



**EXECUTIVE COMMITTEE**

**AGENDA - FINAL**

Wednesday, June 12, 2024

10:30 AM

(or immediately following Board)

**DuPage County Conference Room  
433 West Van Buren Street, Suite 450  
Chicago, IL 60607**

Members of the public who attend in-person can pre-register for a visitor's pass at [info@cmap.illinois.gov](mailto:info@cmap.illinois.gov) until Tuesday, June 11, 2024 at 4:00 p.m. or should plan to arrive early to check-in with the building's information desk for access.

You can also join from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/88610440366>

Conference Call number: 312 626 6799 US (Chicago)

Meeting ID: 886 1044 0366

CMAP provides the opportunity for public comment. Individuals are encouraged to submit comment by email to [info@cmap.illinois.gov](mailto:info@cmap.illinois.gov) at least 24 hours before the meeting. A record of all written public comments will be maintained and made publicly available.

The total cumulative time for public comment is limited to 15 minutes, unless determined otherwise by the Chair. Public comment is limited to three minutes per person unless the Chair designates a longer or shorter time period. Public comments will be invited in this order: Comments from in person attendees submitted ahead of time; comments from in-person attendees not previously submitted; comments from virtual attendees submitted ahead of time; and comments from virtual attendees not previously submitted.

To review CMAP's public participation policy, please visit <https://www.cmap.illinois.gov/committees>.

If you require a reasonable accommodation or language interpretation services to attend or join the meeting, please contact CMAP at least five days before the meeting by email ([info@cmap.illinois.gov](mailto:info@cmap.illinois.gov)) or phone (312-454-0400).

**1.0 Call to Order and Introductions****2.0 Agenda Changes and Announcements****3.0 Approval of Minutes****3.01 Minutes from April 10, 2024** [24-243](#)

PURPOSE & ACTION: Review and approval of meeting minutes.

ACTION REQUESTED: Approval

**Attachments:** [Executive Committee 04.10.24 Minutes](#)

**3.02 Executive Session minutes from April 10, 2024** [24-244](#)

PURPOSE & ACTION: Review and approval of closed session meeting minutes.

ACTION REQUESTED: Approval

**4.0 Grants, Contracts and Procurements****4.01 Authorization to enter into a contract with a vendor to be determined as a result of and RFP for project management and development of municipal pavement management plans (PMPs) for a term of up to 24 months, with three, one-year options, in an amount not to exceed \$1,000,000** [24-262](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a consultant to provide pavement management plans for municipalities in northeastern Illinois.

ACTION REQUESTED: Approval

**Attachments:** [Pavement Management - Justification Memo](#)

**4.02 Authorization to enter into a sole source contract with Granicus, LLC, for a package of public engagement services for a term of 24 months with three, one-year optional renewals, for an amount not to exceed \$461,000** [24-261](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) seeks to consolidate several engagement services provided by Granicus into one contract. These services include GovDelivery, EngagementHQ, Legistar, and Project Finder.

ACTION REQUESTED: Approval

**Attachments:** [Granicus Services - Justification Memo](#)

**4.03 Authorization to enter into a contract with Dun & Bradstreet, Inc. as a result of RFP 289, for Public Employment Data for Forecasting for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$139,700** [24-256](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to procure an online database subscription service for business intelligence data specific to the Greater Chicago region, including (but not limited to) location, number of employees per location, NAICS/SIC codes, street address, corporate linkage information, bankruptcy indicators, small business indicator and other elements important to community development and employment monitoring activities.

ACTION REQUESTED: Approval

**Attachments:**     [RFP 298 - Justification Memo](#)  
[Attachment 1 Evaluation Criteria - data purchase or subscription](#)  
[Attachment 2 RFP 298 - Evaluation Scores](#)

- 4.04 Authorization to enter into a contract with Resource Systems Group, Inc. (RSG) as a result of RFP 299, for Freight Model Scenario Development for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$209,000** [24-257](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a consultant to develop future year scenarios using CMAP's freight model and create a data visualizer reporting key metrics of modeled freight scenarios.

ACTION REQUESTED: Approval

**Attachments:**     [RFP 299 - Justification Memo](#)  
[Attachment 1 Evaluation Criteria - consultant services](#)  
[Attachment 2 RFP 299 - Evaluation Scores](#)

- 4.05 Authorization to enter into a contract with Nearmap US, Inc. as a result of RFP 300, for Aerial Imagery for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$223,300** [24-258](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a vendor from which to license online web-based software and associated high-resolution aerial photography to support urban planning initiatives.

ACTION REQUESTED: Approval

**Attachments:**     [RFP 300 - Justification Memo](#)  
[Attachment 1 Evaluation Criteria - data purchase or subscription](#)  
[Attachment 2 RFP 300 - Evaluation Scores](#)

- 4.06 Authorization to enter into a contract with a vendor to be determined a result of RFP 301 for language translation and interpretation services for a term of up to 24 months, with three, one-year options, in an amount not to exceed \$300,000** [24-259](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a consultant to provide translation and interpretation services into and from languages most commonly spoken by residents of northeastern Illinois.

ACTION REQUESTED: Approval

**Attachments:**     [RFP 301 - Justification Memo](#)  
[Attachment 1 Evaluation Criteria - consultant services](#)

- 4.07 Authorization to enter into a contract with an accounting firm to be determined as a result of RFP 303, for Accounting Services for a term up to 24-months with three, one-year optional renewals, in an annual amount not to exceed \$950,000** [24-260](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with an accounting firm to provide daily finance services to the agency. The firm would provide a team of personnel to conduct the accounting and finance activities of the agency and to assist in other finance issues as they arise.

ACTION REQUESTED: Approval

**Attachments:** [RFP 303 - Justification Memo](#)  
[Attachment 1 Evaluation Criteria - professional services](#)

- 4.08 Authorization to amend contract C-22-0046 with Arctic Information Technology, Inc. for implementation of the D365 Enterprise Resource Planning (ERP) System for additional term of six months and the additional amount of \$300,000 for a total not to exceed amount of \$2,934,000** [24-263](#)

PURPOSE & ACTION: Chicago Metropolitan Agency for Planning is seeking an to amend the contract with Arctic Information Technology, Inc. to facilitate the implementation of post go-live system functionalities for the agency's D365 Enterprise Resource Planning (ERP) System.

ACTION REQUESTED: Approval

**Attachments:** [Arctic - Justification Memo](#)

- 4.09 Authorization to amend sole source contract C-24-0050 with DePaul University for Housing Data Snapshots, with three, one-year optional term renewals** [24-285](#)

PURPOSE & ACTION: Chicago Metropolitan Agency for Planning is seeking an to amend the sole source contract with DuPaul University with an extended term to facilitate the completion of the project as scoped.

ACTION REQUESTED: Approval

**Attachments:** [DePaul - Amendment Justification Memo](#)

- 4.10 May, 2024 Executive Committee report** [24-236](#)

PURPOSE & ACTION: A monthly update of activity relating to grants, contracts and procurements.

ACTION REQUESTED: Information

**Attachments:** [Grants and Procurements May 2024](#)

- 4.11 June, 2024 Executive Committee report** [24-286](#)

PURPOSE & ACTION: A monthly update of activity relating to grants, contracts and procurements.

ACTION REQUESTED: Information

**Attachments:** [Grants and Procurements June 2024](#)

## 5.0 Financials

- 5.01 February revenue and expenditure report for FY 2024** [24-161](#)

PURPOSE & ACTION: A monthly update of financial activity for the committee's review and approval.

ACTION REQUESTED: Approval

**Attachments:** [Financials February Memo FY24](#)  
[Financials February FY24](#)

**5.02 March revenue and expenditure report for FY 2024**[24-162](#)

PURPOSE & ACTION: A monthly update of financial activity for the committee's review and approval.

ACTION REQUESTED: Approval

**Attachments:** [Financial March Memo FY 24](#)  
[Financials March FY24](#)

**5.03 April revenue and expenditure report for FY 2024**[24-164](#)

PURPOSE & ACTION: A monthly update of financial activity for the committee's review and approval.

ACTION REQUESTED: Approval

**Attachments:** [Financials April Memo FY24](#)  
[Financials April FY24](#)

**6.0 Information Items****6.01 Executive director expenses for the month of May, 2024**[24-276](#)

PURPOSE & ACTION: Submittal of the executive director's out-of-region travel expenses for the month of May, 2024 for informational purposes.

ACTION REQUESTED: Information

**Attachments:** [Executive Director Travel Summary for month of May 2024](#)

**7.0 Other Business****8.0 Public Comment**

This is an opportunity for comments from members of the audience.

