



CITY OF CHICAGO  
 DEPARTMENT OF PROCUREMENT SERVICES  
 ROOM 403, CITY HALL, 121 N. LASALLE STREET

*original approved*

JNCP Board Res. 2  
 DATE 04-07-09  
 APPROVED 4-0  
 NOT FINALLY APPROVED  
 RETURN TO DEPT. \_\_\_\_\_  
 DISAPPROVED \_\_\_\_\_

**JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT**

**COMPLETE THIS SECTION IF NEW CONTRACT**

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with Nulinx International, Inc. for the product and/or services described herein.  
 (Name of Person or Firm)

This is a request for \_\_\_\_\_ (One-Time Contractor Requisition # 42571 copy attached) or  Term Agreement or \_\_\_\_\_ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" for all contracts within the \_\_\_\_\_ COFA Subscription for Head Start/Child Care \_\_\_\_\_ (Attach List) Pre-Assigned Specification No. \_\_\_\_\_ (Program Name) Pre-Assigned Contract No. \_\_\_\_\_

**COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT**

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, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: \_\_\_\_\_ Company or Agency Name \_\_\_\_\_  
 Specification # \_\_\_\_\_  
 Modification #: \_\_\_\_\_ Contract or Program Description: \_\_\_\_\_

(Attach List, if multiple)  
*Eric Echols* FSS 3/30/09  
 Signature Department Date

Eric Echols 3-1508  
 Originator Name Telephone

Indicate SEE ATTACHED in each box below if additional space needed:

<input checked="" type="checkbox"/> PROCUREMENT HISTORY	(SEE ATTACHMENT 1)
<input checked="" type="checkbox"/> ESTIMATED COST	(SEE ATTACHMENT 1)
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS	(SEE ATTACHMENT 1)
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY	(SEE ATTACHMENT 1)
<input checked="" type="checkbox"/> OTHER	(SEE ATTACHMENT 1)

APPROVED BY Elise Mann (EE)  
 DEPARTMENT HEAD OR DESIGNEE

3/31/2009  
 DATE

[Signature]  
 BOARD CHAIRPERSON

3-27-09  
 DATE

Mounty Wilson  
 CHIEF PROCUREMENT OFFICER  
 DEPARTMENT OF PROCUREMENT SERVICES

4-23-09  
 DATE

## INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT FORM (Rev. 5/04)

If a City Department has determined that the purchase of supplies, equipment, work and/or services can not be done on a competitive basis, a sole source justification must be prepared on this "Justification for Non-Competitive Procurement Form" in which procurement is requested on a non-bid or non-competitive basis in accordance with 65 ILCS 5/8-10-4 of the Illinois Compiled Statutes. All applicable questions in each Subject Area below must be answered. 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. Also attach a complete CPAC Project Checklist, and any other required forms (see Other #1, below). The Board will not consider justifications with incomplete information documentation

### 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 notices and list of sources contacted)
4. Describe all research done to find other sources. (List other cities contacted, companies in the industry contacted, professional organizations, periodicals and other publications used).
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, why not?

### ESTIMATED COSTS

1. What is the estimated cost for this requirement (or for each contract, if multiple awards contemplated)? What is the funding source?
2. What is the estimated cost by fiscal year, if the job project or program covers multiple years?
3. Explain the basis for estimating the cost and what assumptions were made and/or data used (ie. 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, other factors make this person or firm exclusively or uniquely qualified for the project. Attach copy of cost proposal and scope of services.
2. Does the proposed firm have personnel considered unquestionably predominant in the particular field?
3. What prior experience 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, etc. possess. Is compatibility with existing equipment critical from an operational standpoint? Explain why.
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.

### MBE/WBE COMPLIANCE PLAN

1. 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 complete C-1 and D-1 form, which is available on the Procurement Services page on the City's intranet site.

### OTHER

Explain other related considerations and attach all applicable supporting documents (an approved Information Technology Strategy Committee (ITSC) form, an approved Request for Individual Contract Services form, etc.)

### REVIEW AND APPROVAL

This form must be signed by both the Originator of the request and approved by the Department Head or authorized designee. After review and final disposition from the Board, this form will be stamped to indicate the final disposition and signed by the Chairperson of the Board of authorized designee. (ie "This form must be signed by both the Originator of the request and approved by the Department Head or authorized designee. After review and final disposition from the Board, this form will be stamped to indicate the final disposition and signed by the Chairperson of the Board of authorized designee.")

**PROCUREMENT HISTORY*****1. Describe the requirement and how it evolved from initial planning to present status.***

On November 26, 2003, the final area of non-compliance for CDHS' (now "FSS" - the Department of Family and Support Services') Head Start Program, was corrected and the deficiency status lifted. This was due to the development of a HSEV (Head Start Eligibility Verification) and a MER (Monthly Enrollment) forms to determine eligibility and number of children in the Head Start program. It was intended that the HSEV Paradox database system would be reconfigured to an Oracle, internet accessible system to be fully functional.

Realizing that the development of the Oracle system was taking longer than anticipated, the Department requested an Emergency contract for Nulinx International Inc. (COPA) to immediately implement a child enrollment and tracking system for the City's Head Start and Child Care program which served approximately 20,000 children. The firm was identified with the assistance of the Department of Business Information Systems (BIS) as the only source which would meet all of our tracking needs for family and child data in addition to eligibility and enrollment.

It was also realized during this time that the costs associated with customizing reporting requirements by the grantor, HSS would be cost prohibitive. Due to the urgent need for the unique services that could be provided by Nulinx, the Department entered into an agreement with Nulinx to provide swipe card and associated expenses to track attendance, subscription fees, customization and training. Intranet services were also included in this contract in 2005.

Based on the Department's continued needs and the exclusive nature and unique capabilities of Nulinx and its COPA system, FSS is requesting to contract with Nulinx International, Inc. for 2009. The Department would like to contract with Nulinx to serve as the host organization for use of the COPA internet system which would provide multiple services including: 1) data tracking and customized reporting as it relates to Head Start enrollment and eligibility; 2) comprehensive intranet services for FSS and its Head Start/Child Care agencies; and 3) data tracking which includes customized billing and reimbursement reports for Child Care related programs, both at the family and child level as well as site reimbursements by the Grantee.

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

This is a continuation of a previous software license contractual agreement. Due to the fact that the contract ended on November 30, 2008, the Department is requesting sole source approval for a new contract.

**3. Explain attempt to competitively bid the requirement**

Nulinx is the only company that supports this product, and as a result, a competitive bid is not possible.

**4. Describe all research done to find other sources**

Initially, the Department attended a Vendor's Fair to identify those contractors that could potentially meet our needs. No other sources were identified, as Nulinx is the only company that supports the COPA product. Other vendors at the fair include HSFIS and Galileo.

**5 Explain if future competitive bidding is possible? Is this a one-time request or will future requests be made for doing business with the same source?**

Future competitive bidding is NOT possible as the Department has identified Nulinx as the only organization that can provide this product which is proprietary, currently in use, highly customized, and solely dependent upon Nulinx personnel. FSS requests that approval be based on a blanket agreement between our Department and Nulinx with two (1) year extension options. Yes, there may be future requests.

