policy Number: 83 SBA LP3997 DV

SPECTRUM POLICY DECLARATIONS ORIGINAL

09174
*3100283LP39970117

Named Insured and Mailing Address: WILLIAM FILAN
(No., Street, Town, State, Zip Code)

321 N CLARK ST, STE 2800 C/O FOLEY
CHICAGO IL 60610

Policy Period: From 04/28/16 To 04/28/17 1 YEAR
12:01 a.m., Standard time at your mailing address shown above. **Exception:** 12 noon in New Hampshire.

Name of Agent/Broker: MESIROW INS SERVICES INC/BBT/PHS
Code: 551324

Previous Policy Number: 83 SBA LP3997

Named Insured is: INDIVIDUAL

Audit Period: NON-AUDITABLE

Type of Property Coverage: SPECIAL

Insurance Provided: In return for the payment of the premium and subject to all of the terms of this policy, we agree with you to provide insurance as stated in this policy.

TOTAL ANNUAL PREMIUM IS: \$629

Countersigned by *Susan L. Castaneda*
Authorized Representative

02/17/16
Date

SPECTRUM POLICY DECLARATIONS (Continued)

POLICY NUMBER: 83 SBA LP3997

Location(s), Building(s), Business of Named Insured and Schedule of Coverages for Premises as designated by Number below.

Location: 001 Building: 001

321 N CLARK ST, STE 2800
CHICAGO IL 60610

Description of Business:

CONSULTANT - MANAGEMENT

Deductible: \$ 250 PER OCCURRENCE

BUILDING AND BUSINESS PERSONAL PROPERTY LIMITS OF INSURANCE

BUILDING

NO COVERAGE

BUSINESS PERSONAL PROPERTY

REPLACEMENT COST \$ 2,700

PERSONAL PROPERTY OF OTHERS

REPLACEMENT COST NO COVERAGE

MONEY AND SECURITIES

INSIDE THE PREMISES \$ 10,000
OUTSIDE THE PREMISES \$ 5,000

SPECTRUM POLICY DECLARATIONS (Continued)

POLICY NUMBER: 83 SBA LP3997

PROPERTY OPTIONAL COVERAGES APPLICABLE TO ALL LOCATIONS LIMITS OF INSURANCE

**BUSINESS INCOME AND EXTRA EXPENSE
COVERAGE** 12 MONTHS ACTUAL LOSS SUSTAINED
**COVERAGE INCLUDES THE FOLLOWING
COVERAGE EXTENSIONS:**

ACTION OF CIVIL AUTHORITY: 30 DAYS
EXTENDED BUSINESS INCOME: 30 CONSECUTIVE DAYS

**EQUIPMENT BREAKDOWN COVERAGE
COVERAGE FOR DIRECT PHYSICAL LOSS
DUE TO:
MECHANICAL BREAKDOWN,
ARTIFICIALLY GENERATED CURRENT
AND STEAM EXPLOSION**

**THIS ADDITIONAL COVERAGE INCLUDES
THE FOLLOWING EXTENSIONS**

HAZARDOUS SUBSTANCES \$ 50,000
EXPEDITING EXPENSES \$ 50,000

**MECHANICAL BREAKDOWN COVERAGE ONLY
APPLIES WHEN BUILDING OR BUSINESS
PERSONAL PROPERTY IS SELECTED ON
THE POLICY**

IDENTITY RECOVERY COVERAGE \$ 15,000
FORM SS 41 12

SPECTRUM POLICY DECLARATIONS (Continued)

POLICY NUMBER: 83 SBA LP3997

BUSINESS LIABILITY	LIMITS OF INSURANCE
LIABILITY AND MEDICAL EXPENSES	\$2,000,000
MEDICAL EXPENSES - ANY ONE PERSON	\$ 10,000
PERSONAL AND ADVERTISING INJURY	\$2,000,000
DAMAGES TO PREMISES RENTED TO YOU ANY ONE PREMISES	\$ 300,000
AGGREGATE LIMITS	
PRODUCTS-COMPLETED OPERATIONS	\$4,000,000
FORM SS 05 09	
GENERAL AGGREGATE	\$4,000,000
EMPLOYMENT PRACTICES LIABILITY	
COVERAGE: FORM SS 09 01	
EACH CLAIM LIMIT	\$ 5,000
DEDUCTIBLE - EACH CLAIM LIMIT	
NOT APPLICABLE	
AGGREGATE LIMIT	\$ 5,000
RETROACTIVE DATE: 04281999	

This **Employment Practices Liability Coverage** contains claims made coverage. Except as may be otherwise provided herein, specified coverages of this insurance are limited generally to liability for injuries for which claims are first made against the insured while the insurance is in force. Please read and review the insurance carefully and discuss the coverage with your Hartford Agent or Broker.