**9.0 Next Meeting**

The next meeting is scheduled for September 11, 2024.

**10.0 Adjournment**



**EXECUTIVE COMMITTEE**

**MEETING MINUTES - DRAFT**

Wednesday, April 10, 2024

10:30 AM

**DuPage County Conference Room  
433 West Van Buren Street, Suite 450  
Chicago, IL 60607**

Members of the public who attend in-person can pre-register for a visitor's pass at [info@cmap.illinois.gov](mailto:info@cmap.illinois.gov) until Tuesday, April 9, 2024 at 4:00 p.m. or should plan to arrive early to check-in with the building's information desk for access.

You can also join from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/88610440366>

Conference Call number: 312 626 6799 US (Chicago)

Meeting ID: 886 1044 0366

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## 1.0 Call to Order and Introductions

Chair Bennett called the meeting to order at 11:01 a.m.

**Present:** Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

Noting a physical quorum of the committee, Chair Bennett reported that requests were received from Members John Noak and Carolyn Schofield to attend the Executive Committee virtually in compliance with the Open Meetings Act requirements. A vote is needed to approve their virtual attendance.

*A motion was made by Member John Roberson, seconded by Member Anne Sheahan, to allow Members John Noak and Carolyn Schofield to attend virtually. The motion carried by the following vote:*

**Aye:** Gerald Bennett, Anne Sheahan, John Roberson and Richard Reinbold

**Not Present:** John Noak and Carolyn Schofield

**Staff present:** Erin Aleman, Evan Hay, Aimee Lee, Stephane Phifer, Jennie Vana, Blanca Vela-Schneider, Laura Wilkison

**Others present:** Martha Trotter

## 2.0 Agenda Changes and Announcements

There were no changes to the agenda.

## 3.0 Approval of Minutes

### 3.01 Minutes from March 13, 2024

[24-158](#)

**Attachments:** [Executive Committee 03.13.24 Minutes](#)

*A motion was made by Member Richard Reinbold, seconded by Member Carolyn Schofield, to approve the Executive Committee minutes from February 14, 2024. The motion carried by the following vote:*

**Aye:** Gerald Bennett, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

**Not Present:** John Noak

### 3.02 Executive Session minutes from March 13, 2024

[24-163](#)

*A motion was made by Member John Roberson, seconded by Member Anne Sheahan, to approve the Executive Session minutes from March 13, 2024. The motion carried by the following vote:*

**Aye:** Gerald Bennett, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

**Not Present:** John Noak

## 4.0 Financials

### 4.01 December and January revenue and expenditure reports for FY 2024

[24-154](#)

**Attachments:** [Financials Memo December-January FY 2024](#)  
[Financials December FY 24](#)  
[Financials January FY 24](#)

*A motion was made by Member John Roberson, seconded by Member Anne Sheahan, to approve the December and January revenue and expenditure reports for FY 2024. The motion carried by the following vote:*

**Aye:** Gerald Bennett, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

**Not Present:** John Noak

## 5.0 Grants, Contracts and Procurements

### 5.01 April, 2024 Executive Committee report

[24-155](#)

**Attachments:** [Grants and Procurements April 2024](#)

*The April, 2024 Executive Committee report was received and filed.*

## 6.0 Information Items

### 6.01 Presentation of the FY 2023 financial audit

[24-156](#)

**Attachments:** [FinancialAuditMemo\\_2024-05-08](#)  
[23 Final Brd Comm - CMAP](#)  
[23 Final Audit and Single Audit - CMAP](#)

Martha Trotter, Sikich Representative, presented the draft of the FY 2023 financial audit and single audit report. Based on the audit, Sikich has issued a clean unmodified opinion, the highest level of assurance Sikich can provide, related to the accuracy and fairness of the presentation of the agency's financial position and conformance with generally accepted accounting principles. Sikich did not identify any material weaknesses but did identify a deficiency in internal controls. It was noted that CMAP has included a response in the Corrective Action Plan that will mitigate future errors.

(Member John Noak arrived at 11:09 a.m.)

Erin Aleman, Executive Director, highlighted that the new ERP system approved by the CMAP Board will make detailed, itemized reports automated and therefore anticipates that this will support the finance department moving forward.

There were no questions from the committee.

*The FY 2023 financial audit was received and referred to the CMAP Board.*

## 7.0 Executive Session

*A motion was made by Member Richard Reinbold, seconded by Member Anne Sheahan, to enter into Executive Session to review personnel matters pursuant to 5 ILCS 120/2 (c)(1). The motion carried by the following vote:*

**Aye:** Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

The Executive Committee entered into Executive Session at 11:26 a.m.

### 7.01 Executive Session to review personnel matters pursuant to 5 ILCS 120/2 (c)(1)

[24-160](#)

*Personnel matters were discussed.*



*A motion was made by Member Richard Reinbold, seconded by Member John Roberson, to adjourn Executive Session. The motion carried by the following vote:*

**Aye:** Gerald Bennett, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

**Not Present:** John Noak

Executive Session was adjourned at 11:32 a.m.

**7.01A Action to forward recommendations of the executive director's contract renewal and performance evaluation to the CMAP Board for their consideration**

[24-111](#)

*A motion was made by Member John Roberson, seconded by Member Richard Reinbold, to approve and forward recommendations of the executive director's contract renewal and performance evaluation to the CMAP Board for their consideration. The motion carried by the following vote:*

**Aye:** Gerald Bennett, Anne Sheahan, John Roberson and Richard Reinbold

**Not Present:** John Noak and Carolyn Schofield

**8.0 Other Business**

There was no other business.

**9.0 Public Comment**

There were no comments from the public.

**10.0 Next Meeting**

The next meeting is scheduled for May 8, 2024.

**11.0 Adjournment**

*A motion was made by Member Richard Reinbold, seconded by Member Anne Sheahan, to adjourn the meeting. The motion carried by the following vote:*

**Aye:** Gerald Bennett, Anne Sheahan, John Roberson and Richard Reinbold

**Not Present:** John Noak and Carolyn Schofield

The meeting was adjourned at 11:33 a.m.

Minutes prepared by Evan Hay.

## MEMORANDUM

**To:** CMAP Board

**From:** Michael Brown, Interim Planning Deputy

**Date:** May 30, 2024

**Subject:** Authorization to enter into a contract with a vendor to be determined a result of pending RFP for project management and development of municipal pavement management plans (PMPs) for a term of up to 24 months, with three, one-year options, in an amount not to exceed \$1,000,000

**Action Requested:** Approval

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### Purpose

The Chicago Metropolitan Agency for Planning (CMAP) seeks to enter a contract with a vendor for project management and development of municipal pavement management plans (PMPs) for the Technical Assistance Program (TAP-L).

### Background

The selected vendor will be responsible for the project management and development of municipal pavement management plans (PMP). The vendor will be responsible for creating a systematic and repeatable process of the overall condition of municipal road network and identifying roadway segment candidates for pavement preservation and maintenance, and repair activities.

### Request

A Request for Proposals (RFP) is being finalized and will be posted on the CMAP website. CMAP will host a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

###



**MEMORANDUM**

**To:** CMAP Board

**From:** Jennie Vana, Deputy of Communications and Engagement

**Date:** May 29, 2024

**Subject:** Authorization to enter into a sole source contract with Granicus, LLC, for a package of public engagement services (GovDelivery, EngagementHQ, Legistar, and Project Finder) for a term of 24 months with three, one-year optional renewals, for an amount not to exceed \$461,000

**Action Requested:** Approval

**Purpose**

The Chicago Metropolitan Agency for Planning (CMAP) seeks to enter into a contract with Granicus, LLC, for CMAP’s for a package of public engagement services:

- EngagementHQ (online engagement platform)
- GovDelivery (communications/email subscription service)
- Legistar (public agenda management), and
- Project Finder (add-on service to connect EngagementHQ to CMAP’s website).

**Background**

CMAP uses several services provided by Granicus as integral tools in the agency’s communications and engagement strategy and seeks to renew and consolidate the following contracts to the same billing cycle and one contract. CMAP also seeks to upgrade its EngagementHQ service to the “Enterprise” level to enable the agency to create “hubs” for county-specific sites as part of CMAP’s Safe Streets For All program. CMAP proposes a two-year contract with Granicus with the option for three one-year renewals that may include up to 7% price increases. The proposal includes Granicus-provided trainings.