**6. Explain whether or not future competitive bidding is possible. If not, why not?**

Future competitive bidding is NOT possible because both FSS and the United States Department of Health and Human Services (HHS) are fully satisfied with the firm's services, Nulinx has established a continuity of services over the past several years which ensures ongoing quality services, and it would be impractical to implement a new system given the high costs that would be realized to develop a system with similar capabilities.

**Estimated Cost**

**1. What is the estimated cost for this requirement? What is the funding source?**

The estimated cost for this system is: \$ 487,800. The funding sources are Head Start (Federal) and Child Care (State) funding.

**2. What is the estimated cost by fiscal year, if the job project or program covers multiple years?**

The estimated costs are as follows:

- Year 1 - \$487,800
- Year 2 - \$509,800
- Year 3 - \$(Year 2 Amount + estimated 5%)
- Year 4 - \$(Year 3 Amount + estimated 5%)

**3. Explain the basis for estimating the cost and what assumptions were made and data used.**

The Vendor's cost proposal is based on requirements identified by key FSS staff and all applicable Federal, State and local rules and regulations.

**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.**

- The City has invested over 1.7 million dollars in services received from Nulinx since 2004. Due to the fact that the COPA system was already developed prior to use by FSS, major costs normally associated with development and implementation of such a system were not incurred.
- The COPA (system) is already developed and readily available and in use. Due to the fact that the system has been so well received by the funding source, it is intended that its continued use will ensure that the City is in compliance with Head Start requirements, thus helping to ensure that FSS will receive its 114.6 million Head Start and 44.3 million State of Illinois Child Care awards.
- All hardware, staff required for maintenance, software licensing and maintenance, hosting fees, and updates, etc. are included in the subscription cost (with any additional trainings provided and quoted on an as needed basis).
- In order to custom create a system such as COPA, it could take years, millions of dollars, and an ongoing commitment for support, development and maintenance.
- A combined Head Start and Child Care system will likely save tens of thousands of dollars because it eliminates inefficiencies such as duplicate data entry and tracking.
- The time saved by this system's 2300 users, by conservative estimates, as compared to using another system would easily realize the city over a million dollars a year.

**5. Explain what negotiation of price has occurred or will occur. Detail why the cost is deemed reasonable.**

The FSS' IT Unit along with Administration' Senior Management have been the leads in identifying requirements related to this system. As a result, during requirements formulation for 2009, \$60,000 in costs have been eliminated. Further negotiations and cost reductions may still be possible. These savings are very good considering that costs saved by not having major development and implementation costs as well as fixed subscriptions costs are already significant.

### **Schedule Requirements**

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

The schedule was developed by the Department's need to comply with the enrollment and eligibility requirements of the United States Department of Health and Human Services. The emergency nature of the original procurement caused the Department to seek a "solution" system as soon as possible. The contract period for continued services would now be determined by the Head Start fiscal year which ends on November 30<sup>th</sup> of each year.

***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 these circumstances? Why are the drawings and specifications lacking? What is the lead time to get drawings and specifications suitable for competition? If lack of drawings is not a constraining factor to competitive bidding; explain why only one person or firm can meet the required schedule.***

This is NA. Nulinx has proprietary rights to the COPA product and would provide this tool to the Department on a subscription basis.

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

- It is anticipated that the Department would enter into a contract with Nulinx by May 1, 2009. This date is critical as the vendor currently has no contract with the FSS, and based on negotiations and the contracting process – May is the earliest that we anticipate that a contract would be executed.
- This schedule is critical because the Department wants to be proactive in complying with Head Start / Child Care requirements which together include major areas such as enrollment, eligibility, and billing. We also want to be expeditious in the execution and administration of our contracts. An executed Nulinx contract will help the Department's Head Start program continue operating at it highest level of efficiency.

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

Any delays in this hosting agreement with Nulinx would not only jeopardize the Department's goal to ensure that quality services continue to be provided to Chicago's children and families in need, but it would also expose the Department's to the risk of being unable to effectively track and monitor the Head Start and Child Care programs, and thus a possibility of losing over 150 million dollars in grant funds per year.

**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, other factors make this person or firm exclusively or uniquely qualified for the project. Attach copy of cost proposal and scope of services.***

Nulinx, International is the only organization that can provide specialized Head Start and Child Care tracking and reporting, in combination with site monitoring and work flow process, as well as Billing and Reimbursement features under one platform, while also providing intranet collaboration and communication simultaneously. (See Attachments II, III, and IV)

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

Yes, Nulinx is the only organization that provides the COPA software. There are no other vendors with this proprietary software and therefore personnel with exclusive knowledge and expertise related to these services. Nulinx has been providing the Department with its exclusive software services and extraordinary personnel for several years. (See Attachments III & IV)

***3. What prior experience of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?***

Nulinx is the only organization that provides services to support the COPA product. Nulinx has had a previous contract with the City which began in June of 2004 and ended in 2008. Nulinx' COPA system has also provided its services to numerous other major governmental agencies including the State of Arkansas' Division of Child Care and Early Childhood Education 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?***

Nulinx uses cutting edge technology all under one platform (i.e. Unix) to meet the multi-faceted needs of Head Start programs, Child Care providers, City and State agencies, etc. Moreover, the new CABS, will enable the Department to have in its Child Care billing & reimbursement system, the time-tested efficiency and effectiveness that has been demonstrated by the COPA system in meeting the Department's Head Start requirements since 2004.

***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?***

Nulinx' professional staff; years of experience in serving the specific needs of governmental agencies; as well as the firm's commitment to serve the Department's needs will certainly guarantee that the Nulinx COPA solution will be an invaluable resource in the years ahead.



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, etc. possess. Is compatibility with existing equipment critical from an operational standpoint? Explain why.*

NA/Acquiring services.

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

YES. Attached is a copy of the agency's previous agreement cover pages (2) which identifies the Nulinx agreement with the City as a software license agreement. (See Attachment V and VI)

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.*

N/A

**MBE/WBE Compliance Plan**

1. *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 complete C-1 and D-1 form, which is available on the Procurement Services page on the City's intranet site.*

The vendor will be submitting a "No State Goals" letter requesting a waiver to the City's MBE/WBE requirements.

**Other**

1. *Explain other related considerations and attach all applicable supporting documents (an approved Information Technology Strategy Committee (ITSC) form, an approved Request for Individual Contract Services form, etc.)*

On March 12, 2009, as part of the Procurement process for IT projects, FSS provided the IT Governance Board with information regarding Nulinx. The Governance Board reviewed and approved the Department's request to procure a Blanket Agreement for Nulinx.

