

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: Department Name:		participa condition Service	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.										
Requisition No:	Specification No:		*By signing this form, I attest that all information provided is true and accurate.										
PO No:	Modification No:	Projec Title:	t										
Contract Liaison:													
Telephone:		Projec Descri		n:									
Email:													
Project / Program Manage	r:												
Telephone:		Fundi	ng:										
•		Corp	orate		Bond		Ent	erprise	G	rant		Other:	
Email:		IDO1	√Tran	nsit	IDOT	/Highway	FH\	WA	F	TA		FAA	
Check One:		LINE	F	Υ	FUND	DEPT	ORGN	APPR	ACT	V PROJE	СТ	RPTG	ESTDOLLAR AMOUNT
☐ New Contra	ct Request												
*By signing below, I attest contract are true and accu	the estimates provided for this rate.												
*Project / Program Manage	ell			l .		rder Type Irchase Or		₹)		Special Ap	-	vals Requ	uired:
*Commissioned Authorized Sandra	Designee Signature Blakemore	JSB		Master Consultant Agreement (Task Order) Standard/One-Time Purchase Non-Competitive Review Board (NCRB) Request for Individual Contract Services									
Purchase Order				Procurement Method: Bid RFP RFQ RFI Small Order Information Technology Governance Board (ITGB)									
Contract Term (No.	of Months):												
Extension Options	(Rate of Recurrence):												
Estimated Spend/\	/alue: \$	ì											
Grant Commitmen	t / Expiration Date:			Contract Type:									
Pre-Bid/Submittal	Conference: Yes	☐ No		Architect Engineering Commodity Construction JOC SBI									
Mandatory	Site Visit			Professional Services Revenue Generating Vehicle & Heavy Equipment Work Service Joint Procurement Reference Contract									
Modification	or Amendment			Mod	ification	n/Amendı	nent Ty	/pe:					
Modification Informati	on:			Time Extension Scope Change/Price Increase /Additional Line Item(s)									
PO Start Date: PO End Date:				Vendor Limit Increase Requisition Encumbrance Adjustment Other (specify):									
Amount (Increase/Redu	ction):				rinor (spec	ony).							
MBE/WBE/DBE An	alysis: (Attach MBE/WB	E/DBE Goal											
Setting Memo) Full Compliance Contract Specific Goals			Vend	or Info:									
No Stated Goals Waiver Request			Na	ame:									
Risk Management / EDS			Co	ntact:									
Insurance Requirements (included) Yes No			Add	dress:					_				
EDS Certification of Filling (included) Yes No				mail:									
				Ph	none:								



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	Telep	hone	Date	Signature of App	lication Author	
Law/AIS-IT	Felicia Warner	312-7	44-2239	3/14/2022	() A		
Contract Liaison	Email Contract Liaison	Telep	hone		1	-	
Judith Mims	judith.mims@cityofch o.org	icag 312-7	/42-1817		JILI		
List Name of NCRB Att	endees/Department						
Felicia Warner		Gary	Bell				
Julie Morgan							
Lawrence Baylor							
Judith Mims							
Request NCRB review	be conducted for the prod	uct(s) and/o	r service(s) de	escribed hereir	າ.		
Company: Litify Inc.							
Contact Person:	Ph	one:	Email:				
Tom Mavis		09)528-4470		litify.com			
Project Description: Do	ocument Management Pla	tform for the	Department of	of Law			
This is a request for:							
New Contract		☐ Ar	Amendment / Modification				
Contract Type		Type	Type of Modification				
	Term: 60 (# of mo)	□□Ti	☐ Time Extension ☐ Vendor Limit Increase ☐ Scope Change				
☐ Standard Agreemen	 ·	Contr	Contract Number:				
_ 0			 ification Numbe	—— er:			
			cation Numbe				
Department Request	Approval		Recommo	ended Appro	val		
5 1 211	1. 150						
Sandra Blak DEPARTMENT HEAD OR D	remore GOD	6/7/2022 DATE	BOARD CH	AIRPERSON		DATE	
	DESIGNEE (/	DATE	BOARD CH	AIRPERSON		DATE	
Sandra Blakemore			PRINT NAM	_			
PRINT NAME			PRINT NAM	<u> </u>			
(FOR NCRB USE ONI	LY)		□ A	and it	D Baiacted		
Recommend Approval/Date:			☐ Appro	vea (Rejected		
Return to Department/Date:							
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rejecteo/Date:							
nejeotea, pater			CHIEF PRO	CUREMENT OFF	FICER	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 selection of Litify's document management application solution is the result of a 2019 IT assessment task order that was awarded to Catalyst Consulting Group. Catalyst conducted the research and recommended the software, which is included in the scope of their IT master consulting agreement with the City (PO 32638). That agreement was procured via a Request for Qualifications bid in 2015. TeamConnect, a solution manufactured by Mitratech, is Law's current case management system. TeamConnect was initially designed and implemented in the Law Department in 2009 and was procured via NCRB approval. The purpose was to have one centralized system for all or most divisions with shared access.

TeamConnect was to also allow legal personnel the ability to more effectively track court cases throughout the department as well provide the ability to cross reference cases and check for duplicate or relative information, i.e. same person or properties, between cases managed by each division.

- 2. This is a first-time requirement.
- 3. The recommendation of Docrio was obtained through a competitive task order bid. The license purchase of the software cannot be done competitively since it is proprietary.
- 4. (See answer to Q.3)
- 5. No, Litify designed the application specifically for the City of Chicago.
- 6. No, due to Catalyst's assessment and market analysis the solution core features compliment the City's platform's i.e. 311, SaleForce unlike any other application that was presented and the vendor has experience in migrating data from Team Connect unlike other applications.

■ ESTIMATED COST

Item	Quantity	Date	Amount
LitifyELM OEM License	300	7/1/2022 - 06/30/2023	\$151,200.00
Docrio	300	7/1/2022 - 06/30/2023	\$100,800.00
LitifyELM OEM License	300	7/1/2023 - 06/30/2024	\$155,736.00
ocrio	300	7/1/2023 - 06/30/2024	\$103,824.00
LitifyELM OEM License	300	7/1/2024 - 06/30/2025	\$160,408.08
Docrio	300	7/1/2024 - 06/30/2025	\$106,938.72
LitifyELM OEM License	300	7/1/2025 - 06/30/2026	\$165,220.32
Docrio	300	7/1/2025 - 06/30/2026	\$110,146.88
LitifyELM OEM License	300	7/1/2026 - 06/30/2027	\$170,176.93
Docrio	300	7/1/2026 - 06/30/2027	\$113,451.29
		Total	\$1,337,902.22

Microsoft Access and Excel were temporarily used prior to TeamConnect but these tools were obviously ineffective and inadequate for case management. Also, Catalyst's assessment and market analysis the solution core features compliment the City's platform's i.e. 311, SaleForce unlike any other application that was presented and the vendor has experience in migrating data from Team

□ SCHEDULE REQUIREMENTS

- 1. The schedule was determined during the TOR process.
- 2. No, three potential vendors were interviewed. Litify offers the most effective and viable solution of the pool of vendors.
- 3. The current LCMS (TeamConnect) is EOL, no longer supported by vendor and could possibly fail at any point. This would impact not only the Law Department but city wide since any data lost would be unrecoverable.
- 4.An IT assessment of DOL was originally taken in 2019 but due to COVID-19 protocols the next steps were put on hold up until 2022. Completion date for replacement of the outdated LCMS system, including costs, budget, and operations, if the bidding process were to start over, would significantly alter the targeted goal and result in an unpredictable outcome.