Service	Original contract	Proposed pricing	Description
EngagementHQ (formerly Bang the Table)	June 28, 2019 (CMAP contract C-20-0019), \$45,000/year	Combined \$76,242.50/year for	Online engagement platform, plus training

GovDelivery	Subscription in June 2022, renewed in 2023, \$12,198	“Engagement Cloud”	Communications/email subscription service, plus training
Legistar	June 25, 2021 (CMAP Contract C-21-0046), renewed July 2023, \$17,077.33	\$18,272.74/ year	Public agenda management service, plus training
Project Finder (new)	Annual fee	\$1,981.21	Connects CMAP’s EngagementHQ platform to its website
		\$96,496.45	TOTAL (year 1)

**EngagementHQ** is CMAP’s online engagement platform for two-way communication between the agency and its constituencies for individual projects and larger agency initiatives. EngagementHQ offers a suite of engagement tools for each site, including surveys, mapping, project newsletters and updates, calendars, resources, and documents. The agency currently has 41 project sites active or archived on the site (<https://engage.cmap.illinois.gov/>) and saw over 5,000 site visits just in Q3/2024. With the switch to the “Enterprise” level for EngagementHQ, the site will be useable by counties participating in CMAP’s Safe Streets for All program, in addition to other CMAP initiatives.

**GovDelivery** is a subscription service that the agency uses for newsletters and public notifications. CMAP sent nearly 200 bulletins last year, with 30K subscribers and 50K subscriptions. These range from topic focused newsletters (transportation, climate, regional economy, accessibility, data, and more) to board and committee engagement to RFP and vendor and job applicant notifications. It is the agency’s go-to resource for keeping its stakeholders and communities engaged and informed about the work CMAP does. GovDelivery also includes SMS notifications.

**Legistar** handles CMAP’s legislative processes, agenda preparation, agenda item review and approvals. Legistar also publishes the agency’s public meeting agendas, minutes and videos for 13 agency committees and two working groups. CMAP used Legistar to support 75 meetings in 2023, 86 meetings in 2023, and anticipates 71 public meetings in 2024. CMAP’s Legistar site: <https://cmap.legistar.com/Calendar.aspx>.

**Project Finder** is an add-on service that will connect CMAP’s EngagementHQ platform to its new website.

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433 West Van Buren Street, Suite 450  
Chicago, IL 60607  
cmap.illinois.gov | 312-454-0400

**MEMORANDUM**

**To:** CMAP Board

**From:** Aimee Lee, Deputy of Transportation

**Date:** May 28, 2024

**Subject:** Authorization to enter into a contract with Dun & Bradstreet, Inc. as a result of RFP 289, for Public Employment Data for Forecasting for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$139,700

**Action Requested:** Approval

**Purpose**

CMAP maintains large data resources for use in its development, projection and evaluation of land use and transportation in the northeastern Illinois region. Through this solicitation, CMAP is seeking one (1) vendor from which to procure an online database multi-year subscription service for business intelligence data specific to the Greater Chicago region.

**Background**

This data is crucial for informing CMAP's planning efforts related to transportation, land use, housing, economic development, and environmental sustainability within the region. CMAP emphasizes the importance of accurate and up-to-date data for effective decision-making and strategic planning. The selected vendor should offer robust technical support to assist CMAP staff with data analysis and query building. Through this RFP, CMAP aims to identify a qualified vendor to meet its data subscription needs and support its ongoing planning efforts to enhance the economic vitality and sustainability of the Chicagoland area.

**Procurement process**

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions,

RFP Advertisement/Release	May 8, 2024
Pre-bid Meeting (optional)	May 15, 2024, at 11:00 AM Central Time
Deadline for Questions	May 17, 2024, by 3:00 PM Central Time
Submittal Due	May 22, 2024 by 3:00 PM Central Time
Anticipated Award Recommendation	May 29, 2024

There were eleven (11) attendees that joined the pre-bid meeting, representing three (3) unique consulting firms and CMAP received three (3) proposals.

Proposals were reviewed by CMAP staff, who scored each proposal independently based on the evaluation criteria included in **Attachment 1**.

Following consideration of the proposals, the review panel determined that interviews were not necessary.

### **Evaluation**

The evaluation panel used the information from the process above to assess and score the submittals. The evaluation scores are included in **Attachment 2** and the assessment of the proposers was as follows:

Dun & Bradstreet, Inc. The submission from this proposer appears to meet all data and technical requirements of the RFP. The quality and accuracy of the data is satisfactory to CMAP staff. The vendor has provided this data to CMAP for many years in the past.

InfoUSA Marketing, Inc. (a subsidiary of Data Axle, Inc.) The submission from this proposer appears to meet all data and technical requirements of the RFP. The quality and accuracy of the data is satisfactory to CMAP staff.

Moody's Analytics Inc. The submission from this vendor claimed to meet all data and technical requirements of the RFP; however, the data appears to be aggregated from other sources, not produced by the vendor. In addition, certain data items such as employment and sales volume seem to be estimated in certain cases.

### **Recommendation for contractor selection**

Following consideration of the proposals, the evaluation panel determined that Dun & Bradstreet, Inc. represented the strongest overall submittal based on the evaluation criteria. It should be noted that Data Axle's score was nearly identical to Dun & Bradstreet's and could be a suitable alternative. Support for this commercial data set purchase is included in the FY2025 UWP Operating Budgets.

The evaluation panel recommends entering into a contract with Dun & Bradstreet, Inc. for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$127,000, being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% increase for a total authorization of \$139,700.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores

###



## Chicago Metropolitan Agency for Planning

### ATTACHMENT 2: SUBMITTAL REQUIREMENTS - DATA PURCHASES OR SUBSCRIPTIONS

All responses to this request for proposals must submit **all** required documents by the submission deadline in order to be considered for the solicitation. The following documents are required:

1. **Proposal Submittal Form.** Submit the Proposal submittal form in the format provided along with all required executed sub-forms and certifications. The sub-forms and certifications include:
  - Project Examples - provide a minimum of three (3) and no more than five (5) examples of the Vendor team's relevant experience in producing similar work or other projects that the Vendor deems to be relevant to this solicitation.
  - Bidder Information - basic information for both the primary firm and any subcontractors
  - References - three (3) references that CMAP staff may contact regarding the Vendor's qualifications to undertake this project. Reference information shall include: organization name, contact name, title, phone number, email, and nature of relationship to reference.
  - Price Proposal Detail - with **all** proposed pricing for this data purchase or subscription.
  - Certifications - including Certification for Federally Funded Agreements and Specific Provisions Certifications Regarding Workers' Compensation Insurance; Bidder Information; DBE Information; and FTA Certification Regarding Lobbying
2. **Code Report.** A copy of the firms' SAMS.gov CAGE Code Report.
3. **Project Approach.** To demonstrate understanding of the work, provide a narrative of 1) the approach that will be used to complete the outlined scope of services, 2) how CMAP's [Core Values](#) will be integrated into that approach, and 3) how your qualifications and strengths uniquely position you for successful completion of the work.

Provide a project schedule that shows the activities and the estimated timeline for completion for each.

**Submittal material for this section shall be a maximum of two (2) pages, with one (1) page being the project schedule.**

4. **Optional - Project Example supporting materials.** In addition to the Project Examples Form, you may provide supporting materials for each of the three (3) to five (5) examples you listed.

**Submittal material for this section shall be a maximum of two (2) pages in length for each example.**

All RFP responses without all signed and dated required documents will be deemed unresponsive and will not be evaluated.

RFP responses without DUNS Numbers will be deemed unresponsive and will not be evaluated.

CMAP cannot legally enter into a contractual relationship without a valid, active cage code.

All contracted vendors MUST have a valid and ACTIVE System for Award Management (SAM) CAGE Code. If your firm does not have a CAGE Code, please begin the process now at [www.sam.gov](http://www.sam.gov) and register your entity. There is no fee for this registration.





**ATTACHEMENT 2: EVALUATION SCORES**

RFP 298: Public Employment Data for Forecasting

<b>Vendor Name (alphabetical):</b>	<b>Average Vendor Score</b>	<b>Price Proposal Amount</b>
Dun & Bradstreet, Inc.	80	\$ 126,020.00
InfoUSA Marketing, Inc. (a subsidiary of Data Axle, Inc.)	77.5	\$ 552,563.13
Moody's Analytics Inc	62.3	\$ 30,409.25



**MEMORANDUM**

**To:** CMAP Board

**From:** Aimee Lee, Deputy of Transportation

**Date:** May 29, 2024

**Subject:** Authorization to enter into a contract with Resource Systems Group, Inc. (RSG) as a result of RFP 299, for Freight Model Scenario Development for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$209,000

**Action Requested:** Approval

**Purpose**

Through this solicitation, CMAP is seeking one (1) consultant to develop future year scenarios using CMAP’s freight model and create a data visualizer reporting key metrics of modeled freight scenarios.