# DPS PROJECT CHECKLIST

For DPS Use Only	
Date Received:	_____
Date Returned:	_____
Date Accepted:	_____
CA/CN's Name:	_____

**IMPORTANT:** PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

**GENERAL INFORMATION:**

Date: 3/20/09  
 REQ No.: 42391  
 Specification No.: (if known): ----  
 PO No.: (if known): ----  
 Modification No.: (if known): ----  
 Project Description: COPA Subscription for Head Start/Child Care

Contact Person: Eric Echols  
 Tel: 3-1508 Fax: 3-1930 E-mail: eechols@cityofchicago.org  
 Project Manager: Hani Mayzouni  
 Tel: 3-2064 Fax: 3-1930 E-mail: hmayzouni@cityofchicago.org  
 Previous PO No.: (if known): 6780

**FUNDING:**

City:  Corporate  Bond  Enterprise  Grant\*  Other  
 State:  IDOT/Transit  IDOT/Highway  Grant\*  Other  
 Federal:  FHWA  FTA  FAA  Grant\*  Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
1	008	0585	052	2005	0140					121950
2	008	0890	052	2005	0140					365850

Estimated Value \$487,800

\*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

**SCOPE STATEMENT:**

Attached is a Detailed Scope of Services and/or Specification

**IMPORTANT:** THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

The following is a general description of what should be included in a Scope of Services or Specification:  
 A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

**TYPE OF PROCUREMENT REQUESTED (check all that apply):**

**NEW REQUEST**

Blanket Agreement  
 Standard Agreement  
 Small Orders

**MOD/AMENDMENT**

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

FORMS:  Requisition  Special Approvals  Non-Competitive Review Board (NCRB)

CONTRACT TERM: 12/1/08 thru 11/30/11 Requested Term (number of months): 12 & 2-12 month ext op

# DPS PROJECT CHECKLIST

## PRE BID/SUBMITTAL REQUIREMENTS:

Requesting Pre Bid/Submittal Conference?  Yes  No Requesting Site Visit?  Yes  No

## ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

**Required Attachments:** Scope of Services, including location, description of project, services required, deliverables, and other information as required

### Risk Management

Will services be performed within 50 feet of CTA train or other railroad property?  Yes  No  
Will services be performed on or near a waterway?  Yes  No

If applicable, Pre-Qualification Category No. \_\_\_\_\_ Category Description: \_\_\_\_\_

For Pre-Qualification Program, attach list of suggested firms to be solicited

Other Agency Concurrence Required:  None  State  Federal  Other (fill in)

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## AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents:  Yes  No

### Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications.

### Risk Management:

Current Insurance Requirements prepared/approved by Risk Management: Yes  No

Will work be performed within 50 feet of CTA or ATS structure or property? Yes  No

Will work be performed airside? Yes  No

\*NOTE: Any non-construction Aviation request, complete the applicable section.

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## COMMODITIES SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

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## CONSTRUCTION SUPPLEMENTAL CHECKLIST

### Required attachments:

Copy of Draft (80% Completion), Contract Documents and Detailed Specifications

### Risk Management

Will services be performed within 50 feet of CTA train or other railroad property?  Yes  No

Will services be performed on or near a waterway?  Yes  No

# DPS PROJECT CHECKLIST

## VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

### Required Attachments:

- Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.
- Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)
- Delivery Location(s)
- Technical Literature
- Drawings, if any
- Part Number List (           Manufacturer; or           Dealer;           or Other Source:    )
- Current Price List(s)/Catalog(s)
- Special Approval Form
- Exhibits and Attachments

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

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## PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

- Detailed description of project listing obligations of each party.
- The Schedule of Compensation
- Deliverables
- Request for individual contract services (if applicable)
- The appropriate EPS form
- ITSC (approved by BIS)
- OBM (approved by Budget form/memo)
- Grant document attached

Attach any documentation indicating any previous purchase activity to assist in the procurement process

## TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Scope of Services/Specification which sets forth all of the anticipated services and products the user department wants provided, including time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

Has the project been reviewed by BIS?            Yes    No

Attach copy of BIS Recommendation; Reservation(s); or participate under current contract.

Does the project include software?            Yes    No

If yes, is signed ITSC form attached?        Yes    No

Does the location involve:

A public way?                                    Yes    No

Any concession in the City's facilities?      Yes    No

Is it anticipated City Council approval of the project or contract will be required?        Yes    No

# DPS PROJECT CHECKLIST

## WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

**Risk Management:**

Will services be performed within 50 feet (50') of CTA train or other railroad property?  Yes  No

Will services be performed on or near a waterway?  Yes  No

Will services require the handling of hazardous/bio-waste material?  Yes  No

Will services require the blocking of streets or sidewalks which may affect public safety?  Yes  No

**If Modification or Amendment request, please verify and provide the following:**

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:



**SCOPE OF SERVICES**  
**Nulinx International, Inc.**

**Description**

**Nulinx International, Inc. is to provide the internet technology needed by the Department of Family and Support Services (FSS) to operate the Child Outcome Planning and Assessment (COPA) system. The COPA online system has three components which together enable the Department to meet its needs as it relates to child data management and related administrative processes:**

- The COPA system's main application tracks Head Start children's enrollment and eligibility, while also providing monitoring and auditing functions. This application is a continuation of the Head Start project started in 2004 that has provided tracking and reporting information on approximately 90,000 children and families. A crucial aspect of information provided, includes the Program Information Report (PIR) data which describes important demographic information such as staffing and enrollment trends related to the Head Start program.
- The COPA application also has a communication component that allows for full intranet capabilities. The COPA Intranet system is comprised of the following:  
1) FSSagency.com which allows agencies to communicate directly with each other and 2) FSSnet.com which allows FSS staff to communicate directly with each other. This communication system is comprehensive and allows FSS and its agencies to collaborate and share information in real time, which then allows these entities to address all changes and needs as they arise.
- The third component of the COPA system would be new for 2009 and is called CABS: the COPA Automated Billing System. CABS is designed to replace the Child Care Management Information System (CCMIS) and to track the requirements of the Child Care program, as well as billing and reimbursements of sites and delegate agencies. This new COPA component is expected to enhance the COPA system immeasurably, as it will combine the Head Start and Child Care programs onto one platform, thus saving the City thousands of dollars by eliminating inefficiencies created by multiple software solutions - such as wasted costs, duplicate data entry and tracking.

Other features of the COPA system include automated form updates, intranet archival capabilities, customized reporting and ongoing maintenance and support.  
**(See Attachments III & IV)**

## **Time Frame**

The COPA system is developed, and available for use at over 570 sites, 1600 classrooms and 2300 users.

## **Special Requirements/Qualifications**

- The United States Department of Health and Human Services Head Start and State of Illinois Child Care programs require specialized software and expertise that are not readily available through other vendors. FSS needs the COPA system which has been exclusively designed by Nulinx to track and report data in compliance with the Head Start and Child Care funding requirements, and consequently, help to ensure that funding from these sources is maintained.
- Nulinx saves the City tens of thousands of dollars each year through COPA, because the system is readily available, extremely efficient, user-friendly, and highly customizable with its modular format. The Department's use of COPA not only eliminates major costs that would be inevitable with the development and implementation of a similar system, but smaller costs are eliminated as well, because the system is subscription-based with no extra fees such as licensing, user, or site fees.
- Due to the fact that Nulinx has proprietary rights to COPA, Nulinx staff is uniquely qualified and experienced in providing needed maintenance and support.
- In summary, COPA is the only affordable, state of the art solution that the Department has identified which can provide specialized Head Start and Child Care tracking and reporting, in combination with site monitoring and work flow process, as well as billing and reimbursement features under one platform, while simultaneously providing intranet collaboration and communication.