□ EXCLUSIVE OR UNIQUE CAPABILITY

- 1. This request is intended for hiring a firm for consulting services.
- 2. Yes, Litify is a legal practice management software solution built on the Salesforce platform. Litify has several core features that are ideal for Chicago's Department of Law. Litify comes with Matter Management, Document Automation, Client Profiles, and Accounting. Its' core features are complimented by the platform's extensive integration ability and leverages the Salesforce AppExchange which makes thousands of applications available for integration into the platform. Some of the more notable integrations include DocuSign, AdobeSign, Outlook, QuickBooks, CalendarRules and Litify's own document management application, Docrio. Unlike the other solution providers, the Litify Team has experience in migrating data from Team Connect to Litify and provides multiple training channels and methods.
- 3. Experience in migrating TeamConnect, a software platform for legal operations to Docrio 2.0. Litify is a Public Legal Department solution provider, catering specifically to government clients to help manage and organize their services, reduce internal process risks, and break down organizational silos. Most legal practice management software companies do not cater to Public Legal Departments.
- 4. Liitify possesses the Docrio application and can integrate with the 311 application and other Salesforce applications already being used by the City of Chicago. Docrio also has Geo-coding functionality (link cases by ward). It provides a reporting capability as this is the standard for Salesforce based solutions, and integrates with thousands of other applications, with a user-friendly interface that and provides the ability to share data electronically with client departments through portal licenses.
- 5. Litify can integrate with the 311 application and other Salesforce applications already being used by the City of Chicago and provide Geo-coding functionality (link cases by ward). It provides robust reporting capability as this is the standard for Salesforce based solutions, and integrates with thousands of other applications, with a user-friendly interface that and provides the ability to share data electronically with client departments through portal licenses.

6. N/A

While other software applications have individual features that would help the Department of Law standardize its operations, no other software application brings all the features together into one solution the way Litify is able to do so. Selecting Litify allows the Department to obtain important features such as Case Management, Document Management, Resource Management, and others all in one integrated solution and not have to purchase separate solutions to address the Departmental needs.

By selecting Litify, the Department will benefit from the fact that Litify is built on the Salesforce software platform which comes with the following advantages: built-in security protections such as two-factor authentication, data encryption, user-level permissions, and physical secure data centers; best-in-class analytics and customizable dashboards which with training can be built by current Departmental employees. The Litify experience can be extended even further through the Salesforce AppExchange store which allows Litify to integrate with other helpful applications such as DocuSign, AdobeSign, Outlook, CalendarRules, QuickBooks and many more.

- 7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Yes, Docrio is a proprietary software of Litify,
- 8. See answer to #7. Litify owns the license for Docrio 2.0

Page 2 of 3 April 2013



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

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A copy of the ITGB approval is attached.

Page 3 of 3 April 2013



DEPARTMENT OF ASSETS, INFORMATION & SERVICES

MEMORANDUM

TO: Aileen Velazquez

Chief Procurement Officer

Department of Procurement Services

Sandra Blakemore GSB

FROM: Sandra Blakemore

Acting Commissioner

DATE: June 13, 2022

RE: NCRB Approval of Litify Inc. for Document Management Software

SPEC. NO.: 1246746 **REQ. NO.:** 463409

In October 2021, Catalyst Consulting was selected for a task order that involved the IT business processes of the City's Law department. An outcome of the task order was the decision to replace Team Connect, DOL's the current case management system. It was determined that DOL needed a robust system offering a variety of features to not only replace Team Connect but enhance and modernize its operations. The following management features were required:

- Document and task management
- Client intake
- Calendar and docket management
- Integrations with Microsoft Office, including Outlook
- Reporting
- Automated notifications

After considering the above required features, three vendors were considered. Litify's document management software was considered as the most comprehensive solution. They were able to present a system similar to those utilized by other large municipalities while also addressing requirements that were exclusive to the City.

Litify is a legal practice management software solution built on the Salesforce platform. Litify has several core features that are ideal for DOL. Litify comes with Matter Management, Document Automation, Client Profiles, and Calendaring. Its' core features are complimented by the platform's extensive integration ability and leverages the Salesforce AppExchange which makes thousands of applications available for integration into the platform, including DocuSign, AdobeSign, Outlook, QuickBooks, and Litify's own document management application, Docrio. With the potential add-on of Docrio, DOL attorneys will be able to create template pleadings, which will make for a more efficient workflow. Unlike the other solution providers, the Litify Team also has experience in migrating data from Team Connect to Litify and provides multiple training channels and methods. This previous experience in Team Connect migration was a strong selling-point for DOL because it will make transitioning to a new case management system smoother and will mitigate concerns of lost data.

(cont.,)

Another Litify advantage is that its client portfolio includes other large City law offices, such as the New York City Law Department, so they are used to providing both the support of and working within the restrictions of public sector clients. Litify bills itself as "a Public Legal Department solution provider, catering specifically to government clients to help manage and organize their services, reduce internal process risks, and break down organizational silos. As a leading software company that actively seeks out and services Public Legal Departments, it is an integral part of their customer strategy cannot be overlooked. Most legal practice management software companies do not cater to Public Legal Departments, even fewer expressly make it a part of their growth strategy."

In addition, Litify was also the only vendor that showcased their ability to geo-code cases, meaning each case can be linked by ward. This capability along with the robust reporting features will allow DOL to provide the City with sophisticated data analytics of what types of cases are being filed in which wards. The data visualization capabilities will also be a major upgrade from the current Team Connect system.

Lastly, between the ability to share data electronically with client departments through portal licenses and the potential to integrate with the 311 System and other Salesforce applications already being used by the City of Chicago, the use of Litify creates the potential to create a more efficient and effective workflow between DOL and client departments.

Litify has a modern and user-friendly interface and offers training and individual client support through the annual membership fee that would be required, as opposed to the current Team Connect model, where DOL purchased the software for a one-time fee but does not have technical support, customer relations, or maintenance support, which creates security risks.

We request a contract term of five (5)-years with a two (2)-year extension option and a contract value of \$1,337,902.22 for five years of software licenses and support services.

AIS submits this request on behalf of the Law Department and will assume ownership of the agreement including its management and payment responsibility.

Please contact Felicia Warner at x4-2239 and Felicia. Warner@cityofchicago.org, and Judith Mims at x21817 and Judith. Mims@cityofchicago.org if additional information is required.

attachments

cc: NCRB

- J. Morgan/DOL
- L. Baylor/DOL
- G. Bell/AIS
- F. Warner/AIS
- J. Mims/AIS

TASK ORDER PROPOSAL REQUEST

Using MASTER CONSULTING AGREEMENT Spec 121573 Management Consulting Scope

FROM: CITY OF CHICAGO

Department of Assets, Information and Services

Bureau of IT (BoIT)

DATE: June 7, 2021

PROJECT NAME: Department of Law (DOL) Technology Assessment & Implementation

PROJECT #: 201931776

A. SCOPE

The City of Chicago **Department of Assets**, **Information and Services**, **Bureau of IT (BoIT)** seeks Task Order Proposals for the scope of services described herein to implement the following project in accordance with the terms and conditions of the original Master Consulting Agreement.

The vendor shall perform all necessary services required to complete this project. Detailed information regarding various aspects of this project is included in this section and listed attachments. Please read all attachments for all the details on this project.