**Background**

CMAP performs travel demand modeling and freight forecasting to support its responsibilities as the designated metropolitan planning organization (MPO) for the Chicago area, as well as its efforts in regional planning. For these purposes, CMAP maintains both trip-based and activity-based travel demand models, which use Emme modeling software, and CMAP is working to deploy a freight model written in the R programming language. To complement the freight model, CMAP developed a commercial services vehicle model to account for the movement of commercial vehicles operating in the region for non-freight hauling purposes. Collectively, these tools model all vehicle trips in the CMAP region.

Northeastern Illinois is home to an extensive, multimodal network of freight facilities, and within the Chicago region, the movement of over \$1 trillion in goods plays a critical role in almost every sector of the local economy. While CMAP is in the process of deploying the freight model, it is also necessary to develop future year scenarios as well as tools for reporting and visualizing model outputs. These tools will help CMAP fulfill its role in regional planning and capitalize on the region’s existing freight assets.

## Procurement process

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions,

The key dates were as follows:

RFP Advertisement/Release	May 8, 2024
Pre-bid Meeting (optional)	May 15, 2024 at 9:00 AM Central Time
Deadline for Questions	May 17, 2024, by 3:00 PM Central Time
Submittal deadline	May 22, 2024, by 3:00 PM Central Time
Anticipated Award Recommendation	May 29, 2024

There were received five (5) attendees that joined the pre-bid meeting, representing four (4) unique consulting firms and CMAP received one (1) proposal. Freight forecasting models like the one CMAP is developing are an emerging area of travel modeling focus for MPOs and the respondent consulting firm is leading the industry in development and deployment of these models.

The proposal was reviewed by CMAP staff, who scored it independently based on the evaluation criteria included in **Attachment 1**.

Following consideration of the proposal, the evaluation panel determined that an interview was not necessary.

## Evaluation

The evaluation panel used the information from the process above to assess and score the submittals. The evaluation scores are included in **Attachment 2** and the assessment of the proposers was as follows:

Resource Systems Group, Inc. (RSG) The submission from this proposer demonstrated a solid understanding of the scope of services outlined in the request for proposals, including clear identification of the project deliverables and consideration of illustrative questions included in the RFP. The project team has familiarity with CMAP's freight model and a demonstrated ability to produce tools for visualizing model outputs both from within a single scenario as well as between scenarios. In addition, the proposed project schedule is appropriate for the tasks outlined in the submission.

## Recommendation for contractor selection

Following consideration of the proposal, the evaluation panel determined that Resource Systems Group, Inc. (RSG) represented a strong submittal based on the evaluation criteria. As noted, RSG is the industry leader in the deployment of this kind of freight model and has successfully delivered similar models to a handful of MPOs around the country.

The evaluation panel recommends entering into a contract with RSG for a term of up to 14-months, in an amount not to exceed \$190,000, being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% increase for a total authorization of \$209,000.

Attachment 1: Evaluation criteria  
Attachment 2: Evaluation scores

###



**ATTACHMENT 3: EVALUATION CRITERIA - CONSUTANT SERVICES**

CMAP will evaluate all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria shall include:

- 1) **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services.
  - 2) **Project approach and understanding.** Demonstrated understanding of the scope of services through the project approach; any recommended modifications to the scope are reasonable; and the project schedule is reasonable and meets the project goals.
  - 3) **Integration of Core Values.** Demonstrated understanding and commitment to CMAP’s [Core Values](#) through the project approach, alignment with the consultant’s core values, and/or through the project examples.
  - 4) **Project examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
  - 5) **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
- (Bonus) **DBE/MBE/WBE/VBE Participation.** CMAP will award one (1) bonus point overall to those qualified prime consultant respondents who have been certified as a DBE by the Illinois Unified Certification Program (IL-UCP); as a Minority Business Enterprise (MBE), or Women-Owned Business Enterprise (WBE) by the City of Chicago; or as an MBE, WBE, or Veteran-Owned Business Enterprise (VBE) by Cook County.

Selection will be weighted and based on the following criteria:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
1) Project team and firm capability	20
2) Project approach and understanding	25
3) Integration of Core Values	25
4) Project examples	30
5) Past performance	Responsible or non-responsible
Bonus) DBE/MBE/WBE/VBE Participation	1
Cost	



**ATTACHEMENT 2: EVALUATION SCORES**

RFP 299: Freight Model Scenario Development

<b>Vendor Name (alphabetical):</b>	<b>Average Vendor Score</b>	<b>Price Proposal Amount</b>
Resource Systems Group, Inc. (RSG)	90.00	\$ 189,034.88



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 cmap.illinois.gov | 312-454-0400

**MEMORANDUM**

**To:** CMAP Board

**From:** Aimee Lee, Deputy of Transportation

**Date:** May 28, 2024

**Subject:** Authorization to enter into a contract with Nearmap US, Inc. as a result of RFP 300, for Aerial Imagery for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$223,300

**Action Requested:** Approval

**Purpose**

Through this solicitation, CMAP is seeking one (1) vendor from which to license online web-based software and associated high-resolution aerial photography to support urban planning initiatives.

**Background**

The selected vendor will be responsible for providing both up-to-date imagery, collected throughout the contract period, and archival aerial imagery covering the Chicago Metropolitan Planning Area (MPA), consisting of the Illinois Counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will, the DeKalb County Townships of Somonauk and Sandwich, and the Grundy County Township of Aux Sable.

**Procurement process**

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer vendor questions.

The key dates were as follows:

RFP Advertisement/Release	May 8, 2024
Pre-bid Meeting (optional)	May 15, 2024 at 9:00 AM Central Time
Deadline for Questions	May 17, 2024, by 3:00 PM Central Time
Submittal deadline	May 22, 2024, by 3:00 PM Central Time
Anticipated Award Recommendation	May 29, 2024

There were five (5) attendees that joined the pre-bid meeting, representing three (3) unique vendors and CMAP received two (2) proposals.

Proposals were reviewed by CMAP staff, who scored each proposal independently based on the evaluation criteria included in **Attachment 1**.

Following consideration of the proposals, the review panel determined that interviews were not necessary.

### **Evaluation**

The evaluation panel used the information from the process above to assess and score the submittals. The evaluation scores are included in **Attachment 2** and the assessment of the proposers was as follows:

Eagleview Technologies. The submission from this proposer exhibited several weaknesses, most notably the lack of full archive images for the region. The vendor also noted that its process left gaps in imagery, though “egregious” gaps would be reflowed. The vendor requested to change the terms of extending the contract terms to local government, effectively gutting the proposal.

Nearmap US, Inc. The submission from this proposer represents a superior approach, with fewer contingencies, full image archives going back several years, and high-quality data. The vendor was amenable to extending the availability of the images to local governments and select non-profit organizations representing Councils of Mayors.

### **Recommendation for contractor selection**

Following consideration of the proposals, the evaluation panel determined that Nearmap US, Inc. represented the strongest overall submittal based on the evaluation criteria.

The evaluation panel recommends entering into a contract with Nearmap US, Inc. for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$203,000, being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% increase for a total authorization of \$223,300.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores

###





## Chicago Metropolitan Agency for Planning

### ATTACHMENT 2: SUBMITTAL REQUIREMENTS - DATA PURCHASES OR SUBSCRIPTIONS

All responses to this request for proposals must submit **all** required documents by the submission deadline in order to be considered for the solicitation. The following documents are required:

1. **Proposal Submittal Form.** Submit the Proposal submittal form in the format provided along with all required executed sub-forms and certifications. The sub-forms and certifications include:
  - Project Examples - provide a minimum of three (3) and no more than five (5) examples of the Vendor team's relevant experience in producing similar work or other projects that the Vendor deems to be relevant to this solicitation.
  - Bidder Information - basic information for both the primary firm and any subcontractors
  - References - three (3) references that CMAP staff may contact regarding the Vendor's qualifications to undertake this project. Reference information shall include: organization name, contact name, title, phone number, email, and nature of relationship to reference.
  - Price Proposal Detail - with **all** proposed pricing for this data purchase or subscription.
  - Certifications - including Certification for Federally Funded Agreements and Specific Provisions Certifications Regarding Workers' Compensation Insurance; Bidder Information; DBE Information; and FTA Certification Regarding Lobbying
2. **Code Report.** A copy of the firms' SAMS.gov CAGE Code Report.
3. **Project Approach.** To demonstrate understanding of the work, provide a narrative of 1) the approach that will be used to complete the outlined scope of services, 2) how CMAP's [Core Values](#) will be integrated into that approach, and 3) how your qualifications and strengths uniquely position you for successful completion of the work.

