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**
Planning and Development
Contract Liaison
Peter Murawski

**Originator Name**
Paul Imparl
Email Contact Liaison
peter.murawski@cityofchicago.org

**Telephone**
312-742-0844
Telephone
312-744-6228

**Date**
12/19/19

**Signature of Application Author**

List Name of NCRB Attendees/Department

Paul Imparl
Peter Murawski
Christopher Jang
Alessandra Budnik

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

Company: CoStar Realty Information, Inc.

Contact Person: Brendan Church
Phone: 312-292-1806
Email: bchurch@costar.com

Project Description: This request is for a VLI of $8,397 to be added to the current PO limit of $90,972 for a new PO Limit of $99,369 to cover a time extension from 3/19/20 through 6/30/20. Online Real Estate information retrieving license which grants designated licensees access and shows available commercial properties that may be used for economic development, TIF and business development real estate related deals, including but not limited to property demolitions and acquisitions within the City of Chicago. Vendor will maintain software platform and provides access through monthly license subscriptions for users accessibility.

This is a request for:
- [ ] New Contract
- [ ] Amendment / Modification

**Contract Type**
- [ ] Blanket Agreement
- [ ] Standard Agreement

**Term:** ___ (# of mo)

**Type of Modification**
- [ ] Time Extension
- [ ] Vendor Limit Increase
- [ ] Scope Change

**Contract Number:** 51595
**Specification Number:** 264587
**Modification Number:** 1

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**Department Request Approval**

Maurice D. Cox

**Recommended Approval**

Steven Lobo

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**Approved**

J. M. 10 March 2020

CHIEF PROCUREMENT OFFICER

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Page 1 of 2
April 2013
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
This is request is for a VLI to a current PO # 51595 and time extension from 3/19/20 through 6/30/20 only. Please refer to our original NCRB submission that was approved by CPO on 3/14/17 as all other terms and conditions previously approved remain the same.

☐ ESTIMATED COST
The estimated cost to be covered by the VLI is $8,397, which will cover the period of 3/19/20 through 6/30/20 only. Please refer to our original NCRB submission that was approved by CPO on 3/14/17 as all other terms and conditions previously approved remain the same.

☐ SCHEDULE REQUIREMENTS
This is request is for a VLI to a current PO # 51595 and time extension from 3/19/20 through 6/30/20 only. Please refer to our original NCRB submission that was approved by CPO on 3/14/17 as all other terms and conditions previously approved remain the same.

☐ EXCLUSIVE OR UNIQUE CAPABILITY
This is request is for a VLI to a current PO # 51595 and time extension from 3/19/20 through 6/30/20 only. Please refer to our original NCRB submission that was approved by CPO on 3/14/17 as all other terms and conditions previously approved remain the same.

☐ OTHER
This is request is for a VLI to a current PO # 51595 and time extension from 3/19/20 through 6/30/20 only. Please refer to our original NCRB submission that was approved by CPO on 3/14/17 as all other terms and conditions previously approved remain the same.
Attach required forms for each procurement type and detailed scope of services and/or specifications and forward original documents to the Chief Procurement Officer, City Hall, Room 806.

Date: DECEMBER 19, 2019

Department Name: PLANNING AND DEVELOPMENT

Regulation No.: 321299
PO No.: 51695
Contract Liaison: PETER MURAWSKI
Telephone: (312) 742-6229
Email: peter.murawski@cityofchicago.org
Project/Program Manager: PAUL IMPARL
Telephone: (312) 742-0844
Email: paul.imparl@cityofchicago.org

Project Title: CoStar Realty Information, Inc.

Project Description: Vendor Limit Increase of $8,397 and Time Extension Through 6-30-2020 for Small Order Agreement for Online Real Estate Research

Funding:
- Corporate
- Bond
- Enterprise
- Grant
- Other:
- IDOT/Transit
- IDOT/Highway
- FHWA
- FTA
- FAA

LINE FY FUND DEPT ORGN APPR ACTV PROJECT RFTS EST/DOLLAR AMOUNT

3 Months $98,397

Purchase Order Information:
- Contract Term (in months): 3 Months
- Extension Option (Rate of Recurrence):
- Estimated Spend/Value: $98,397
- Grant Commitment / Expiration Date:

Pre-Bid/Submittal Conference: Yes No
- Mandatory
- Site Visit

Modification or Amendment
- Modification Information:
  - PO Start Date: 3/19/2020
  - PO End Date: 6/30/2020
  - Amount (Increase/Reduction): INCREASE: $9,397

MBE/WBE/DBE Analysis: (Attach MBE/WBE/DBE Goal Setting Memo)
- Full Compliance No Stated Goals
- No Risk Management / EDS / IDOT
- Insurance Requirements Included:
- Yes
- No
- EDS Certification of Filling (Included): Yes No
- IDOT Concurrence (Required): Yes No