## **Location**

Nulinx was founded in California and has been solely dedicated to serving Head Start programs and child care providers since 2001 through its offices in Tarzana and Sherman Oaks California. COPA is available for not only FSS-CYS administrative staff but also for Head Start/Child Care agencies city-wide.



NULINX 2009 – COMPENSATION SCHEDULE - TOTAL: \$487,800

<u>Software</u>		<u>\$410,800</u>
- COPA Subscription Fee (annual cost for the Child Outcome Planning and Adm. software (COPA) Web-based tool) including all support, maintenance and updates	324,000	
- COPAorg Subscription (annual cost for the Ongoing Monitoring and Audit Mgt. Tool, for compliance monitoring including all support, maintenance and updates	60,000	
- CRM (annual cost to use the Intranet COPAnet and its add'l CRM Tool including all support, maintenance and updates	10,800	
- COPAnet Subscription "my.fssagency.com" (annual cost to use Agency Intranet COPAnet. Provides secure collaboration and communication environment for all agencies in real time	10,800	
- COPAnet Subscription "my.fssagency.com (allows agency communications with all agencies to be archived for future retrieval)	5,200	
<u>Implementation (Consulting) – {Customization}</u> (Additional Customization and Reporting on CABS Eligibility and Billing)		<u>48,000</u>
<u>Training</u>		<u>12,000</u>
COPA add'l Training Site Subscription (Training and Maintenance and Monthly Data Update – Subscription Fee). The training system is duplicate of production system and is needed for training of FSS and Agency staff. Vendor will update training system with the production system upon FSS-MIS' request		
<u>Other</u>		<u>17,000</u>
(Customization of various Reports, Triggers and Functions) Various screens and reports to be created/adjusted to comply with new requirements		

CITY OF CHICAGO  
ECONOMIC DISCLOSURE STATEMENT  
AND AFFIDAVIT

SECTION I -- GENERAL INFORMATION

A. Legal name of Disclosing Party submitting this EDS. Include d/b/a if applicable:

Mulnix International, Inc.

Check ONE of the following three boxes:

Indicate whether Disclosing Party submitting this EDS is:

1.  the Applicant.

OR

2.  a legal entity holding a direct or indirect interest in the Applicant. State the legal name of the Applicant in which Disclosing Party holds an interest:

OR

3.  a specified legal entity with a right of control (see Section II.B.1.B.) State the legal name of the entity in which Disclosing Party holds a right of control:

B. Business address of Disclosing Party:

15750 Ventura Blvd, Suite 805  
Sherman Oaks, CA 91403

C. Telephone: 818-334-0110 Fax: 818-474-7734 Email: hr@mycopa.com

D. Name of contact person: Harold Katsikoudis

E. Federal Employer Identification No. (if you have one):

F. Brief description of contract, transaction or other undertaking (referred to below as the "Matter") to which this EDS pertains. (Include project number and location of property, if applicable):

Head Start / Early Head Start and Youth development services

G. Which City agency or department is requesting this EDS? Family and Support Services

If the Matter is a contract being handled by the City's Department of Procurement Services, please complete the following:

Specification # \_\_\_\_\_ and Contract # \_\_\_\_\_

SECTION II -- DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF DISCLOSING PARTY

1. Indicate the nature of the Disclosing Party:

- Person
- Publicly registered business corporation
- Privately held business corporation
- Sole proprietorship
- General partnership\*
- Limited partnership\*
- Trust
- Limited liability company\*
- Limited liability partnership\*
- Joint venture\*
- Not-for-profit corporation  
(Is the not-for-profit corporation also a 501(c)(3))?  
 Yes  No
- Other (please specify)

\* Note B.1.b below

2. For legal entities, the state (or foreign country) of incorporation or organization, if applicable:

California

3. For legal entities not organized in the State of Illinois: Has the organization registered to do business in the State of Illinois as a foreign entity?

- Yes  No  N/A

B. IF THE DISCLOSING PARTY IS A LEGAL ENTITY:

1.a. List below the full names and titles of all executive officers and all directors of the entity. For not-for-profit corporations, also list below all members, if any, which are legal entities. If there are no such members, write "no members." For trusts, estates or other similar entities, list below the legal titleholder(s).

Name	Title
<u>Harnad Kalishadi</u>	<u>President - CEO</u>

1.b. If you checked "General partnership," "Limited partnership," "Limited liability company," "Limited liability partnership" or "Joint venture" in response to item A.1. above (Nature of Disclosing Party), list below the name and title of each general partner, managing member, manager or

any other person or entity that controls the day-to-day management of the Disclosing Party. **NOTE:** Each legal entity listed below must submit an EDS on its own behalf.

Name	Title
N/A	

2. Please provide the following information concerning each person or entity having a direct or indirect beneficial interest (including ownership) in excess of 7.5% of the Disclosing Party. Examples of such an interest include shares in a corporation, partnership interest in a partnership or joint venture, interest of a member or manager in a limited liability company, or interest of a beneficiary of a trust, estate or other similar entity. If none, state "None." **NOTE:** Pursuant to Section 2-134-030 of the Municipal Code of Chicago ("Municipal Code"), the City may require any such additional information from any applicant which is reasonably intended to achieve full disclosure.

Name	Business Address	Percentage Interest in the Disclosing Party
N/A		

**SECTION III - BUSINESS RELATIONSHIPS WITH CITY ELECTED OFFICIALS**

Has the Disclosing Party had a "business relationship," as defined in Chapter 2-136 of the Municipal Code, with any City elected official in the 12 months before the date this EDS is signed?

Yes  No

If yes, please identify below the name(s) of such City elected official(s) and describe such relationship(s):

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**SECTION IV - DISCLOSURE OF SUBCONTRACTORS AND OTHER RETAINED PARTIES**

The Disclosing Party must disclose the name and business address of each subcontractor, attorney, lobbyist, accountant, consultant and any other person or entity whom the Disclosing Party has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total

amount of the fees paid or estimated to be paid. The Disclosing Party is not required to disclose employees who are paid solely through the Disclosing Party's regular payroll.

"Lobbyist" means any person or entity who undertakes to influence any legislative or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2) himself. "Lobbyist" also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

If the Disclosing Party is uncertain whether a disclosure is required under this Section, the Disclosing Party must either ask the City whether disclosure is required or make the disclosure.

Name (indicate whether retained or anticipated to be retained)	Business Address	Relationship to Disclosing Party (subcontractor, attorney, lobbyist, etc.)	Fees (indicate whether paid or estimated)
Rayhan S. Shakib	2605 Robertson Blvd. Beverly Hills, CA 90211	Attorney	\$15,000 (est.)

(Add sheets if necessary)

Check here if the Disclosing party has not retained, nor expects to retain, any such persons or entities.