This scope describes the approach requested to: (1) assess the current state of DOL business processes, networks, and systems; (2) develop a digital roadmap on modernizing its business processes to reduce risks, enable it to be more effective and efficient, and align DOL's technology with the needs of residents and businesses; (3) implement the solutions selected by DOL including integration with current systems, transfer of data and (4) proposal an out-of-the box system that would meet DOL needs.

The approach should include an accelerated implementation cycle that will have all divisions in a working system withing 12 to 14 months with interim rollouts every 3 to 4 months. The divisions with existing systems will have those systems replicated with the application. The divisions without systems will utilize the application out of the box best practices designs for their baseline.

The aforementioned assessment and implementation will:

 Evaluate current product offerings, IT processes and technology services delivered internally and externally across DOL

As detailed in the following chart, the Law Department is using an aged case management system that is over ten years old, has no comprehensive document management system, and is at capacity with internal storage.

TeamConnect	End of life; does not meet operational and business needs; very user-unfriendly.
Server/Storage	End of life; does not meet operational and business needs; not compatible with City storage vision.
Relativity / Logickull	Third-party host; no comprehensive plan; not a cost-effective approach or long-term solution.
Shared Drive	Only a comprehensive department-wide file storage solution, other than third party items. Very difficult to organize and maintain. No advance features whatsoever; sharing of documents and collaboration is manual.

- Benchmark DOL's case management and document management systems and processes against other similar organizations, in the public and private sector, and in relation to Industry Best Practices.
- Evaluate emerging technology opportunities, noting existing gaps, areas of potential risk, and opportunities for rationalization and optimization within the current method of development and delivery of technology.
- Recommend software and services to modernize the DOL's case management and document management systems in light of DOL's structure, needs, and budget.
- Provide help, support, and training for City users on the product(s) configuration, usage and customization capabilities. This is to include technical training and development of user "train the trainer" training program with manuals and reference materials.
- Reporting Standard and Ad Hoc reports such as:
 - Open case report (pending matters)
 - Closed case report (dismissed matters)
 - Attorney case assignment report (How many matters per attorney)
 - Case category report (7 categories to choose from)
- Capacity for and ease of enhancements
- Deployment Options
 - Web-based
 - Software as a Service
 - Application Service Provider
 - Install and configure the software on servers provided by the City as recommended by the vendor.
 - Assess the needs of each division of DOL to obtain their specific functionals requirements.
 - Migrate data from existing applications as the corresponding divisions are implemented on the configured applications (e.g. Analysis transformation testing, and loading).
 - Provide on-going application maintenance and support.
 - Interfaces to key systems

- Property address lookup GIS
- o Hansen
- o eBilling Adapter
- o Law Bulletin
- o Pacer
- Knowledge sharing and collaboration across DOL
- Common processes and reduction in duplicate entry
- Identify a new appeal request form and automation of status to legal team
- Review and improve audit tracking functionality
- Identify compliance issue tracking and resolution area
- 1. **Business Strategy:** Document the department's specific application goals and priorities by conducting interviews with City department heads and other key staff to develop a prioritized departmental needs matrix.
- 2. **Application Portfolio:** Review existing departmental applications. Update application inventory to provide an up-to-date assessment of existing offerings. Identify opportunities for consolidation or emerging alternatives to current processes or applications.
- 3. **IT Risk Assessment:** Identify potential vulnerabilities that require immediate mitigation and potential risks that could emerge overtime as technology advances.
- **4. Technical Infrastructure**: Prepare gap analysis on the ability of existing DOL hardware and network infrastructure to support current needs and identify potential to move to cloud or hosted services.
- 5. **Cost Analysis:** Assess all IT-related costs across DOL per the application need, not just to identify potential areas for cost reduction; and benchmark spending-across the departments and to external public and private organizations-to rationalize financial immediacy of recommendations.
- 6. **Technical Requirements**: Identify how their proposed solution will meet the City's technical requirements.
- 7. **Architectural Requirements:** Assess and demonstrate how their solution will fit withing the City's architectural requirements where applicable.
- 8. **Enterprise Application Integration Requirements**: Identify proposed solution will support the City's Enterprise Application Integration Requirements.
- 9. **Service Level Agreements**: Service level agreements (SLA) for the proposed solution is expected to work with the City subject matter experts to set SLA requirements.
- 10. **Implementation Plan and Timelines**: TOR shall provide a detailed implementation plan describing the transition steps conceived to likely take place. The implementation plan must include data migration and parallel operations instill solution is in place.

The TOR shall also require that respondents provide details plans for transition from the current system to a new system. The implementation plan must include the migration of any and all City data and any hardware, software, licenses and documentation owned by the City.

11. **Information Security Compliance**: The TOR must be written to account for the City's terms, conditions, and policies concerning information security, and compliance with all laws generally, but particularly related to information security and other identity or identification could be vulnerable physically and electronically.

Analyze and implement data security procedures for the system which recognize ethical legal constraints accomplished through role-based security.

12. **Market Analysis**: The Consultant shall research the marketplace of vendors offering solutions meeting the City's requirements and provide an analysis of the solutions and their capacity to meet the City's requirements.

SKILL REQUIREMENTS

At a minimum, responding vendors and supporting staff must have comprehensive experience with requirements gathering for IT projects, scope preparation and application implementation. Knowledge and experience of systems used for legal case management is a plus.

The respondent must complete the assessment in 30 days.

PROJECT DELIVERABLES AND COMPLETION CRITERIA

The City estimates that this project will take approximately 12 to 14 months from start to finish. The vendor shall perform all necessary services required to complete this project within the timeframe specified.

A. General

1. As an introduction to the project, the vendor shall hold a kick-off meeting with DOL to set the framework for this mission critical undertaking.

B. Deliverables

- 1. Assessment
- 2. Proposal/Change Order
- 3. Project Plan
- 4. Project Phase
- 5. Application Module
- 6. Business Process
- 7. Specification/Documentation
- 8. Training

B. PROJECT INFORMATION

All communications regarding this Task Order Proposal should reference the following project number and name and be sent as follows:

PROJECT NO. 201931776

PROJECT NAME: Department of Law Assessment and Implementation

The City will follow the defined scheduled outlined in the Solicitation to respond to inquiries. Once you are ready to submit your proposal, please do so via iSupplier, open the solicitation for review, and accept disclaimer at which time the City will receive your Proposals on day proposal due date. In order to receive notice of clarifications and addenda, respondents must log-in to iSupplier, open the solicitation for review, and accept the clarification and addenda by accepting all changes. The revised documentation will be available in iSupplier.

Each Supplier must complete and return all attachments including with the Solicitation in the Requirements section and upload them as attachments to the electronic Proposal submission. All Proposals must be submitted by the time stated on Task Order Proposal solicitation, or any addendum issued by the City to change such Solicitation Opening Date. Once the City has evaluated all proposals you will receive a notification from the City regarding the outcome by the scheduled response date.

All Respondents are responsible for obtaining all RFP materials. The City accepts no responsibility for the timely delivery of materials.

Proposal content must be clear, concise and well organized. Respondent is strongly discouraged from including marketing or promotional materials not related specifically to the focus of this TOR. Respondents are advised to adhere to the submittal requirements of the TOR. Failure to comply with the instructions of this TOR may be cause for rejection of the non-compliant Proposal. Respondent must provide information in the appropriate areas throughout the TOR. By submitting a response to this TOR, you are acknowledging that if your Proposal is accepted by the City, your Proposal and related submittals may become part of the contract.