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)
- IDOT Concurrence

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

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

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

Vendor Information:
- Name: CoStar Realty Information, Inc.
- Contact: Brendan Church
- Address: 1331 L Street, NW, Washington, DC 20005
- E-mail: bchurch@costar.com
- Phone: (312) 292-1806

By signing below, I attest that the information provided is true and accurate.
To: Shannon E. Andrews  
Chief Procurement Officer  
Department of Procurement Services (DPS)

Attention: Steven Loboda  
NCRB Chairman

From: Maurice D. Cox  
Commissioner  
Department of Planning and Development

Date: December 19, 2019

PO # 51595  
Specification # 264587  
Requisition # 321269

The Department of Planning and Development (DPD) is requesting approval by the Non-Competitive Review Board (NCRB) of a Vendor Limit Increase of $ 8,397 to our existing Purchase Order # 51595 with CoStar Realty Information, Inc. and time extension from 3/19/2020 through 6/30/2020. The VLI will cover the cost of the software licensing subscriptions with CoStar Realty Information, Inc. for the additional time extension that will extend the current 3-year contract term expiring on 3/19/2020 to 6/30/2020. The current maximum compensation on this contract is $90,972. The additional $8,397 will allow us to remain under the small order cap of $100,000 as the new PO limit will be $99,369. Please note that the NCRB originally approved a contract term of 3 years or 36 months with an option to two one-year renewal terms, an additional 24 months. DPD is also working with the vendor to complete a new NCRB application for a new agreement to begin on July 1, 2020.

No other changes to the terms and conditions of the original contract are being requested.

We are including the following supporting documentation with the memorandum:
1. NCRB Application
2. DPS Project Checklist
3. Scope of Work (see the original scope of work for this contract)
4. Vendor has terms and conditions based on the executed contract
5. Complete Justification from Vendor (see the original justification)
6. An M/WBE Compliance: (see the original Approval of No Stated Goals)
7. Insurance Certificate
8. Online EDS Filing Certificate
9. Current and Valid Price Quotation for the Time Extension on Vendor Letterhead

For any questions regarding this matter, please contact Peter Murawski at 4-6228.

Thank you for your cooperation to this matter.

Cc: Paul Imparl, DPD
    Peter Murawski, DPD
    Alex Budnik, DPD
    Sonia Garcia, DPD
    Chenin Kilduff, DPD
    File
1. NCRB Application
2. DPS Project Checklist
3. Scope of Work (see the original scope of work for this contract)
4. Vendor has terms and conditions based on the executed contract
5. Complete Justification from Vendor (see the original justification)
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8. Online EDS Filing Certificate
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For any questions regarding this matter, please contact Peter Murawski at 4-6228.

Thank you for your cooperation to this matter.

Cc: Paul Imparl, DPD
    Peter Murawski, DPD
    Alex Budnik, DPD
    Sonia Garcia, DPD
    Chenin Kilduff, DPD
    File
NO STATED GOAL REPLY MEMORANDUM

TO: David L. Reifman
Commissioner
Department of Planning and Development

FROM: Rich Butler
First Deputy Procurement Officer

DATE: SEP 21 2016

RE: CoStar Software Services
Specification No. 264587

After further review and consideration, the Department of Procurement Services approves the No Stated Goal request for the CoStar Software Services project for the Department of Planning and Development.

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

JLR:gs
In the event, based on such a small and specific need for local vendors, CoStar Realty Information, Inc. had been unable to identify an appropriate MBE/WBE firm certified by the City of Chicago to participate as a partner in this contract and any additional efforts to do so would be impractical.

I appreciate your consideration in this matter.

Sincerely,

Scott Jana
Regional Director
CoStar Realty Information, Inc.
CoStar Realty Information, Inc. COMPS: Comprehensive national coverage of comparable sales transactions allowing professionals to research property comparables, track market trends, identify true buyers and sellers and expedite the appraisal process and support property valuations.

In the Chicago market our COMPS Professional database includes:

- 120,972 Total Sales Comps, 9,019 in the last 12 months


In the Chicago market our Tenant database includes:

- 198,563 Total Commercial Real Estate Tenants


CoStar Realty Information, Inc. Lease Analysis: Gives the user and understandable cash flow analysis for any proposed or existing lease. It combines cutting-edge financial modeling with CoStar Realty Information, Inc. comprehensive property information, enabling you to compare lease alternatives fast and easy.

Subscription also includes access to monthly webinars and our Daily Updates and invitation to quarterly "State of the Market" webinar.

Request of MBE/WBE Goals Waiver

In reference to contract between CoStar Realty Information, Inc. and City of Chicago, CoStar Realty Information, Inc. is hereby requesting that the Chief Procurement Officer grant a waiver of the MBE/WBE Goals based on Impracticability.