**SECTION V - CERTIFICATIONS**

**A. COURT-ORDERED CHILD SUPPORT COMPLIANCE**

Under Municipal Code Section 2-92-415, substantial owners of business entities that contract with the City must remain in compliance with their child support obligations throughout the term of the contract.

Has any person who directly or indirectly owns 10% or more of the Disclosing Party been declared in arrears on any child support obligations by any Illinois court of competent jurisdiction?

Yes       No       No person owns 10% or more of the Disclosing Party.

If "Yes," has the person entered into a court-approved agreement for payment of all support owed and is the person in compliance with that agreement?

Yes       No

## B. FURTHER CERTIFICATIONS

1. The Disclosing Party and, if the Disclosing Party is a legal entity, all of those persons or entities identified in Section II.B.1. of this EDS:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. have not, within a five-year period preceding the date of this EDS, been convicted of a criminal offense, adjudged guilty, or had a civil judgment rendered against them in connection with: obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; a violation of federal or state antitrust statutes; fraud; embezzlement; theft; forgery; bribery; falsification or destruction of records; making false statements; or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in clause B.1.b. of this Section V;
- d. have not, within a five-year period preceding the date of this EDS, had one or more public transactions (federal, state or local) terminated for cause or default; and
- e. have not, within a five-year period preceding the date of this EDS, been convicted, adjudged guilty, or found liable in a civil proceeding, or in any criminal or civil action, including actions concerning environmental violations, instituted by the City or by the federal government, any state, or any other unit of local government.

2. The certifications in subparts 2, 3 and 4 concern:

- the Disclosing Party;
  - any "Applicable Party" (meaning any party participating in the performance of the Matter, including but not limited to any person or legal entities disclosed under Section IV, "Disclosure of Subcontractors and Other Retained Parties");
  - any "Affiliated Entity" (meaning a person or entity that, directly or indirectly, controls the Disclosing Party, is controlled by the Disclosing Party, or is, with the Disclosing Party, under common control of another person or entity. Indicia of control include, without limitation: interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; or organization of a business entity following the ineligibility of a business entity to do business with federal or state or local government, including the City, using substantially the same management, ownership, or principals as the ineligible entity);
- with respect to Applicable Parties, the term Affiliated Entity means a person or entity that directly or indirectly controls the Applicable Party, is controlled by it, or, with the Applicable Party, is under common control of another person or entity;

• any responsible official of the Disclosing Party, any Applicable Party or any Affiliated Entity or any other official, agent or employee of the Disclosing Party, any Applicable Party or any Affiliated Entity, acting pursuant to the direction or authorization of a responsible official of the Disclosing Party, any Applicable Party or any Affiliated Entity (collectively "Agents").

Neither the Disclosing Party, nor any Applicable Party, nor any Affiliated Entity of either the Disclosing Party or any Applicable Party nor any Agents have, during the five years before the date this EDS is signed, or, with respect to an Applicable Party, an Affiliated Entity, or an Affiliated Entity of an Applicable Party during the five years before the date of such Applicable Party's or Affiliated Entity's contract or engagement in connection with the Matter:

- a. bribed or attempted to bribe, or been convicted or adjudged guilty of bribery or attempting to bribe, a public officer or employee of the City, the State of Illinois, or any agency of the federal government or of any state or local government in the United States of America, in that officer's or employee's official capacity;
- b. agreed or colluded with other bidders or prospective bidders, or been a party to any such agreement, or been convicted or adjudged guilty of agreement or collusion among bidders or prospective bidders, in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
- c. made an admission of such conduct described in a. or b. above that is a matter of record, but have not been prosecuted for such conduct; or
- d. violated the provisions of Municipal Code Section 2-92-610 (Living Wage Ordinance).

3. Neither the Disclosing Party, Affiliated Entity or Applicable Party, or any of their employees, officials, agents or partners, is barred from contracting with any unit of state or local government as a result of engaging in or being convicted of (1) bid-rigging in violation of 720 ILCS 5/33B-3; (2) bid-rotating in violation of 720 ILCS 5/33B-4; or (3) any similar offense of any state or of the United States of America that contains the same elements as the offense of bid-rigging or bid-rotating.

4. Neither the Disclosing Party nor any Affiliated Entity is listed on any of the following lists maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury or the Bureau of Industry and Security of the U.S. Department of Commerce or their successors: the Specially Designated Nationals List, the Denied Persons List, the Unverified List, the Entity List and the Debarred List.

5. The Disclosing Party understands and shall comply with (1) the applicable requirements of the Governmental Ethics Ordinance of the City, Title 2, Chapter 2-156 of the Municipal Code; and (2) all the applicable provisions of Chapter 2-56 of the Municipal Code (Office of the Inspector General).

6. If the Disclosing Party is unable to certify to any of the above statements in this Part B (Further Certifications), the Disclosing Party must explain below:

N/A

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Disclosing Party certified to the above statements.

### C. CERTIFICATION OF STATUS AS FINANCIAL INSTITUTION

For purposes of this Part C, under Municipal Code Section 2-32-435(b), the term "financial institution" means a bank, savings and loan association, thrift, credit union, mortgage banker, mortgage broker, trust company, savings bank, investment bank, securities broker, municipal securities broker, securities dealer, municipal securities dealer, securities underwriter, municipal securities underwriter, investment trust, venture capital company, bank holding company, financial services holding company, or any licensee under the Consumer Installment Loan Act, the Sales Finance Agency Act, or the Residential Mortgage Licensing Act. However, "financial institution" specifically shall not include any entity whose predominant business is the providing of tax deferred, defined contribution, pension plans to public employees in accordance with Sections 401(b) and 457 of the Internal Revenue Code. (Additional definitions may be found in Municipal Code Section 2-32-435(b).)

#### 1. CERTIFICATION

The Disclosing Party certifies that the Disclosing Party (check one):

is

is not

a "financial institution" as defined in Section 2-32-435(b) of the Municipal Code.

2. If the Disclosing Party IS a financial institution, then the Disclosing Party pledges:

"We are not and will not become a predatory lender as defined in Chapter 2-32 of the Municipal Code. We further pledge that none of our affiliates is, and none of them will become, a predatory lender as defined in Chapter 2-32 of the Municipal Code. We understand that becoming a predatory lender or becoming an affiliate of a predatory lender may result in the loss of the privilege of doing business with the City."

If the Disclosing Party is unable to make this pledge because it or any of its affiliates (as defined in Section 2-32-435(b) of the Municipal Code) is a predatory lender within the meaning of Chapter



2-32 of the Municipal Code; explain here (attach additional pages if necessary):

N/A

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Disclosing Party certified to the above statements.

**D. CERTIFICATION REGARDING INTEREST IN CITY BUSINESS**

Any words or terms that are defined in Chapter 2-156 of the Municipal Code have the same meanings when used in this Part D.

1. In accordance with Section 2-156-110 of the Municipal Code: Does any official or employee of the City have a financial interest in his or her own name or in the name of any other person or entity in the Matter?

Yes

No

NOTE: If you checked "Yes" to Item D.1., proceed to Items D.2. and D.3. If you checked "No" to Item D.1., proceed to Part E.