C. PROJECT TIME SCHEDULE

This work will begin after the Notice to Proceed has been issued, or as soon thereafter as the necessary resources are available. The expected time for completion of the project is <u>to be determined</u>. All aspects of the project are outlined in the Project Timeline below and are estimated based on current expectations.

PROJECT TIME LINE

Task Order Proposal Request Issued:	June 7, 2021
Pre-submittal Conference:	June 22, 2021
Questions to City, if any *:	June 25, 2021
Answers from City Due:	July 6, 2021
Task Order Proposal Due:	July 9, 2021
Proposal Review Completed:	August 10, 2021
Notice to Proceed Issued:	2 weeks after proposal Due Date
Work Start Date:	Upon Notice to Proceed
Full Project Completion:	No longer than 12-14 months from Notice to Proceed

All questions or requests for clarification must submitted via the eProcurement system online discussion. Respondents are encouraged, but not required, to submit questions prior to the scheduled Pre-Proposal Conference.

The subject line of the online discussion must clearly indicate that the contents are "Questions and Request for Clarification" about the TOR and "Not a Proposal". No telephone calls will be accepted unless the questions are general in nature to be assured of consideration.

Questions can be sent to the City any time before June 25, 2021 at 4:30 PM Central Standard Time. Questions after that date and time will not be answered.

PRESUBMITTAL CONFERENCE

The City will hold a Pre-Proposal Conference at the designated location specified in the Solicitation. If no date is specified, there will be no Pre-Proposal Conference. All parties interested in responding to this TOR are urged to attend in person.

The City will answer questions and clarify the terms of the Solicitation at the Pre-Proposal Conference. The City may respond both to questions posed on the day of the conference and to questions submitted online discussion during the conference. Anything stated at this Pre-Proposal Conference is not intended to change the solicitation document. Any changes will be in writing in the form of an addendum via iSupplier.

A pre-submittal conference for project orientation will be held to familiarize interested firms with the scope of work and to answer project specific questions:

Date:	June 22, 2021
Time:	11:30 PM - 12:30 PM
Place:	Virtual

D. TASK ORDER PROPOSAL SUBMITTAL - REQUIRED CONTENT

The Task Order Proposal ("Proposal") submittal should be via eProcurement to the department contact on the first page of this TOR in PDF format and include all components required in this section. Please submit all items combined to one PDF if at all possible or as an individual attachment with name convention as Specification #: Name of document. i.e. Specification121573: Cover Letter.

- Cover Letter A letter of commitment signed by an authorized representative of the company committing to provide the Services in accordance with all terms and conditions of the Master Consulting Agreement Spec number 121573. The cover letter should be directed to the department contact on the first page of this TOR and uploaded into the eProcurement system using your iSupplier account.
- 2. <u>Proposal</u> Provide a detailed proposal for this project and address the following items in this section. Below is a list of expected deliverables for this project (see items marked "required". Depending on the vendor's proposed solution, the type and format of the deliverable may change. All changes in deliverables (the reduction or increase in the number of deliverables) will be discussed with the vendor during the initial project meeting and subsequent project meetings. Refer to <u>Attachment I Cost Information</u> to indicate a proposed payment schedule based on key deliverables.

Deliverable	Explanation
Project Management Plan	The Project Management Plan must adhere to PMI's definition. The plan is a formal, approved document used for planning assumptions, facilitating communication among stakeholders, and compiling approved scope, cost and schedule baselines.
Project Plan	This schedule must include a work break down structure, timeline and milestones that include all project phases and resources. This project schedule must be created and maintained throughout the project. Changes and impacts to the schedule are to be documented and discussed at status meetings.
Staffing Plan	Staffing is essential to project success. The staffing plan will details the staffing needs for both the respondent vendor and expectations of City resources.
Communication Plan	Respondent vendors need to work with project communications and responsible for integrating all communications planned at the project with a broader initiative rollup.

Deliverables Management Plan	Specify who will review and approve deliverables, as well as identify acceptance criteria.
Issue Management Plan	The plan will detail reported issues, assignments and plan for corrective action.
Business Requirements Documentation	Documentation of the business requirements for this implementation through analysis of the existing systems, existing business processes, current needs of the City departments, future goals of the City departments, interviews, and emerging industry "Best Practices".
Gap Analyses (Business, Process, and System)	Provide an extensive analysis comparing the City's existing environment with industry standard/emerging "best practice" trends. The comparisons should include costs, sustainability and risk, quality of the product produced by the business activities, and general departmental users/stakeholder satisfaction, among other categories.
Training Plan	Provide a comprehensive training program that leverages a train-the-trainer methodology for comparative purposes. The selected vendor shall conduct on-site training classes for in-house training staff who will lead, facilitate, and deliver the instructor-led portions of training. This training shall include the trainer's role and responsibilities, the planning and teaching process, and exams that will test learning. This course will provide City personnel with the required tools, templates, etc. to deliver training to their colleagues.

3.	<u>Cost Proposal - Use</u> the specified compensation method marked below.	Costs to complete the
	proposed work and a proposed payment schedule should be submitted us	sing <u>Attachment I</u> .

[X] Lump Sum	
[] Time and Materials not to exceed []
[] Other: [specify:]	

Use of another method or failure to use an allowable compensation method as set forth in the Master Consulting Agreement will be grounds for rejection of your Proposal.

4. Executive Summary [

- a. **Project Approach and Methodology**. Include a summary or brief narrative of project objectives; understanding of the project and the approach proposed to complete the project. Each phase of the project should be described, with an emphasis on providing the required deliverables within the proposed schedule and budget for the project.
- b. **Quality Control Process** Include details of the Quality Control/Quality Assurance (QC/QA) process used for this project; listing any tools, technologies, sub-contractors, etc., for QC.
- **Project Management** Describe the approach for managing the project schedule and budget. Also, proposed status meeting frequency, reports to *DOL* and the change order process (which would include changes in scope, schedule or cost due to unforeseen circumstances during the project period) should be addressed.

At a minimum, the project schedule provided by the vendor should support all required deliverables and include the elements listed below. Time duration for each task (in days) should also be noted. Because some tasks can happen simultaneously, please ensure that the timeframes in Attachment I are addressed. At this time, a Gantt format is acceptable. State any assumptions made in estimating days and dependencies, including those for City staff.

A fully detailed project schedule and frequency for providing updates to that schedule will be determined during contract negotiations and will depend partly on the overall project duration.

Required Project Schedule Elements

- Project Phase
- Project Task
- Scheduled Dates (From/To)
- Person Days
- Resources (Vendor and City)
- Dependencies
- Deliverable Milestones
- 6. Project Staffing Plan/Facilities Provide professional qualifications of the key personnel committed to this project, including a dedicated project manager and the time he/she is dedicated to this project, in the form of resumes or profile information. Prime and subcontractor personnel must have direct expertise in the area or technology proposed. Any consultants or subcontractors who will be performing work on this project as well as whether they are employed by Consultant or City of Chicago certified MBE/WBE firms must be listed in Attachment II Proposed Staffing for Project. In addition, a subcontractor profile (Attachment III) must be completed for each subcontractor.