Provide a project schedule that shows the activities and the estimated timeline for completion for each.

**Submittal material for this section shall be a maximum of two (2) pages, with one (1) page being the project schedule.**

4. **Optional - Project Example supporting materials.** In addition to the Project Examples Form, you may provide supporting materials for each of the three (3) to five (5) examples you listed.

**Submittal material for this section shall be a maximum of two (2) pages in length for each example.**

All RFP responses without all signed and dated required documents will be deemed unresponsive and will not be evaluated.

RFP responses without DUNS Numbers will be deemed unresponsive and will not be evaluated.

CMAP cannot legally enter into a contractual relationship without a valid, active cage code.

All contracted vendors MUST have a valid and ACTIVE System for Award Management (SAM) CAGE Code. If your firm does not have a CAGE Code, please begin the process now at [www.sam.gov](http://www.sam.gov) and register your entity. There is no fee for this registration.



**ATTACHEMENT 2: EVALUATION SCORES**

RFP 300: Aerial Imagery

<b>Vendor Name (alphabetical):</b>	<b>Average Vendor Score</b>	<b>Price Proposal Amount</b>
Pictometry International Corp. (dba EagleView)	51.00	\$ 150,000.00
Nearmap US, Inc.	92.50	\$ 202,525.00



**MEMORANDUM**

**To:** CMAP Board

**From:** Jennie Vana, Deputy of Communications and Engagement

**Date:** May 29, 2024

**Subject:** Authorization to enter into a contract with a vendor to be determined a result of RFP 301 for language translation and interpretation services for a term of up to 24 months, with three, one-year options, in an amount not to exceed \$300,000

**Action Requested:** Approval

**Purpose**

The Chicago Metropolitan Agency for Planning (CMAP) seeks to enter into a contract with a vendor for language translation and interpretation services into and from languages most commonly spoken by residents of northeastern Illinois.

**Background**

The selected vendor will be responsible for providing translation and interpretation services including, but not limited to in-person interpretation of oral communication and services to facilitate communication with persons that are visually or hearing impaired, the transcription of voice recordings, and the translation of written materials. The vendor will be responsible for ensuring that standard dialects are used for consistency and comprehension; for example, translations in Spanish shall be in dialects that are comprehensible to the majority of Spanish speakers, regardless of an individual’s heritage or country of origin.

**Procurement process**

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

The key dates were as follows:

RFP Advertisement/Release	May 8, 2024
Pre-bid Meeting (optional)	May 15, 2024
Deadline for questions	May 17, 2024
Answers to questions posted	May 20, 2024
Deadline for submissions	May 22, 2024

CMAP received four (4) proposals, and proposals will be reviewed for completeness and complete submittals will be reviewed by CMAP staff, who will score each proposal independently based on the evaluation criteria included in **Attachment 1**.

**Recommendation for contractor selection**

Following consideration of the proposals, the evaluation panel will determine which proposal represents the strongest overall submittal based on the evaluation criteria.

To facilitate the timely execution of a contract prior to the next scheduled Board meeting, the evaluation panel requests authorization to enter into a contract with a vendor to be determined for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$300,000.

Attachment 1: Evaluation criteria

###



## Chicago Metropolitan Agency for Planning

### ATTACHMENT 1: EVALUATION CRITERIA - CONSUTANT SERVICES

CMAP will evaluate all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria shall include:

- 1) **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services.
  - 2) **Project approach and understanding.** Demonstrated understanding of the scope of services through the project approach; any recommended modifications to the scope are reasonable; and the project schedule is reasonable and meets the project goals.
  - 3) **Integration of Core Values.** Demonstrated understanding and commitment to CMAP's [Core Values](#) through the project approach, alignment with the consultant's core values, and/or through the project examples.
  - 4) **Project examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
  - 5) **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
- (Bonus) **DBE/MBE/WBE/VBE Participation.** CMAP will award one (1) bonus point overall to those qualified prime consultant respondents who have been certified as a DBE by the Illinois Unified Certification Program (IL-UCP); as a Minority Business Enterprise (MBE), or Women-Owned Business Enterprise (WBE) by the City of Chicago; or as an MBE, WBE, or Veteran-Owned Business Enterprise (VBE) by Cook County.

Selection will be weighted and based on the following criteria:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
1) Project team and firm capability	20
2) Project approach and understanding	25
3) Integration of Core Values	25
4) Project examples	30
5) Past performance	Responsible or non-responsible
Bonus) DBE/MBE/WBE/VBE Participation	1
Cost	



**MEMORANDUM**

**To:** CMAP Board

**From:** Stephane Phifer, Interim Deputy of Finance

**Date:** May 30, 2024

**Subject:** Authorization to enter into a contract with an accounting firm to be determined as a result of RFP 303, for Accounting Services for a term up to 24-months with three, one-year optional renewals, in an annual amount not to exceed \$950,000

**Action Requested:** Approval

**Purpose**

Chicago Metropolitan Agency for Planning is seeking an accounting firm to provide daily finance services to the agency. The firm would provide a team of personnel to conduct the accounting and finance activities of the agency and to assist in other finance issues as they arise.

**Background**

The Accounting program area of the agency provides for the design, implementation, and management of accounting, and business practice activities at CMAP. The finance program is responsible for ensuring that the agency is effectively operating within a fiscally constrained budget and meeting its core MPO responsibilities within the funding structure. This program is accountable for managing the accounting and reporting activities of the agency in accordance with accounting and auditing standards as required by the Office of Management and Budget (OMB), and for facilitating the annual audit to ensure the agency achieve an “unqualified” audit rating.

CMAP will be transitioning to a Microsoft D365 Enterprise resource planning (ERP) software system beginning with the 2025 fiscal year. And this along with significant staffing turnover in the accounting program, has created a challenge and an opportunity for the agency to assess the options in meeting the personnel needs for daily financial tasks.

The proposal is for a firm to provide a team of four (4) personnel to conduct the daily accounting tasks and annual reporting requirements for the agency. The work of the firm personnel would be directly supervised by the CMAP Accounting Principal. The Financial Planning and Analysis portion of the Finance Division’s work would continue to be completed

by CMAP staff. This includes budget and work plan development processes, performance measure monitoring, grant management, and procurements.

If an accounting firm can be identified that satisfies the agency's requirements at rates that are reasonable for the services provided, contracting with a firm will benefit the agency by providing scalability, flexible expertise, and operational continuity by quickly appointing qualified personnel to meet the agency's changing needs.

**Procurement process**

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer questions.

The key dates were as follows:

RFP Advertisement/Release	May 24, 2024
Pre-bid Meeting (optional)	May 29, at 11:00 AM Central Time
Deadline for Questions	June 3, 2024, at 3:00 PM Central Time
Submittal deadline	June 7, 2024, at 3:00 PM Central Time
Estimated award recommendation	June 19, 2024

There were five (5) attendees that joined the pre-bid meeting, representing four (4) unique accounting firms.

The deadline for proposals to be submitted is forthcoming and those that are received will be reviewed for completeness and complete submittals will be reviewed by CMAP staff, who will score each proposal independently based on the evaluation criteria included in **Attachment 1**.

**Recommendation for contractor selection**

Following consideration of the proposals, the evaluation panel will determine which proposal represents the strongest overall submittal based on the evaluation criteria.

To facilitate the timely execution of a contract prior to the next scheduled Board meeting, the evaluation panel requests authorization to enter into a contract with an accounting firm to be determined for Accounting Services for a term up to 24-months with three, one-year optional renewals, in an annual amount not to exceed \$950,000.

Attachment 1: Evaluation criteria

###





## Chicago Metropolitan Agency for Planning

### ATTACHMENT 1: EVALUATION CRITERIA - PROFESSIONAL SERVICES

CMAP will evaluate all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria shall include:

- 1) **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services.
  - 2) **Approach and understanding.** Demonstrated understanding of the scope of services through the project approach; any recommended modifications to the scope are reasonable; and the project schedule is reasonable and meets the project goals.
  - 3) **Integration of Core Values.** Demonstrated understanding and commitment to CMAP's [Core Values](#) through the project approach, alignment with the consultant's core values, and/or through project examples.
  - 4) **Client examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
  - 5) **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
- (Bonus) **DBE/MBE/WBE/VBE Participation.** CMAP will award one (1) bonus point overall to those qualified prime consultant respondents who have been certified as a DBE by the Illinois Unified Certification Program (IL-UCP); as a Minority Business Enterprise (MBE), or Women-Owned Business Enterprise (WBE) by the City of Chicago; or as an MBE, WBE, or Veteran-Owned Business Enterprise (VBE) by Cook County.