2. Unless sold pursuant to a process of competitive bidding, or otherwise permitted, no City elected official or employee shall have a financial interest in his or her own name or in the name of any other person or entity in the purchase of any property that (i) belongs to the City, or (ii) is sold for taxes or assessments, or (iii) is sold by virtue of legal process at the suit of the City (collectively, "City Property Sale"). Compensation for property taken pursuant to the City's eminent domain power does not constitute a financial interest within the meaning of this Part D.

Does the Matter involve a City Property Sale?

Yes

No

3. If you checked "Yes" to Item D.1., provide the names and business addresses of the City officials or employees having such interest and identify the nature of such interest:

Name	Business Address	Nature of Interest
N/A		

4. The Disclosing Party further certifies that no prohibited financial interest in the Matter will be acquired by any City official or employee.

**E. CERTIFICATION REGARDING SLAVERY ERA BUSINESS**

The Disclosing Party has searched any and all records of the Disclosing Party and any and all predecessor entities for records of investments or profits from slavery, the slave industry, or slaveholder insurance policies from the slavery era (including insurance policies issued to slaveholders that provided coverage for damage to or injury or death of their slaves) and has disclosed in this EDS any and all such records to the City. In addition, the Disclosing Party must disclose the names of any and all slaves or slaveholders described in those records. Failure to comply with these disclosure requirements may make the Matter to which this EDS pertains voidable by the City.

Please check either 1. or 2. below. If the Disclosing Party checks 2., the Disclosing Party must disclose below or in an attachment to this EDS all requisite information as set forth in that paragraph 2.

1. The Disclosing Party verifies that (a) the Disclosing Party has searched any and all records of the Disclosing Party and any and all predecessor entities for records of investments or profits from slavery, the slave industry, or slaveholder insurance policies, and (b) the Disclosing Party has found no records of investments or profits from slavery, the slave industry, or slaveholder insurance policies and no records of names of any slaves or slaveholders.

2. The Disclosing Party verifies that, as a result of conducting the search in step 1(a) above, the Disclosing Party has found records relating to investments or profits from slavery, the slave industry, or slaveholder insurance policies and/or the names of any slaves or slaveholders. The Disclosing Party verifies that the following constitutes full disclosure of all such records:

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION VI - CERTIFICATIONS FOR FEDERALLY-FUNDED MATTERS**

**NOTE:** If the Matter is federally funded, complete this Section VI. If the Matter is not federally funded, proceed to Section VII.

**A. CERTIFICATION REGARDING LOBBYING**

1. List below the names of all persons or entities registered under the federal Lobbying Disclosure Act of 1995 who have made lobbying contacts on behalf of the Disclosing Party with respect to the Matter: (Begin list here, add sheets as necessary):

N/A  
\_\_\_\_\_  
\_\_\_\_\_

(If no explanation appears or begins on the lines above, or if the letters "NA" or if the word "None" appear, it will be conclusively presumed that the Disclosing Party means that NO persons or entities registered under the Lobbying Disclosure Act of 1995 have made lobbying contacts on behalf of the Disclosing Party with respect to the Matter.)

2. The Disclosing Party has not spent and will not expend any federally appropriated funds to pay any person or entity listed in Paragraph A.1. above for his or her lobbying activities or to pay any person or entity to influence or attempt to influence an officer or employee of any agency, as defined by applicable federal law, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the award of any federally funded contract, making any federally funded grant or loan, entering into any cooperative agreement, or to extend, continue, renew, amend, or modify any federally funded contract, grant, loan, or cooperative agreement.

3. The Disclosing Party will submit an updated certification at the end of each calendar quarter in which there occurs any event that materially affects the accuracy of the statements and information set forth in paragraphs A.1. and A.2. above.

If the Matter is federally funded and any funds other than federally appropriated funds have been or will be paid to any person or entity for influencing or attempting to influence an officer or employee of any agency (as defined by applicable federal law), a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the Matter, the Disclosing Party must complete and submit Standard Form L.L.L., "Disclosure Form to Report Lobbying," in accordance with its instructions. The form may be obtained online from the federal Office of Management and Budget (OMB) web site at <http://www.whitehouse.gov/omb/grants/sflll.pdf>, linked on the page [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html).

4. The Disclosing Party certifies that either: (i) it is not an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; or (ii) it is an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 but has not engaged and will not engage in "Lobbying Activities".

5. If the Disclosing Party is the Applicant, the Disclosing Party must obtain certifications equal in form and substance to paragraphs A.1. through A.4. above from all subcontractors before it awards any subcontract and the Disclosing Party must maintain all such subcontractors' certifications for the duration of the Matter and must make such certifications promptly available to the City upon request.

## B. CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY

If the Matter is federally funded, federal regulations require the Applicant and all proposed subcontractors to submit the following information with their bids or in writing at the outset of negotiations.

Is the Disclosing Party the Applicant?

Yes

No

If "Yes," answer the three questions below:

1. Have you developed and do you have on file affirmative action programs pursuant to applicable federal regulations? (See 41 CFR Part 60-2.)

Yes

No

2. Have you filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance Programs, or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements?

Yes

No

3. Have you participated in any previous contracts or subcontracts subject to the equal opportunity clause?

Yes

No

If you checked "No" to question 1. or 2. above, please provide an explanation:

N/A

## SECTION VII -- ACKNOWLEDGMENTS, CONTRACT INCORPORATION, COMPLIANCE, PENAL FIES, DISCLOSURE

The Disclosing Party understands and agrees that:

A. By completing and filing this EDS, the Disclosing Party acknowledges and agrees, on behalf of itself and the persons or entities named in this EDS, that the City may investigate the creditworthiness of some or all of the persons or entities named in this EDS.

B. The certifications, disclosures, and acknowledgments contained in this EDS will become part of any contract or other agreement between the Applicant and the City in connection with the Matter, whether procurement, City assistance, or other City action, and are material inducements to the City's execution of any contract or taking other action with respect to the Matter. The Disclosing Party understands that it must comply with all statutes, ordinances, and regulations on which this EDS is based.

C. The City's Governmental Ethics and Campaign Financing Ordinances, Chapters 2-156 and 2-164 of the Municipal Code, impose certain duties and obligations on persons or entities seeking City contracts, work, business, or transactions. The full text of these ordinances and a training program is available on line at [www.cityofchicago.org/Ethics](http://www.cityofchicago.org/Ethics), and may also be obtained from the City's Board of Ethics, 740 N. Sedgwick St., Suite 508, Chicago, IL 60610; (312) 744-9660. The Disclosing Party must comply fully with the applicable ordinances.

D. If the City determines that any information provided in this EDS is false, incomplete or inaccurate, any contract or other agreement in connection with which it is submitted may be rescinded or be void or voidable, and the City may pursue any remedies under the contract or agreement (if not rescinded, void or voidable), at law, or in equity, including terminating the Disclosing Party's participation in the Matter and/or declining to allow the Disclosing Party to participate in other transactions with the City. Remedies at law for a false statement of material fact may include incarceration and an award to the City of treble damages.