- a. Indicate any requirements for space, equipment, access and other logistics at City locations. It is expected that the Consultant will observe the City's normal business hours of operation: Monday through Friday; 8:30 AM to 4:30 PM. If this will not be the case, please provide an explanation. Requirements for City personnel to work outside of standard business hours must be identified.
- b. If the proposed project personnel are located outside of the Chicago area, please note that travel costs are not reimbursed.
- 7. Project Experience/References Include detailed descriptions of at least two projects, only one of which can be a City of Chicago project that have been completed within the last two years. In addition, project information should include the precise role(s) performed by the firm, final results, key personnel assigned and their role and duties, and any subcontractor(s) involved as well as their role/duties. If any of these projects can be seen on-line, please include the URL. Attachment V provides a format to list references for those projects similar in scope to the one in this TOR. Please forward the actual Reference form in that attachment to those named references for direct return to the City.
 - a. If using a subcontractor, at least two references must be provided that illustrate performance in the types of duties that firm is proposed to perform in this project.

8. Compliance Plan

MBE/WBE Plan - As a prime vendor on a target market city contract, your current certification alone fulfills the compliance requirements. However, this does not prohibit you from using subcontractors (certified or non-certified) on a task order. If you do subcontract to another vendor on any task order awarded to your firm, you are required to perform at least 50% of the work. Questions regarding MBE/WBE compliance should be directed to the Department of Procurement Services.

The vendor must submit both a Schedule D-3 and a separate Schedule C-3 completed by each proposed MBE and WBE subcontractor. With each Schedule C-3 form, Consultant should submit a current Letter of Certification issued by the City of Chicago Department of Procurement Services. The proposed MBE or WBE must be certified by the City of Chicago at the time of Task Order Proposal submission. The City reserves the right to require Respondents to replace any proposed MBE/WBE that is not certified with the City of Chicago

C-3 and D-3 forms can be found on https://www.chicago.gov/city/en/depts/dps/provdrs/contract/svcs/forms and standa rdagreements.html

Further, Consultant must calculate dollar participation for each MBE or WBE firm in their MBE/WBE plan (Schedule D-3) based on each MBE or WBE firm's percentage participation of the total proposal cost in Attachment I. The dollar and percentage participation on the individual Schedule C-3s should match the dollar and percentages for each MBE or WBE firm listed on the Schedule D-3.

Summarize the proposed MBE/WBE participation plan in Attachment IV.

- **9.** <u>Additional Information</u> Any additional information deemed necessary by the vendor to ensure success of the project or any exceptions that the vendor would like to have for this project must be identified in this section.
- 10. Task Order Proposal Execution Acceptance The Vendor must sign and return the Task Order Proposal Execution Acceptance Page, which is the last page of this TOR, prior to the Index of Attachments, acknowledge that the Vendor is willing and able to perform all Services and to be bound by all terms and conditions of the Master Consulting Agreement with the City of Chicago Spec number 121573. In addition, Vendor agrees to be bound by the service requirements established in this Task Order Request and Proposal response if accepted by the City. As this needs to be notarized, please send this separately in hardcopy to the contact in section B above. Be sure to fill in the vendor name at the top of the page.
- 11. <u>Insurance</u> Respondent must provide and maintain at Respondent's own expense, during the term of this TO and any time period following expiration if Respondent is required to return and perform any of the services under this Agreement, the insurance coverages and requirements specified in <u>Attachment V1 of this TOR</u>, insuring all operations related to this Agreement.

Respondent should include a statement that they can comply with the City's insurance requirements. Prior to agreement award, the selected Respondent will be required to submit evidence of insurance in the amounts specified in the Attachment V1.

E. PROPOSAL SUBMITTAL

This Task Order Request is being issued by the City of Chicago, *Department of Innovation and Technology* pursuant to Master Consulting Agreement Spec No. 121573 and should be submitted per the instructions in section D above.

F. PROPOSAL SUBMISSION DUE DATE AND TIME

The proposal is due no later than 4:00 p.m. Central Standard Time, July 9, 2021, Proposal must be delivered to the contact indicated in section B above. **Fax submittals are not acceptable.**

G. EVALUATION AND SELECTION

The Task Order Proposal will be reviewed by representative(s) from the Department of Innovation and Technology. The City may choose to conduct interviews, oral presentations and/or seek clarification from the Vendor. The Department of Assets, Information and Services Bureau of IT will evaluate the Proposal based on information provided in Section D and determine if it satisfactorily meets all requirements. If approved, the Chief Information Officer will request concurrence and Task Order approval from the Chief Procurement Officer.

Key evaluation factors will be:

- 1. Overall quality and thoroughness of the response including
 - a. Clarity, organization and comprehensibility of the response
 - b. An understanding of the services that are required and the work that will be performed
 - A description of the services that will be provided in the various categories listed, along with any additions, subtractions or qualifications that may be pertinent
 - d. Proven experience and success in similar, comparable engagements.
- 2. The staffing roles and staffing levels proposed for the engagement (Role descriptions and
 - a. FTEs staffed in each role),
- 3. The qualifications and experience of the proposed staff. In particular:
 - The capabilities, experience and education of the resources proposed for the engagement, and their expertise in the technologies detailed in this TOR
- 4. The quality, thoroughness and maturity of the Practices, Processes and Methods that will be employed for this project.
 - The City requires a vendor with both Discipline and Flexibility. Discipline is necessary in order to create and maintain order, to achieve the efficiencies and
 - i. productivity benefits that derive from defined and structured processes.
- 5. References from similar engagements with similar scopes of work.

This Task Order Proposal Request does not commit the City to proceed with the project or to pay any costs incurred in preparation of a response to this request, or to procure or contract for further services. The City reserves the right to accept or reject any response received as a result of this solicitation or to cancel this solicitation in part or in its entirety.

Notwithstanding any provision in this solicitation, all provisions of the existing Master Consulting Agreement No. 121573 shall be in full force and effect during the performance of the contemplated services and are incorporated herein by reference.

City of Chicago Department of Law

Justification Document: Litify - Legal Practice Management Software Solution

Executive Summary



In order to modernize departmental business processes and align the Department of Law's technology with the needs of its staff, securely manage and store its information, with a fiscally responsible approach, the Catalyst Consulting Group in partnership with the City of Chicago Department of Law (DOL), embarked on an extensive assessment of the current TeamConnect system and its business processes.



A Legal Practice Management Software system is needed by the DOL that will provide matter, contact, document and task management, client intake, calendaring, timekeeping, email, accounting, integrations, reporting and automated notifications. An out-of-the-box system properly configured, and comprehensively trained will transform entire Public Legal Departments.



DOL Departments Included in Feedback

Litigation:

- AERC Aviation, Environmental, Regulatory & Contracts
- Employment Litigation
- FCRL Federal Civil Rights Litigation
- TORTS Division
- COAL Collections, Ownership & Administrative Litigation Division

Prosecution:

- Building & License Enforcement
- COAL Collections, Ownership & Administrative Litigation Division

Transactions:

- Finance
- Legal Counsel
- AERC Aviation, Environmental, Regulatory & Contracts

Evaluation of the Solution Landscape

Catalyst took stock of the legal practice management software solution landscape. **Unsurprisingly, the landscape is fractured with no clear market leader.** The legal practice management software market appears to be in the middle of a shift from established providers to proven upstarts and new market entrants. Established providers, the likes of Thompson Reuters and Aderant are now competing with modern solutions like Litify and Clio who have had rapid growth and success. This solution competition works in DOL's favor as market competition yields innovation and competitive pricing.

While we did not find perfection, we did find solutions that are clearly better for the Department of Law than others. The Department of Law is unique not only as an internal legal department (as opposed to a law firm) but as an internal Public legal department.

Solutions with the technology the Department of Law is looking for, the scale in which the solution is needed, and the resources needed to support its users narrow the field of acceptable solutions. Few solutions cater to the Public Sector Legal department as a customer group even fewer solutions do an excellent job at it. The providers getting it right has been our focus in providing solutions.