CoStar Realty Information, Inc. provides an online database of information and as such does not have adequate contracting needs within the local community to meet the goals of this program. No portion of this database is housed or maintained in the City of Chicago or State of Illinois. CoStar Realty Information, Inc. does maintain a small sales force in Chicago as well as three research vehicles. The current contract goals would require CoStar Realty Information, Inc. to utilize the services of less than one WBE and less than two MBEs and therefore such partnerships would have only a nominal impact on the stated objectives of this program.
July 29, 2016

Mr. Leonard Oblitor
City of Chicago
121 N. LaSalle Street
Chicago, IL 60602

RE: CoStar Realty Information, Inc. Justification Letter

Dear Mr. Leonard Oblitor:

As the nation’s leading provider of commercial real estate information, CoStar Realty Information, Inc. is the only company that takes a census level approach to gathering information on commercial real estate. Over the last 30 years, our firm is the only provider of information on over 4,500,000 million commercial properties tracked nationwide. Our information is researched and verified by the industry’s largest research organization consisting of over 1,600 highly-trained research professionals and more than 150 field research vehicles scouring the market to ensure you have access to information you can’t get anywhere else. Costar is a shortened name for the CoStar Realty Information, Inc. That is, anywhere Costar is used in any document should mean CoStar Realty Information, Inc.

CoStar Realty Information, Inc. enables the City of Chicago, through this subscription, to retrieve high level, detailed information on commercial properties from both the macro and micro perspective. This includes completed sale transactions, lease transactions, property/market analytics, tenant data, and much more. All this information is proprietary and only available through CoStar Realty Information, Inc. The total subscription investment is $2,527.00/month for a term of 3 years.

Our property information has been proactively researched, independently verified and is continuously updated by our research staff. There are 30+ researchers assigned to the Chicago market for updating and verification purposes.

Description of CoStar Realty Information, Inc. Suite Service

CoStar Realty Information, Inc. Property Professional: Our flagship product for the professional who needs the most commercial property detail available anywhere: for lease and for sale properties, fully-lease properties, historical data, key tenants, building photos, maps and floor plans, true ownership info, demographic data and more.

In the Chicago market our Property Professional database includes:

- 130,493 Properties totaling over 3.5 Billion SF
- 14,312 Properties For Sale and 14,188 Properties For Lease
- 251,825,406 of available space, 16,747,193 SF of available sublet space
CoStar Realty Information, Inc. COMPS: Comprehensive national coverage of comparable sales transactions allowing professionals to research property comparables, track market trends, identify true buyers and sellers and expedite the appraisal process and support property valuations.

In the Chicago market our Comps Professional database includes:

- 120,972 Total Sales Comps, 9,019 in the last 12 months


In the Chicago market our Tenant database includes:

- 198,583 Total Commercial Real Estate Tenants


CoStar Realty Information, Inc. Lease Analysis: Gives the user and understandable cash flow analysis for any proposed or existing lease. It combines cutting-edge financial modeling with CoStar Realty Information, Inc. comprehensive property information, enabling you to compare lease alternatives fast and easy.

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Scope of Work for CoStar Realty Information, Inc.

1.1 Scope of Work

DPD is requesting special consideration for a non-competitive bid due to our inability to find any other vendors which can provide the data with the type and level of detail required by DPD’s staff with respect to the information needed to perform research required for our Economic Development, Business Development and TIF Administration divisions.

Provide 3 licenses and access to the Department of Planning and Development assigned staff for the CoStar Realty Information, Inc.’s suites. The suites will allow for the following:

- Search available commercial/industrial properties within specific geographic areas with specific attributes
- Search vacant lands
- Research historical data about specific properties and geographic areas within the City of Chicago
- Research transaction data to confirm/verify development proposals and development budget
- Identify comparable properties when performing underwriting of TIF economic development deals
- Monitor developer compliance for ongoing agreements
- Conduct financial analysis performed by the TIF Administration team such as for the Class L tax incentive
- Determine rental rates, vacancy rates, and tenant/property listings for discrete market areas throughout the City
- Obtain commercial property details: for lease, sales properties, fully leased properties, historical data, key tenants, building photos, maps and floor plans, true ownership information, demographic data and more.

Prepared By: ______________________ Date 3/5/2011

Paul A. Imparl
Department of Planning and Development
Data Services Administrator
November 20, 2019

Mr. Paul Imparl
City of Chicago
121 N. LaSalle Street
Chicago, IL 60602

RE: Term Extension Addendum / PO # 51595

Dear Mr. Paul Imparl,

As noted in the contract extension addendum, your current CoStar rate of $2,527/month will be extended from 3/19/2020-6/30/2020.

Sincerely,

Brendan Church

Brendan Church
Account executive
CoStar Group