E. It is the City's policy to make this document available to the public on its Internet site and/or upon request. Some or all of the information provided on this EDS and any attachments to this EDS may be made available to the public on the Internet, in response to a Freedom of Information Act request, or otherwise. By completing and signing this EDS, the Disclosing Party waives and releases any possible rights or claims which it may have against the City in connection with the public release of information contained in this EDS and also authorizes the City to verify the accuracy of any information submitted in this EDS.

F. The information provided in this EDS must be kept current. In the event of changes, the Disclosing Party must supplement this EDS up to the time the City takes action on the Matter. If the Matter is a contract being handled by the City's Department of Procurement Services, the Disclosing Party must update this EDS as the contract requires.

The Disclosing Party represents and warrants that:

G. The Disclosing Party has not withheld or reserved any disclosures as to economic interests in the Disclosing Party, or as to the Matter, or any information, data or plan as to the intended use or purpose for which the Applicant seeks City Council or other City agency action.

For purposes of the certifications in H.1. and H.2. below, the term "affiliate" means any person or entity that, directly or indirectly, controls the Disclosing Party, is controlled by the Disclosing Party, or is, with the Disclosing Party, under common control of another person or entity. Indicia of control include, without limitation: interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; or organization of a business entity following the ineligibility of a business entity to do business with the federal government or a state or local government, including the City, using substantially the same management, ownership, or principals as the ineligible entity.

H.1. The Disclosing Party is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, nor are the Disclosing Party or its affiliates delinquent in paying any fine, fee, tax or other charge owed to the City. This includes, but is not limited to, all water charges, sewer charges, license fees, parking tickets, property taxes or sales taxes.

H.2. If the Disclosing Party is the Applicant, the Disclosing Party and its affiliates will not use, nor permit their subcontractors to use, any facility on the U.S. EPA's List of Violating Facilities in connection with the Matter for the duration of time that such facility remains on the list.

H.3 If the Disclosing Party is the Applicant, the Disclosing Party will obtain from any contractors/subcontractors hired or to be hired in connection with the Matter certifications equal in form and substance to those in H.1. and H.2. above and will not, without the prior written consent of the City, use any such contractor/subcontractor that does not provide such certifications or that the Disclosing Party has reason to believe has not provided or cannot provide truthful certifications.

NOTE: If the Disclosing Party cannot certify as to any of the items in H.1., H.2. or H.3. above, an explanatory statement must be attached to this EDS.

**CERTIFICATION**

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this EDS on behalf of the Disclosing Party, and (2) warrants that all certifications and statements contained in this EDS are true, accurate and complete as of the date furnished to the City.

Neotix International, Inc.  
(Print or type name of Disclosing Party)

Date: 11/21/08

By:

[Signature]

(sign here)

Hamid Reza Kelishadi  
(Print or type name of person signing)

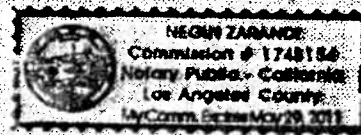
President / CEO  
(Print or type title of person signing)

Signed and sworn to before me on (date) 11/21/08 by Hamid Reza Kelishadi  
at Los Angeles County, California (state).

[Signature]

Notary Public

Commission expires: 5/22/11



**NO STATED GOALS LETTERS - NULINX**

To Be Provided



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
03/18/09

**PRODUCER** Hanasab Insurance Services, Inc.  
8383 Wilshire Blvd., Suite #450  
Beverly Hills, CA 90211  
Phone (323)782-8454 Fax (323)782-8445

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURED** Nulinx International Corporation  
15250 Ventura Boulevard #805  
Sherman Oaks, CA 91403-

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: HARTFORD CASULTY INS CO	
INSURER B: FIRST COMP	
INSURER C: HARTFORD CASULTY INS CO	
INSURER D:	
INSURER E:	
INSURER F:	

### COVERAGES

THE POLICIES OF INSURANCE LISTED HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<input checked="" type="checkbox"/>	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> GENERAL LIAB <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC	72SBAUU 1842	10/08/08	10/08/09	EACH OCCURRENCE 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) 300,000 MED EXP (Any one person) 10,000 PERSONAL & ADV INJURY 1,000,000 GENERAL AGGREGATE 2,000,000 PRODUCTS - COM/OP AGG 2,000,000
B	<input type="checkbox"/>	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON OWNED AUTOS <input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) AUTO ONLY - EA ACCIDENT OTHER THAN SA ACC AUTO ONLY: AGG
C	<input type="checkbox"/>	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				EACH OCCURRENCE AGGREGATE
	<input type="checkbox"/>	<b>EXCESSUMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE AGGREGATE
B		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER / MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	WEN0018732-01	03/29/09	03/29/10	<input checked="" type="checkbox"/> W/C STATUTORY LIMITS <input type="checkbox"/> OTHER 1,000,000 E.L. EACH ACCIDENT 1,000,000 E.L. DISEASE - EA EMPLOYEE 1,000,000 E.L. DISEASE - POLICY LIMIT
C		<b>PROFESSIONAL LIABILITY</b>	72SBA UU 1842	10/08/08	10/08/09	LIMIT 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

### CERTIFICATE HOLDER

CITY OF CHICAGO  
PROCUREMENT DEPARTMENT  
121 N. LASALLE ST. #403  
CHICAGO IL. 60602

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE





Nulinx is an active solution provider to Head Start programs, Community Action Agencies, Child Care providers and City and State Agencies. Nulinx provides enhanced child, family, staff and resource data management, reporting, Monitoring and collaboration tools, that is provided as a fully hosted solution.

We have been working with Head Start programs to develop customized solutions as well as adapted COPA, our flagship solution, to their specific requirements. We provide services to State, City and County agencies including Grantees with multiple delegate agencies, single purpose agencies, or multi-funded programs. Our facility houses state of the art equipment and professional staff.

COPA has been developed in collaboration with existing Head Start programs. COPA is a unique, web-based solution that provides the essential software technology to the Head Start programs in order to comply with Federal and State requirements and mandates and can be customized to meet specific needs of a grantee. Its powerful platform and user-friendly interface makes COPA an easy to use program for all users regardless of their computer skills. In addition, the modular nature of COPA provides highly customizable and flexible features.

COPA is currently in use by City of Chicago's Department of Children and Youth Services, serving approximately 25,000 children and the State of Arkansas, DHHS Division of Child Care and Early Childhood Education Program, serving approximately 28,000 children.

Nulinx International, Inc. is a leading and an active solution provider to Head Start programs in providing educational, administrative and management solutions that are designed to enhance child data management and automated administrative processes.

Nulinx was founded in 1994 as a California corporation and have been solely dedicated to serving Head Start programs and child care providers since 2001 through our offices in Tarzana and Sherman Oaks, CA. We are a established company with a solid reputation and an outstanding record of achievements.



September 26, 2007

Dear ,

Thank you for taking the time for our phone conversation regarding the COPA solution. Please allow me to introduce the COPA family of solutions. In the age of integration, we aspire to bring multi-dimensional software tools to programs with multi-faceted needs.