Solution Comparisons

Below is a comparison of features of the 3 top solutions with Litify having features outweighing the other solutions:

Feature Category	Aderant	Legal Files	Litify
Matter Management	Solution excels with this core attribute.	Solution excels with this core attribute.	Solution excels with this core attribute.
Document Management	Solution excels with this core attribute.	Solution excels with this core attribute.	Solution excels; with nominal separate fee
Integrations	This solution integrates with NetDocs and Outlook	This solution integrates with standard applications: MSFT Office, AdobeSign and DocuSign	The solution integrates with thousands of other applications
Reporting	Solution comes with an unknown number of out of the box reports	Solution comes with 100 out of the box reports	The solution provides robust reporting capability as this is the standard for Salesforce based solutions
Training	Solution provides self-service training at no cost; Assisted training is a paid add-on service	Solution provider charges for training	The solution provides multiple training channels and methods
Data Migration	This solution provides this as a paid service	This solution provides limited migration at no cost and additional as a paid service	Solution provider has experiencing migrating data from Team Connect to Litify

DOL Software Solution:

Litify

After careful evaluation and consideration of software capabilities and DOL staff feedback, the DOL project team is proposing Litify for their long-term legal practice management software.

Litify for Government Demo Video

Solution Justification

Why Litify?

Litify is a legal practice management software solution built on the Salesforce platform. Litify has a number of core features that are ideal for Chicago's Department of Law. Litify comes with Matter Management, Document Automation, Client Profiles, and Accounting.

Litify's core features are complimented by the platform's extensive integration ability. Litify leverages the Salesforce AppExchange which makes thousands of applications available for integration into the platform. Some of the more notable integrations include DocuSign, AdobeSign, Outlook, QuickBooks, CalendarRules and Litify's own document management application, Docrio.

Litify is a Public Legal Department solution provider, catering specifically to government clients to help manage and organize their services, reduce internal process risk, and break down organizational silos. A leading software company that actively seeks out and services Public Legal Departments making it an integral part of their customer strategy cannot be overlooked. Most legal practice management software companies do not cater to Public Legal Departments, even fewer expressly make it a part of their growth strategy.

Other Reasons for Choosing Litify

Litify can handle large amounts of data and the migration of data.

Litify can provide Geo-coding functionality (the ability to link cases by ward).

The Litify user interface is modern and user-friendly.

Litify provides the ability to share data electronically with client departments through portal licenses.

Conclusion



The Legal Practice Management Software system **Litify will meet the needs of the Department of Law**, providing matter, contact, document and task management, client intake, calendaring, timekeeping, email, accounting, integrations, reporting and automated notifications.





Litify's out-of-the-box system will be configured, and training will be provided which will in turn modernize DOL's departmental business processes and align the Department of Law's technology with the needs of its' users.



DEPARTMENT OF ASSETS, INFORMATION & SERVICES

MEMORANDUM

To:

Aileen Velazquez

Chief Procurement Officer

Attn:

Non-Competitive Review Board

From:

Kurt Peterson

Chief Information Officer

Subject:

AIS IT Approval for New Agreement

Litify Inc.

Date:

June 6, 2022

I have reviewed the Department of Law's Non-Competitive Review Board (NCRB) request for the document management software license and support services with Litify Inc. and have found that the application is compliant and within the guidelines for the City's technical environment and IT policies.

cc:

NCRB

S. Laboda/DPS
J. Morgan/DOL



DEPARTMENT OF ASSETS, INFORMATION & SERVICES

Outline Scope of Work

Specification Number 1246746

The City of Chicago desires to execute a Statement of Work with Litify Inc., for the provision of document management software services for the City of Chicago. These services include:

o Planning Services:

- Determine implementation prerequisites with the Dept. of Law (DOL) for Quickstart phase.
- Confirm implementation prerequisites have been met with DOL and the Dept. of Assets Information and Service (AIS)
- Provide Salesforce Trailhead training for DOL resources

Design Services:

- Map requirement traceability matrix (RTM) items to Litify base functionality.
- Explore design alternatives using Litify.

o Configuration and Development Services:

- Configure Litify objects, fields, record types, validation rules and page layouts. Use declarative configuration tools for all objects, fields, record types and page layouts. Integrate with the appropriate City system(s) for authentication/authorization.
- Set up workflows with Litify declarative configuration tools for all workflows.
- Use standard Salesforce Change Sets to promote changes from a lower environment to a Higher environment, Including production.

o Security Design Services

- Determine User profiles and permission sets. Set mechanisms to group specific permissions to simplify the process of granting permissions to users. Focus security design on meeting all requirements while providing a model that is concise, understandable, and easy to maintain.
- Establish role hierarchies and sharing rules on the premise that the higher up in the hierarchy you are the more data you can see.
- Explore security requirements for logging system access and change data with DOL team.
- Define administrative permissions and incorporate into the overall security model.
 Centralize with individuals responsible for administrative tasks and distribute based on function or geographical requirements.
- Incorporate security standards. Ensure that specific requirements such as SSO, encryption or PII policy are incorporated into the overall security design. Factor Outlook plugin into the design.
- Prepare Security Design specification. Incorporate all security design elements a present to DOL for review.
- Confirm and accept Security Design Specification as accurate and complete to conclude the Security Design phase.

o Data and Document Conversion

- Identify conversion sources and form basis of inventory. Review and incorporate underlying database technologies and proposed access mechanisms.
- Refer to DOL's data quality and integrity analysis as basis to data conversion specification.
- Determine data quality and data clean-up options. Conduct overall data quality in legacy systems. Conduct remediation of data deemed necessary by DOL.
- Perform data mapping and translation analysis and determine data conversion process.
- Produce data conversion specification describing all fields and tables in the Legacy systems; and the rules for transforming and moving the data to their corresponding fields and objects in the Litify system on an Excel-based spreadsheet.
- Review and accept the specification of the data and document conversion phase.
- Develop conversion routines and perform sample conversions
- Develop the conversion routines and perform multiple test conversions on sample datasets to validate the conversion process.
- Conduct at least 2 full conversion dry runs of all Legacy data sources for the purposes of
 collecting timing information on the overall conversion process and providing an
 environment to conduct conversion UAT.

- Construct and execute conversion test plans to ensure that data has been converted in conformance with the data conversion specification.
- Create and Execute UAT plans for purposes of reviewing the converted data and accepting that the data conversion is complete.

o Training

- Prepare master training plan describing the overall approach to Litify functional training
 including the type and structure of classes, total users to train, available training facilities,
 required instructors, and training materials. Include breakdowns of students by practice
 and roles and proscribes the class offerings and throughput required to train the user
 population.
- Develop curriculum and exercises specific to the topic of each training class. Create Training manuals covering system specific know-how as well as the relevant DOL business procedures and protocols.
- Conduct training classes in an instructor-led, hands-on format that requires students to work directly in Litify complete exercises to demonstrate their competence.
- Conduct classes in a client provided training facility that should include instructor audio/visual equipment and individual workstations for 8-12 students. These classes can be virtual due to Covid.