Selection will be weighted and based on the following criteria:

Evaluation Criteria	Maximum Points
1) Project team and firm capability	30
2) Approach and understanding	25
3) Integration of Core Values	15
4) Client examples	30
5) Past performance	Responsible or non-responsible
Bonus) DBE/MBE/WBE/VBE Participation	1
Cost	



**MEMORANDUM**

**To:** CMAP Board

**From:** Stephane Phifer, Interim Deputy of Finance

**Date:** May 30, 2024

**Subject:** Authorization to amend contract C-22-0046 with Arctic Information Technology, Inc. for implementation of the D365 Enterprise Resource Planning (ERP) System for additional term of six months and the additional amount of \$300,000 for a total not to exceed amount of \$2,934,000

**Action Requested:** Approval

**Purpose**

Chicago Metropolitan Agency for Planning is seeking to amend the contract with Arctic Information Technology, Inc. to facilitate the implementation of post go-live system functionalities for the agency’s D365 Enterprise Resource Planning (ERP) System.

**Background**

On June 8, 2022, the CMAP Board approved an agreement between CMAP and Arctic Information Technology, Inc. for a Microsoft Dynamics 365 ERP system and project management and implementation services related to the ERP in the not to exceed amount of \$2,394,220. On June 6, 2023, the CMAP Board approved an amendment to the contract to facilitate an efficient means of timecard integration with the agency’s ADP payroll and human resource system for a total not to exceed amount of \$2,633,642.

The consultant is in the final stages of developing the Microsoft D365 enterprise resource planning (ERP) system with the go-live delivery set for July 1, 2024. As the agency is working with the consultant on the final configurations of the system, a number of functional enhancements have been identified that would increase the efficiency and effectiveness of the system after go-live. However, additional funding is required to implement these functions.

**Request**

Authorization to amend contract C-22-0046 with Arctic Information Technology, Inc. for implementation of the D365 Enterprise Resource Planning (ERP) System for additional term of 6 months and the additional amount of \$300,000. notfor a total not to exceed amount of \$2,934,000.00, rounded to the nearest thousand.

## MEMORANDUM

**To:** CMAP Board

**From:** Michael Brown, Interim Planning Deputy

**Date:** May 30, 2024

**Subject:** Authorization to amend sole source contract C-24-0050 with DePaul University for Housing Data Snapshots, with three, one-year optional term renewals

**Action Requested:** Approval

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### Purpose

Chicago Metropolitan Agency for Planning is seeking to amend the sole source contract with DuPaul University with an extended term to facilitate the completion of the project as scoped.

### Background

On September 13, 2023, the CMAP Board approved a sole source agreement, with one six-month option for renewal, with DePaul University to deliver Housing Data Snapshot data profiles for multiple jurisdictions. Due to unforeseen delays on both sides the project has not yet begun, therefore additional time is needed to complete the work.

### Request

Authorization to amend sole source contract C-24-0050 with DePaul University for Housing Data Snapshots, with three, one-year optional term renewals and retain the not-to-exceed amount of \$260,000.

###



Chicago Metropolitan Agency for Planning

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**MEMORANDUM**

**TO:** Executive Committee  
**FROM:** Finance and Administration  
**Date:** May 8, 2024  
**Subject:** Grants and Procurements  
**Action Requested:** Information

A monthly update of activity relating to grants, contracts and procurements will be made to the Executive Committee for its review and information.

The following list identifies pending and received grant proposals and pending and executed agreements.

<b>GRANTS AND AGREEMENTS</b>			
<b><u>Grantor</u></b>	<b><u>Amount</u></b>	<b><u>Dates</u></b>	<b><u>Purpose</u></b>
<b><u>Grants Pending:</u></b>			
Housing and Urban Development Department Pathways to Removing Obstacles to Housing (PRO Housing)	\$10,000,000	1/1/2024 – 9/30/2029	Housing Readiness: Pathways to Removing Obstacles to Housing in Northeastern Illinois
The John T. and Catherine D. MacArthur Foundation	\$300,000	3-year term	General operations support
<b><u>Grants Received:</u></b>			
None			
<b><u>Agreements Pending:</u></b>			
None			
<b><u>Agreements Executed:</u></b>			
None			

The CMAP bylaws provide authority to the executive director to enter into contractual commitments where compensation does not exceed \$50,000. For those commitments \$50,000

and greater, the Executive Committee has retained authority for approval. For all projects not included in the approved UWP where the total of the compensation for an individual provider exceeds \$50,000 within the fiscal year, Board approval is required.

<b>CONTRACTS FOR EXECUTIVE COMMITTEE APPROVAL</b>				
<u>Provider</u>	<u>Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
<b><u>\$50,000 and over, Approval Requested of Committee (May 8, 2024):</u></b>				
None				
<b><u>Under \$50,000, Approved by Executive Director since (April 10, 2024):</u></b>				
None				

The following list identifies pending procurements.

<b>PROCUREMENTS</b>				
<u>Provider</u>	<u>Estimated Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
None				

Note: UWP operating funds can only be used in the fiscal year budgeted. UWP competitive contract funds are available for a five-year period.

###



Chicago Metropolitan Agency for Planning

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**MEMORANDUM**

**TO:** Executive Committee  
**FROM:** Finance and Administration  
**Date:** June 12, 2024  
**Subject:** Grants and Procurements  
**Action Requested:** Information

A monthly update of activity relating to grants, contracts and procurements will be made to the Executive Committee for its review and information.

The following list identifies pending and received grant proposals and pending and executed agreements.

<b>GRANTS AND AGREEMENTS</b>			
<u>Grantor</u>	<u>Amount</u>	<u>Dates</u>	<u>Purpose</u>
<b><u>Grants Pending:</u></b>			
Housing and Urban Development Department Pathways to Removing Obstacles to Housing (PRO Housing)	\$10,000,000	1/1/2024 – 9/30/2029	Housing Readiness: Pathways to Removing Obstacles to Housing in Northeastern Illinois
<b><u>Grants Received:</u></b>			
The John T. and Catherine D. MacArthur Foundation	\$300,000	3-year term	General operations support
<b><u>Agreements Pending:</u></b>			
None			
<b><u>Agreements Executed:</u></b>			
None			

The CMAP bylaws provide authority to the executive director to enter into contractual commitments where compensation does not exceed \$50,000. For those commitments \$50,000 and greater, the Executive Committee has retained authority for approval. For all projects not

included in the approved UWP where the total of the compensation for an individual provider exceeds \$50,000 within the fiscal year, Board approval is required.

<b>CONTRACTS FOR EXECUTIVE COMMITTEE APPROVAL</b>				
<u>Provider</u>	<u>Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
<b><u>\$50,000 and over, Approval Requested of Committee (May 8, 2024):</u></b>				
None				
<b><u>Under \$50,000, Approved by Executive Director since (April 10, 2024):</u></b>				
None				

The following list identifies pending procurements.

<b>PROCUREMENTS</b>				
<u>Provider</u>	<u>Estimated Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
TBD	TBD	TBD	RFP 298	Public Employment Data for Forecasting
TBD	TBD	TBD	RFP 299	Freight Model Scenario Development
TBD	TBD	TBD	RFP 300	Aerial Imagery
TBD	TBD	TBD	RFP 301	Interpretation and Translation Service
TBD	TBD	TBD	RFP 303	Accounting services

Note: UWP operating funds can only be used in the fiscal year budgeted. UWP competitive contract funds are available for a five-year period.

###



## MEMORANDUM

**To:** CMAP Executive Committee

**From:** Stephane Phifer  
Interim Deputy, Finance and Administration

**Date:** May 8, 2024

**Subject:** February revenue and expenditure report for FY 2024

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A monthly update of financial activity will be made to the Executive Committee for its review and approval.

**Action Requested:** Approval



FY2024

**CMAP**  
**monthly**  
**financial**  
**report**

February 2024



Chicago Metropolitan  
Agency for Planning

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## Monthly Revenue and Expenditure Report

### As of February 29, 2024

The overall purpose of monthly financial reports is to provide key information on performance of revenues as well as expenses. The format of analysis provided in the past is currently being revised and will be presented with the meeting packet in the coming months.

However, in the interim, the following items for the month are being presented:

- Cash and investments trending graph.
- Transaction Register of disbursements reflecting vendor name, check number (or disbursement code), description, and amount.