The Limits of Insurance stated in this Declarations will be reduced, and may be completely exhausted, by the payment of "defense expense" and, in such event, The Company will not be obligated to pay any further "defense expense" or sums which the insured is or may become legally obligated to pay as "damages".

BUSINESS LIABILITY OPTIONAL COVERAGES

HIRED/NON-OWNED AUTO LIABILITY	\$2,000,000
FORM: SS 04 38	

09176
*3100283LP39970117



SPECTRUM POLICY DECLARATIONS (Continued)

POLICY NUMBER: 83 SBA LP3997

Form Numbers of Forms and Endorsements that apply:

SS 00 01 03 14	SS 00 05 12 06	SS 00 07 07 05	SS 00 08 04 05
SS 84 15 09 07	SS 01 23 12 11	SS 00 60 09 15	SS 00 61 09 15
SS 04 19 07 05	SS 04 22 07 05	SS 04 30 07 05	SS 04 38 09 09
SS 04 39 07 05	SS 04 41 04 09	SS 04 42 09 07	SS 04 44 07 05
SS 04 45 07 05	SS 04 46 09 14	SS 04 47 04 09	SS 04 74 09 07
SS 04 78 07 05	SS 04 80 03 00	SS 04 86 03 00	SS 40 18 07 05
SS 40 93 07 05	SS 41 12 12 07	SS 41 51 10 09	SS 41 63 06 11
IH 10 01 09 86	SS 05 09 07 00	SS 05 47 09 15	SS 50 19 01 15
SS 09 01 12 14	SS 09 06 12 14	SS 09 67 09 14	SS 09 70 12 14
SS 09 71 12 14	IH 99 40 04 09	IH 99 41 04 09	SS 38 25 12 07
SS 83 76 01 15			
IH 12 00 11 85	COMPLETE MAILING ADDRESS		



SUPER STRETCH SUMMARY

SUMMARY OF COVERAGE LIMITS

This is a summary of the Coverages and the Limits of Insurance provided by the Super Stretch Coverage form SS 04 74 which is included in this policy. No coverage is provided by this summary. Refer to coverage form SS 04 74 to determine the scope of your insurance protection.

The Limits of Insurance for the following Additional Coverages are in addition to any other limit of insurance provided under this policy:

Blanket Coverage Limit of Insurance: \$150,000
Blanket Coverages
Accounts Receivable- On/Off Premises
Computers and Media
Debris Removal
Personal Property of Others
Temperature Change
Valuable Papers and Records- On/Off Premises

Coverage	Limit
Brands and Labels	Up to Business Personal Property Limit
Claim Expenses	\$ 10,000
Computer Fraud	\$ 5,000
Employee Dishonesty (including ERISA)	\$ 25,000
Fine Arts	\$ 25,000
Forgery	\$ 25,000
Laptop Computers- Worldwide Coverage	\$ 10,000
Off Premises Utility Services – Direct Damage	\$ 25,000
Outdoor Signs	Full Value
Pairs or Sets	Up to Business Personal Property Limit
Property at Other Premises	\$ 10,000
Salespersons' Samples	\$ 5,000
Sewer and Drain Back Up	Included Up to Covered Property Limits
Sump Overflow or Sump Pump Failure	\$ 25,000
Tenant Building and Business Personal Property Coverage-Required by Lease	\$ 20,000
Transit Property in the Care of Carriers for Hire	\$ 10,000
Unauthorized Business Card Use	\$ 5,000

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The Limits of Insurance for the following Coverage Extensions are a replacement of the Limit of Insurance provided under the Standard Property Coverage Form or the Special Property Coverage Form, whichever applies to the policy:

Coverage	Limit
Newly Acquired or Constructed Property – 180 Days	
Building	\$1,000,000
Business Personal Property	\$ 500,000
Business Income and Extra Expense	\$ 500,000
Outdoor Property	\$ 25,000 aggregate/ \$1,000 per item
Personal Effects	\$ 25,000
Property Off-Premises	\$ 25,000

The following changes apply only if Business Income and Extra Expense are covered under this policy. The Limits of Insurance for the following Business Income and Extra Expense Coverages are in addition to any other Limit of Insurance provided under this policy:

Coverage	Limit
Business Income Extension for Off-Premises Utility Services	\$ 25,000
Business Income Extension for Web Sites	\$ 50,000/7 days
Business Income from Dependent Properties	\$ 50,000

The following Limit of Insurance for the following Business Income Coverage is a replacement of the Limit of Insurance provided under the Standard Property Coverage Form or the Special Property Coverage Form, whichever applies to the policy:

Coverage	Limit
Extended Business Income	90 Days

The following changes apply to Loss Payment Conditions:

Coverage	Limit
Valuation Changes	
Commodity Stock	Included
"Finished Stock"	Included
Mercantile Stock - Sold	Included