o Deployment

- Prepare the deployment readiness checklist which contains all the items that must be completed as part of the deployment process:
 - The first section lists the prerequisites that must be completed before the deployment can proceed followed by the go/no-go decision point (see "Execute final conversion" below).
 - 2. The second section contains all the items that must be completed during the deployment process and serves as an auditable safeguard that all required steps are performed.
 - Go/no-go decisions are made jointly by all the project stakeholders at two checkpoints during deployment:
 - 1. The first go/no-go certifies that all prerequisites are completed and authorizes the deployment to proceed.
 - 2. The second go/no-go occurs after the system has been deployed and tested and certifies that production use of Litify can proceed as planned.
- Execute final conversion The final conversion will be performed along a carefully timed and orchestrated schedule including the following steps:
 - 1. DOL sets Legacy systems to read-only
 - DOL extracts legacy data/provides data to Litify
 - 3. Litify uploads data to Litify and confirms system ready for QA testing
 - 4. Litify & DOL QA conducts testing and notifies deployment team when complete
 - 5. Deployment team meets for final go/no-go decision
 - 6. Litify placed into production and user accounts are activated
- Deliver user training as close to production as possible. Start classes 2-3 days before cutover and continue 2-3 days following cutover until all users are trained.
- Hyper-support following deployment with onsite resources providing virtual floor support and technical staff to address any issues as they arise. Hyper-support usually lasts 3-5 days.

o Transition to Support

- Set roll-off dates for project implementation. Enter in to support phase
- City will provide level 1 support if internal issue. If external, the City will open a ticket with DOL (Level 2 and 3 support). DOL will open a ticket with Litify if unable to resolve.

Felicia Wamer

Project Manager

Dept. of Assets, Information and Services

City of Chicago

Date



June 10, 2022

Sandra Blakemore
Acting Commissioner
Department of Assets, Information and Services
City of Chicago
2 N. LaSalle St. Suite 200
Chicago, IL 60602
Attention: Kurt Peterson
Chief Information Officer

RE: LitifyELM/Docrio 5-Year Quote.

To Whom It May Concern:

Litify, Inc ("Litify") is in receipt of a request for a consolidated quote for the software to be provided by Litify to the City of Chicago Departments of Law ("Law"). This letter is in response to this request.

The LitifyELM legal case management system is an application designed to manage legal matters and related information. Typical use cases for LitifyELM include matter management, the management of people and companies related to matters as well as events and tasks.

Docrio is a fully-featured document management system that enables users to manage documents related to matters. Users can add their own documents or generate documents.

With this letter, Litify acknowledges the request of Law for Litify to provide the following:



Item	Quantity	Date	Amount	
LitifyELM OEM License	300	7/1/2022 - 06/30/2023	\$151,200.00	
Docrio	300	7/1/2022 - 06/30/2023	\$100,800.00	
LitifyELM OEM License	300	7/1/2023 - 06/30/2024	\$155,736.00	
Docrio	300	7/1/2023 - 06/30/2024	\$103,824.00	
LitifyELM OEM License	300	7/1/2024 - 06/30/2025	\$160,408.08	
Docrio	300	7/1/2024 - 06/30/2025	\$106,938.72	
LitifyELM OEM License	300	7/1/2025 - 06/30/2026	\$165,220.32	
Docrio	300	7/1/2025 - 06/30/2026	\$110,146.88	
LitifyELM OEM License	300	7/1/2026 - 06/30/2027	\$170,176.93	
Docrio	300	7/1/2026 - 06/30/2027	\$113,451.29	
		Total	\$1,337,902.22	

Please let me know if we can provide any additional information.

Sincerely,

Thomas C.

Digitally signed by Thomas C. Mavis Date: 2022.06.13 10:35:36 -04'00'

Mavis

-0

Tom Mavis



Thomas C Mavis
Vice President, Business Development
Litify, Inc.
45 Main Street, Suite 416
Brooklyn, NY 11201

Sandra Blakemore
Acting Commissioner
Department of Assets, Information and Services
City of Chicago
2 N. LaSalle St. Suite 200
Chicago, IL 60602
Attention: Kurt Peterson
Chief Information Officer

RE: Justification why Litify is the only firm that can provide software and services for Chicago DOL.

To Whom It May Concern:

The following reasons are the justification of why Litify is the only firm that can provide software and services for the implementation of a matter management system for the Chicago Department of Law

- The Litify services team has experience converting data from the Mitratech TeamConnect system into a comparable legal matter management solution and is the only team who has converted data from Mitratech TeamConnect into the Litify application.
- The Litify application is the only SaaS-based legal case management application which includes an integrated legal document management solution, including functions such as version control and document assembly.
- Litify, Inc. is the only publisher of the Litify application.

Please let me know if we can provide any additional information.

Sincerely,

Mavis

Thomas C.

Digitally signed by Thomas C. Mavis Date: 2022.05.02 15:33:45 -04'00'

Thomas C Mavis

Archived: Thursday, June 9, 2022 10:06:14 AM

From: Judith Mims To: Gwendolyn King

Subject: Request for No Stated Goals for NCRB agreement

Importance: Normal Attachments:

Litify-Request for Waiver.pdf X 463409 Litify NCRB.pdf

Hi Gwen-

Attached is a no stated goals request for a pending agreement needing NCRB approval. It is for the licensing, implementation, and support of document management software. Because the software is proprietary, there are no subcontracting opportunities. In order to implement and support the software, firms be trained and certified by Litify, the software manufacturer.

There are no firms in the current M/WBE directory that has the certification from Litify in providing these services. Attached is the waiver request from the vendor.

Also attached is the concurrence from the Acting Commissioner, along with the Contract Goal Participation Determination Goal form and the project check list. The Project checklist is not completely signed yet because the request for the agreement with Litify has yet to go before the NCRB. The Spec. and Requisition numbers have been generated however.

Thanks for your assistance and feel free to contact me if additional information is needed.

Judy Mims AIS X2-1817



May 2, 2022

Thomas C Mavis Vice President, Business Development Litify, Inc. 45 Main Street, Suite 416 Brooklyn, NY 11201

Sandra Blakemore
Acting Commissioner
Department of Assets, Information and Services
City of Chicago
2 N. LaSalle St. Suite 200
Chicago, IL 60602
Attention: Kurt Peterson
Chief Information Officer

RE: Request for waiver of participation of minority-owned business.

To Whom It May Concern:

Due to the proprietary nature of the Litify software there are a limited number of firms that can successfully implement a Litify system. Based on this, we are requesting the City waive the requirement that local minority and women-owned businesses participate on the Litify project. Instead, Litify requests permission to work with Arbola, Inc., a Virginia-based, certified minority-owned, HUBZone small business. If permitted, Arbola will perform 100% of the services described in the Litify Statement of Work.

The following is an overview of Arbola, Inc.

Arbola Information				
Business Address	Arbola, Inc. 7526 Coxton Court Alexandria, VA 22306			
Business size and type	Small (~55 employees), Corporation - State of Virginia			
Authorized Vendor Personnel	Jim Heston Vice President 646-246-2008 jun heston@arboloste.com			
Tax ID	27-1430431			
DUNS Number	188180785			
Set Aside	HUBZona Certified #46673			

Please let me know if we can provide any additional information.

Sincerely,

Thomas C. Mavis

Digitally signed by Thomas C. Mavis Date: 2022.05.02 15:31:58 -04'00'

Thomas C Mavis



DEPARTMENT OF ASSETS, INFORMATION & SERVICES

MEMORANDUM

To: Aileen Velazquez

Chief Procurement Officer

Department of Procurement Services

ATTN: John O'Brien

Deputy Procurement Officer

DATE: June 7, 2022

FROM: Sandra Blakemore GSB

Sandra Blakemore Acting Commissioner

SUBJECT: Document Management Software, Maintenance and Support

Vendor: Litify, Inc.
Specification No.: 12346746
Requisition No.: 463409

RE: Request for Full Waiver

I have reviewed the attached request from Litify, Inc. for a full waiver to the agreement pending approval from the NCRB for the provision of software licensing along with the maintenance and support of document management software. It is my understanding Litify requires vendors to be trained in their software and there are no certified vendors in this area that possess this specialization. I concur with their justification.