## Monthly Cash Overview, February 2024

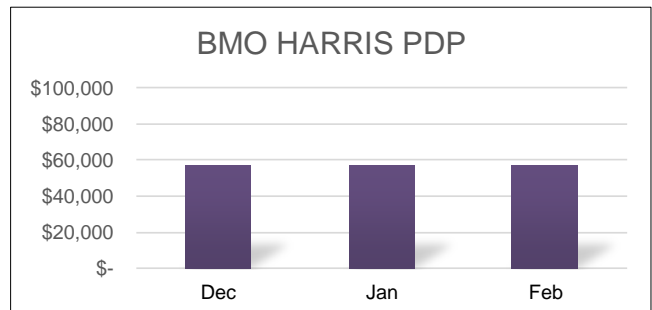
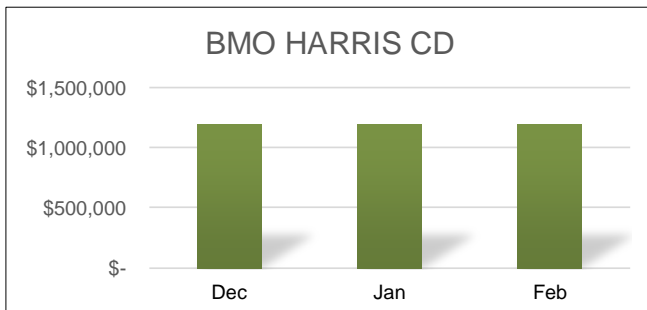
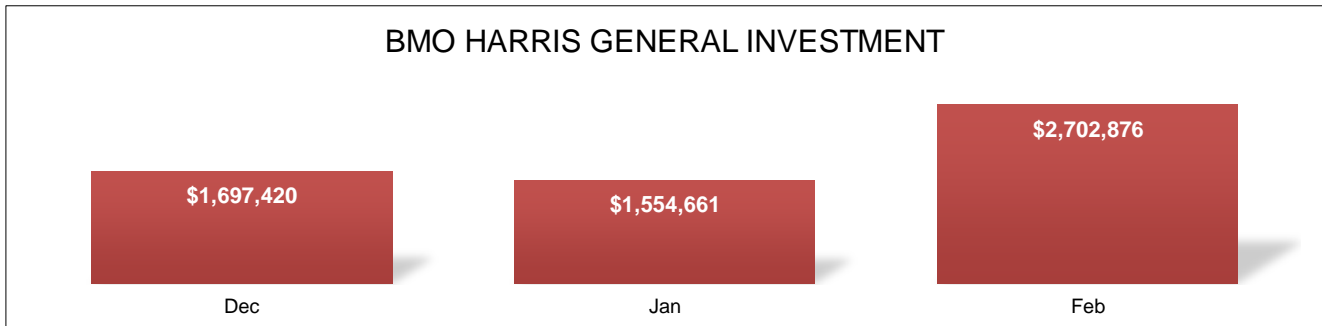
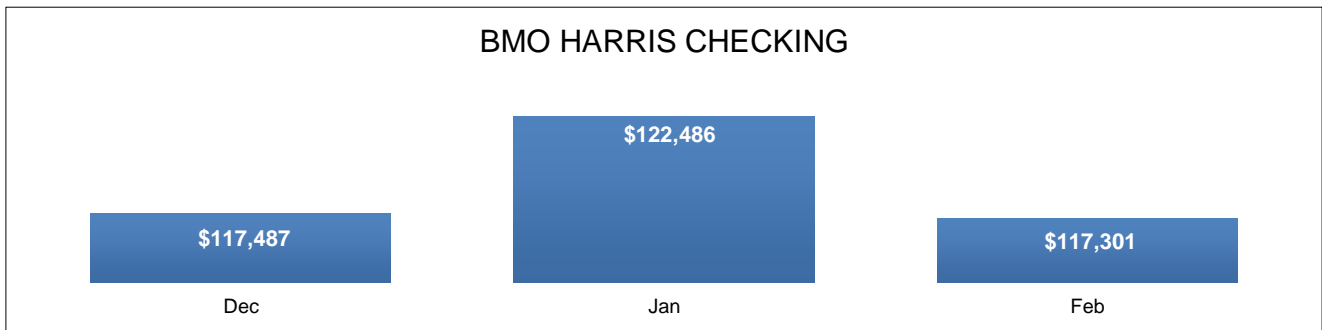
What caused the change in balance for each of the cash accounts?

**BMO Harris Checking Account:** BMO Harris Checking Account: Wire transfers of \$3.1 million from the General Investment account funded operating activities for the month. Operating activities were comprised of \$997 thousand in personnel related costs, and \$2.1 million in payables..

**BMO Harris General Investment Account:** Wire transfers in the amount of \$4.3 million resulting from monthly revenue activity partially funded \$3.1 million in transfers to the Checking account for the month.

**BMO Harris CD:** No activity has occurred in this account during FY2024.

**BMO Harris Peters Fellowship:** Monthly interest was the only activity in this account during FY2024.



## Transaction Register, February 2024

Number	Date	Vendor Name	Transaction Description	Amount
13728	2/2/2024	SEMA ABULHAB	Lindblom HS partnership travel	\$ 60.51
13729	2/2/2024	ERIN L ALEMAN	E. Aleman - TRB Conference	\$ 206.40
13730	2/2/2024	JULIE BURROS	Travel expenses	\$ 100.74
13731	2/2/2024	DUSTIN CALLIARI	River Grove meeting travel	\$ 11.09
13732	2/2/2024	CDW Government Inc	Computer Hardware	\$ 237,321.63
13733	2/2/2024	DANIEL LEE COMEAUX	TRB annual meeting travel	\$ 1,780.46
13734	2/2/2024	Creative Financial Staffing LLC	FY24 Temp Services for KaLeigh	\$ 3,587.49
13735	2/2/2024	PATRICK C DAY	CMAP external projects travel	\$ 454.72
13736	2/2/2024	Yochai Eisenberg	12/23 ADA Advisory Services	\$ 187.50
13737	2/2/2024	PARRY M FRANK	TRB conference travel	\$ 1,374.23
13738	2/2/2024	Genesys Works Chicago	FY24 HS work program - Jordan	\$ 614.88
13739	2/2/2024	JANE GROVER	WTS, McHenry meeting travel	\$ 78.53
13740	2/2/2024	Lifeworks US Ltd	7-9/23 EAP Services/Lifeworks	\$ 1,803.06
13741	2/2/2024	THOMAS J. MURTHA	TRB Annual Meeting travel	\$ 1,330.92
13742	2/2/2024	JARED M. PATTON	APA and AICP membership dues	\$ 350.00
13743	2/2/2024	Regional Transportation Authority	RTA Community Planning	\$ 10,749.58
13744	2/2/2024	KATHLEEN REIGSTAD	11/30/23 Engagement Expense	\$ 65.49
13745	2/2/2024	JULIANA RESCHKE	Consortium Conference Travel	\$ 376.20
13746	2/2/2024	LLC SK Global Software	3/23 Software support	\$ 1,800.00
13747	2/2/2024	TierPoint LLC	2/24 Colocation Services	\$ 6,447.06
13748	2/2/2024	Urban Land Institute	Berkeley/Hillside Dialogue	\$ 10,000.00
13749	2/2/2024	BLANCA VELA-SCHNEIDER	PART supplies	\$ 191.25
13750	2/2/2024	JULIA VOIGT	UIUC Cap Stone Parking Fee	\$ 7.43
13751	2/2/2024	Woogl Corp	2023 Annual Report	\$ 1,345.00
70180	2/2/2024	Orla Castanien	FY24 E Aleman professional dev	\$ 2,400.00
70181	2/2/2024	Chadha and Associates	4/23 5th Floor Construction	\$ 900.00
70182	2/2/2024	Latent Design Corporation	UWP FY23 Q5&6 Waukegan UDO	\$ 2,590.00
13754	2/5/2024	Comcast	1/11-2/10/24 tv service fee	\$ 100.51
13755	2/5/2024	UPS	1/19 Fee	\$ 3.85
13756	2/8/2024	ADO Professional Solutions Inc	Temp Services - JH, BK, CT, AW	\$ 20,293.16
13757	2/8/2024	Aflac	1/24 Aflac PR WH	\$ 1,445.94
13758	2/8/2024	MARY VICTORIA BARRETT	Franklin Park event travel exp	\$ 1,607.73
13759	2/8/2024	BerryDunn	ERP Assessment project	\$ 25,800.00
13760	2/8/2024	Creative Financial Staffing LLC	FY24 Temp Services for KaLeigh	\$ 6,238.22
13761	2/8/2024	First Communications LLC	1/24 Telephone	\$ 2,761.13
13762	2/8/2024	BORJA MANUEL GONZALEZ MORGADO	ADA Trainings Coordination	\$ 91.13
13763	2/8/2024	GovTemps USA LLC	Temp Services-N Mostardo	\$ 7,980.00
13764	2/8/2024	Health Care Cost Management Inc	2/9/24 Health FSA PR WH	\$ 2,832.83
13765	2/8/2024	MARTIN R MENNINGER	TRB Conference Travel	\$ 1,475.55
13766	2/8/2024	Northwest Municipal Conference	8/23 N Shore & NW COM	\$ 30,972.09
13767	2/8/2024	Oates Associates Inc	12/23 ADA education & training	\$ 1,630.00
13768	2/8/2024	Omegabit LLC	1/24 Website hosting	\$ 2,989.95