We provide cutting edge technology, all under one platform. Our goal is to provide technology tools that assist you in Data Collection, Reporting, Monitoring, Management, Communication, Collaboration, Organization and Automation by eliminating the need for multiple and disparate software solutions that create inefficiency, wasted cost, lack of real-time communication, and duplication of work.

The COPA family of solutions include COPA, COPAorg, and COPAnet.

YOU HAVE MANY TECHNOLOGY NEEDS	WE HAVE MANY TECHNOLOGY SOLUTIONS
<p>A secure, efficient, scalable, customizable and user-friendly data management and reporting system.</p>	<p><b>COPA</b></p> <p>Our signature and most comprehensive Child, Family and Staff Data management software that tracks Enrollment, Eligibility, Attendance, Assessment, Outcome, Health, Disability, Goals, Visits, Transportation, Emergency Contacts, Housing, Employment, Billing, Federal and Local reporting such as NRS and PIR along with HR, Professional Development, Volunteer Tracking and much more...</p>
<p>Real-time organizational monitoring, self-assessment and audit preparation along with process and form automation.</p>	<p><b>COPAorg</b></p> <p>Our organizational tool for Monitoring, Self Assessment, Auditing, Site Visits and Action Plan tracking along with document management and customizable work-flow automation such as Time-Sheet submissions, Purchase Requisitions, Contract Approvals, Vacation Requests and more...</p>
<p>Cost effective collaboration, communication, scheduling, task management and publishing in real-time.</p>	<p><b>COPAnet</b></p> <p>Our Intranet/Extranet system that provides communication and collaboration tools such as Email, Calendar, Mailing Lists, Task Management, Publisher, Directory, File-sharing, Contact Manager, Knowledge-base, Automated Help System and more...</p>
<p>ALL UNDER ONE PLATFORM</p>	



- **COPA** is the signature Child and Family Data management software tracking Enrollment, Eligibility, Child and Family services, Assessment, Outcome, Health, Disability, Goals, Visits, Federal and local reporting, NRS, PIR and much more, including HR, Professional Development and Resource management features.
- **COPAorg** is the organizational tool for Monitoring, Self Assessment, Auditing, Site Visit tracking, Document Management and Routing, access controlled file sharing, and automated form submissions and approvals such as Time sheets, purchase requisitions, contract approval and more...
- **COPAnet** is the Intranet/Extranet system providing communication and collaboration tools such as Mail, Calendar, Mailing Lists, Task Management, Publisher, Directory, File Sharing, Contact Manager, Knowledge base, Automated Help System and more.

We are specially proud of our track record and extent of our offering to super grantees with such as City of Chicago with over 25,000 funded slots and multiple needs.

Some of COPA features includes:

- Handling multi-funded programs like Head Start, Early Head, Start School Age, Child Care, State Funded, Collaboration and Migrant.
- Customized billing and reimbursement reports for Child Care related programs, both at the family and child level as well as site reimbursements by the Grantee.
- The options of a Fully hosted system by COPA or White Box server solutions to be hosted locally.
- Data transfer and synching with other agency's systems to eliminate duplicate data entry and provide centralized global reporting in real time.

COPA is readily available and the modular nature of COPA provides highly customizable and flexible features. Its user-friendly interface makes it an easy to use program for all users regardless of their computer skills. COPA has no extra fees such as licensing, hardware or software installation, user or site fees. Our aim is to provide affordable, state-of-the-art technology via a fully supported IT solution.

I look forward to the opportunity to speak with you again and provide you with a scheduled demo via the Internet on how our solution can assist you and your staff to better manage your program. Please visit our web site at [www.mycopa.com](http://www.mycopa.com) or contact me at (818) 304-0110.

Best Regards,

Mike Pashai  
Tel.: 818-304-0110



[sales@mycopa.com](mailto:sales@mycopa.com)

## BIO

### **Hamid Kelishadi. President**

As the founder and president of COPA, Mr. Kelishadi has focused on providing Internet technology solutions for the communities, institutions and industries. Mr. Kelishadi is an active consultant to Head Start Grantees, Delegate Agencies, County Offices of Education and Unified School Districts. Through COPA, he works collaboratively to provide educational, administrative and management solutions that enhance Child Data Management and Administrative processes. By providing an integrated package of data collection, reporting, research and administrative tools, COPA's solutions are designed to complement and enhance an organization's existing hardware, wiring, and software infrastructure.

Mr. Kelishadi has worked with corporations such as Pioneer Electronics Corp., Toshiba Inc. and Wal-Mart as well as institutions like Head Start. He is a graduate of San Diego State University and holds B.S. degree in Engineering.

Contract Summary Sheet

**Contract (PO) Number:** 6780

**Specification Number:** 29026

**Name of Contractor:** NULINX INTERNATIONAL, INC.

**City Department:** DEPARTMENT OF CHILDREN AND YOUTH SERVICES

**Title of Contract:** HEAD START/EARLY HEAD START/CHILD CARE 04/05

**Term of Contract: Start Date:** 6/1/04

**End Date:** 11/30/05

**Dollar Amount of Contract (or maximum compensation if a Term Agreement) (DUR):**  
\$666,975.00

**Brief Description of Work:** HEAD START/EARLY HEAD START/CHILD CARE 04/05

**Procurement Services Contact Person:** PHUONGY NGUYEN

**Vendor Number:** 50073584

**Submission Date:**

**OCT 18 2004**

Contract No.: 6780  
Vendor Code: 50073584

**SOFTWARE LICENSE AGREEMENT**

between

**NULINK INTERNATIONAL, INC. (COPA)**

and

**CITY OF CHICAGO**

**Department of Children & Youth Services**

**June 1, 2004-November 30, 2005**

**CITY OF CHICAGO  
 PURCHASE REQUISITION**

**Copy (Department)**

<b>DELIVER TO:</b>  050-2005 FAMILY AND SUPPORT SERVICES 50 W WASHINGTON Chicago, IL 60601	<b>REQUISITION:</b> 42391  <b>PAGE:</b> 1 <b>DEPARTMENT:</b> 50 - DEPT OF FAMILY AND SUPPORT SERVICES <b>PREPARER:</b> Anna M Lee <b>NEEDED:</b> <b>APPROVED:</b> 3/27/2009
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**REQUISITION DESCRIPTION**  
 NULINX COPA SYSTEM  
 SPECIFICATION NUMBER: 73053

**COMMODITY INFORMATION**

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	92048	487,800.00	Unit	0.00	0.00						
	SUBSCRIPTION SERVICES, SOFTWARE										
	SUGGESTED VENDOR: NULINX INTERNATIONAL, INC.										
	REQUESTED BY: Anna M Lee										
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	008	0585	0522005	0140	220140	0000	00000000	08EX70	00000	0000	0.00
2	008	0890	0522005	0140	220140	0000	00000000	08FH40	00000	0000	0.00
<b>LINE TOTAL:</b>											<b>0.00</b>
<b>REQUISITION TOTAL:</b>											<b>0.00</b>

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose.  
 Requisitions prepared incorrectly will be returned to the using department.