Please contact Judy Mims at (312)742-18I7 or <u>Judith.Mims@cityofchicago.org</u> for additional information required for this request.

Attachments

cc: G. Bell – AIS

F. Warner – AIS K. Peterson - AIS J. O'Brien - DPS

Judith Mims

From: Judith Mims

Sent: Friday, June 10, 2022 12:08 PM

To: Tom Mavis

Subject: Pending City of Chicago agreement with Litify Inc.

Attachments: Sample PSA 042022.PDF

Importance: High

Hi Tom-

Attached is a copy of the City of Chicago's most current Professional Service Agreement.

Please review and email your acceptance of its terms and conditions back to my attention.

Thank you-

Judy Mims
Contract Coordinator
Assets, Information and Technology
City of Chicago
312-742-1817
Judith.Mims@cityofchicago.org



CERTIFICATE OF FILING FOR

CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 172144 Date of This Filing:05/27/2022 09:37 AM Certificate Printed on: 05/27/2022 O9:37 AM Original Filing Date:05/27/2022 09:37 AM

Disclosing Party: Litify Inc. Title:Controller

Filed by: Drew Mowrey

Matter: Data and document tracking and scheduling system in support of attorneys and support staff at the Chicago Department of Law

Applicant: Litify Inc. Specification #:

Contract #:

The Economic Disclosure Statement referenced above has been electronically filed with the City. Please provide a copy of this Certificate of Filing to your city contact with other required documents pertaining to the Matter. For additional guidance as to when to provide this Certificate and other required documents, please follow instructions provided to you about the Matter or consult with your City contact.

A copy of the EDS may be viewed and printed by visiting https://webapps1.chicago.gov/eds 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.



ZWALSH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/31/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

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CE TIFY THAT THE POLICE WITHSTANDING ANY Y BE ISSUED OR MAD O CONDITIONS OF SUCH OF INSURANCE	IES O REQU / PER I POLI	F INS IREM TAIN		INSURER B : CNA - C INSURER C : GREAT INSURER D : INSURER E :	Continental	Casualty Company					
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CE TIFY THAT THE POLICE WITHSTANDING ANY Y BE ISSUED OR MAY O CONDITIONS OF SUCH OF INSURANCE	IES O REQU / PER I POLI	F INS IREM TAIN		INSURER E :							
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FIFY THAT THE POLIC WITHSTANDING ANY Y BE ISSUED OR MA' O CONDITIONS OF SUCH OF INSURANCE	IES O REQU / PER I POLI	F INS IREM TAIN				REVISION NUMBER:					
OF INSURANCE	ADDI	$\Box \vdash S$	ENT, TERM OR CONDITION , THE INSURANCE AFFORD	N OF ANY CONTRA DED BY THE POLIC	CT OR OTHER	ED HEREIN IS SUBJECT T	CT TO WHICH THIS				
		ADDI GIRD		POLICY EFF POLICY EXP (MM/DD/YYYY) LIMITS							
	INSD	WVD	. SEIST HOMBER	(MM/DD/YYYY)	(MIM/DD/YYYY)	EACH OCCURRENCE	s 1,000,000				
-MADE X OCCUR			В 6025623732	6/8/2021	6/8/2022	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000				
						MED EXP (Any one person)	\$ 10,000				
						PERSONAL & ADV INJURY	\$ 1,000,000				
TE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000				
JECT LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000				
						COMPINED CINICIE LIMIT	\$				
A AUTOMOBILE LIABILITY						(Ea accident)	\$ 1,000,000				
	B 6025623732	6/8/2021	6/8/2022	BODILY INJURY (Per person)	\$						
						BODILY INJURY (Per accident)	\$				
/ X NON-OWNED AUTOS ONLY						(Per accident)	\$				
							\$				
IAB X OCCUR						EACH OCCURRENCE	\$ 5,000,000				
			B 6025623763	6/8/2021	6/8/2022	AGGREGATE	\$ 5,000,000				
KETERTION ,	ס						\$				
NSATION LIABILITY						PER OTH- STATUTE ER					
PARTNER/EXECUTIVE	1 I					E.L. EACH ACCIDENT	\$				
	,,,,,,					E.L. DISEASE - EA EMPLOYEE	\$				
OPERATIONS below						E.L. DISEASE - POLICY LIMIT					
oer			H21TG30953-00	6/8/2021	6/8/2022	Per Claim/Aggregate	5,000,000				
ATIONS / LOCATIONS / VEHI	CLES (A	ACORI	D 101, Additional Remarks Schedul On a primary and non contr	e, may be attached if mor	re space is requir	red) eneral Liability and Auto L	iability and				
	BILITY Y SCHEDULED AUTOS Y X NON-OWNED AUTOS ONLY LIAB X OCCUR B CLAIMS-MADI ENSATION LIABILITY PARTINER/EXECUTIVE EXCLUDED? OPERATIONS below OPERATIONS / LOCATIONS / VEHIclaided as an additional viriten contract with the	BILITY Y SCHEDULED AUTOS Y X NON-OWNED AUTOS ONLY LIAB X OCCUR B CLAIMS-MADE RETENTION \$ 10,000 ENSATION LIABILITY Y/N PARTINER/EXECUTIVE Y/N EXCLUDED? OPERATIONS below Der ATIONS / LOCATIONS / VEHICLES (ancluded as an additional insurritten contract with the name)	BILITY Y SCHEDULED AUTOS Y X NON-OWNED AUTOS ONLY LIAB X OCCUR B CLAIMS-MADE RETENTION \$ 10,000 ENSATION LIABILITY Y/N PARTNER/EXECUTIVE Y/N EXCLUDED? OPERATIONS below Der ATIONS/LOCATIONS/VEHICLES (ACORI Included as an additional insured (written contract with the named in	BILITY SCHEDULED AUTOS Y X AUTOS Y X AUTOS ONLY LIAB X OCCUR B CLAIMS-MADE RETENTION \$ 10,000 PASATION LIABILITY PARTINER'EXECUTIVE	BILITY B 6025623732 6/8/2021 Y X AUTOS AUTOS ONLY LIAB X OCCUR B CLAIMS-MADE RETENTION \$ 10,000 ENSATION LIABILITY PARTINER/EXECUTIVE Y/N EXCLUDED? H21TG30953-00 ATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if moncluded as an additional insured (on a primary and non contributory basis) with written contract with the named insured. A waiver of subrogation is in favor of the	BILITY B 6025623732 6/8/2021 6/8/2022 SCHEDULED AUTOS NON-OWNED AUTOS ONLY LIAB X OCCUR B CLAIMS-MADE RETENTION \$ 10,000 ENSATION LIABILITY //PARTNER/EXECUTIVE N/A er OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required to cluded as an additional insured (on a primary and non contributory basis) with respect to Geveritten contract with the named insured. A waiver of subrogation is in favor of the City of Chic	BILITY B 6025623732 B 6/8/2021 B 6025623732 B 6/8/2021 B 6025623732 B 6/8/2021 B 6/8/2022 B 6/				

ACORD 25 (2016/03)

City of Chicago 121 N. LaSalle Street

Room 806 Chicago, IL 60602 **AUTHORIZED REPRESENTATIVE**