13769	2/8/2024	KATHLEEN REIGSTAD	Lansing Steering Committee exp	\$	103.35
13770	2/8/2024	S2Verify LLC	12/23 employee background check	\$	189.08
13771	2/8/2024	The Silver Line	12/23 MacArthur Grant Eval	\$	7,175.00
13772	2/8/2024	US Bank HSA	2/9/24 HSA Deductions EE	\$	2,918.18
13773	2/8/2024	Valerie S Kretchmer Associates Inc	12/23 PAO B River Grove	\$	6,016.25
13774	2/8/2024	West Central Municipal Conference	12/23 FY24 North Central COM	\$	6,901.55
70183	2/8/2024	Cook County Treasurer	Cook County Refund	\$	8,133.11
70184	2/8/2024	State Employee Retirement System of Illinois	Jan 2024 Employees WH	\$	20,154.82
13776	2/15/2024	ADO Professional Solutions Inc	FY24 Temp Services - BK,CT,AW	\$	11,357.36
13777	2/15/2024	JULIE BURROS	APA conference registration	\$	957.00
13778	2/15/2024	DANIEL LEE COMEAUX	TRB conference per diem	\$	71.00
13779	2/15/2024	Creative Financial Staffing LLC	FY24 Temp Services for KH	\$	3,924.45
13780	2/15/2024	ELIZABETH M DAVIS-GINSBERG	scenario planning conference	\$	1,909.44
13781	2/15/2024	PARRY M FRANK	TRB conference - per diem	\$	65.00
13782	2/15/2024	BORJA MANUEL GONZALEZ MORGADO	Registration for NACTO	\$	1,318.21
13783	2/15/2024	HOLLY L HUDSON	various meetings travel	\$	26.80
13784	2/15/2024	JAEMI JACKSON	2024 APA National Conference	\$	451.50
13785	2/15/2024	JULIANA RESCHKE	Conference registration	\$	966.88
13786	2/15/2024	SLG Innovation Inc	12/23 IT consulting	\$	71,955.77
13787	2/15/2024	BEATRIX EDLYN GUE YAN	various meetings travel exp	\$	15.00
13788	2/15/2024	ComEd	1/24 electricity	\$	1,392.58
70185	2/15/2024	Hertz Corporation	1/22-1/23/24 Dustin C. rental	\$	140.94
70186	2/15/2024	Midwest Awards Corporation	name badges	\$	72.60
13789	2/21/2024	UPS	2/7 UPS Shipping	\$	40.44
13790	2/22/2024	LINDSAY A BAYLEY	McHenry County meeting travel	\$	20.00
13791	2/22/2024	LILY ROSE BRACK	Franklin Park Event travel	\$	175.10
13792	2/22/2024	MICHAEL BROWN	1/30 City of Chicago event	\$	30.92
13793	2/22/2024	JULIE BURROS	various meetings travel	\$	28.94
13794	2/22/2024	DUSTIN CALLIARI	River Grove workshop travel	\$	29.81
13795	2/22/2024	GRM Information Management Services of Chicago LLC	12/23 Offsite Storage	\$	325.59
13796	2/22/2024	NOAH L HARRIS	Scenario Planning Conference	\$	1,522.10
13797	2/22/2024	Health Care Cost Management Inc	2/23/24 Health FSA PR WH	\$	2,832.83
13798	2/22/2024	ANTHONY ROY MANNO	lambda Alpha seminar	\$	111.23
13799	2/22/2024	US Bank HSA	2/23/24 HSA Deductions EE	\$	2,918.18
70188	2/22/2024	Chicagoland Entrepreneurial Center	room rental -Manager's retreat	\$	450.00
13800	2/28/2024	UPS	shipping charge billing adj	\$	4.32
13801	2/28/2024	Vision Service Plan (IL)	3/24 Vision COBRA	\$	1,456.29
13802	2/29/2024	601W Companies Chicago MT LLC	3/24 Rent	\$	195,876.27
13803	2/29/2024	ADO Professional Solutions Inc	FY24 Temp Services -BK,JT,CT,AW	\$	14,301.97
13804	2/29/2024	AECOM Technical Services Inc	11/23 Pavement Management Plan	\$	91,836.71
13805	2/29/2024	Arctic Information Technology Inc	ERP Professional Services	\$	287,687.00
13806	2/29/2024	Astriata LLC	11/23 New website development	\$	14,760.00
13807	2/29/2024	Blue Cross Blue Shield of Illinois	3/24 Retirees/COBRA Health	\$	131,268.81
13808	2/29/2024	CDW Government Inc	Computer Hardware: Dell CTO E	\$	53,626.00

13809	2/29/2024	City of Chicago Department of Transportation	5/15-5/18/23 CDOT Operating	\$	3,235.79
13810	2/29/2024	City Club of Chicago	City Club of Chicago event	\$	825.00
13811	2/29/2024	Creative Financial Staffing LLC	FY24 Temp Services for KaLeigh	\$	9,947.20
13812	2/29/2024	MAI ELLEN DANG	Travel - Harvey Meeting	\$	22.84
13813	2/29/2024	Delta Dental - Risk	3/24 Dental PPO	\$	7,800.17
13814	2/29/2024	Design Workshop Inc	10/23 PaoB: Country Club Hills	\$	42,299.50
13815	2/29/2024	DuPage Mayors & Managers Conference	9/23 DuPage COM	\$	40,938.13
13816	2/29/2024	Elrod Friedman LLP	1/24 legal services	\$	1,558.00
13817	2/29/2024	ESRI	ArcGIS Online credits (1,000)	\$	3,000.00
13818	2/29/2024	First Communications LLC	Telephone 2/2024	\$	2,297.28
13819	2/29/2024	Genesys Works Chicago	FY24 HS work program - Jordan	\$	2,450.67
13820	2/29/2024	GRM Information Management Services of Chicago LLC	1/24 Offsite Storage	\$	304.59
13821	2/29/2024	Health Care Cost Management Inc	FSA Admin Fees 12/2023	\$	770.00
13822	2/29/2024	HNTB Corporation	12/23 PART supplement	\$	40,503.44
13823	2/29/2024	Houseal Lavigne Associates LLC	Harvey Comp Plan, UWP 11/2023	\$	11,449.26
13824	2/29/2024	ICF Incorporated LLC	10/23 Resilience Improvement	\$	18,265.16
13825	2/29/2024	Inc. Jacobs Engineering Group	A16 PAO G Dixmoor	\$	22,931.30
13826	2/29/2024	Lake County Division of Transportation	7/23 Lake COM	\$	28,927.52
13827	2/29/2024	McHenry County Division of Transportation	10/23 FY24 McHenry COM	\$	11,638.54
13828	2/29/2024	NIKOLAS E MERTEN	Registration – Scenario planning	\$	1,669.53
13829	2/29/2024	Metra	7-9/23 Program Development	\$	251,909.30
13830	2/29/2024	Muse Community Design LLC	1/24 UWP Complete Streets	\$	3,713.75
13831	2/29/2024	ROSEMARIE TERESE NILSON	SHRM Membership - Agency FY24	\$	350.00
13832	2/29/2024	Northwest Municipal Conference	10/23 N Shore & NW COM	\$	36,582.06
13833	2/29/2024	Optum Bank	HSA Account Fees 10-12/23	\$	260.00
13834	2/29/2024	Resource Systems Group Inc	12/23 FY2024 UWP	\$	4,739.91
13835	2/29/2024	Riverside Graphics Corporation	PART Perfect Bound books	\$	4,155.00
13836	2/29/2024	S2Verify LLC	1/24 employee background check	\$	247.66
13837	2/29/2024	Sam Schwartz Engineering	PAO D Round Lake Beach Bike/Pedestrian Plan	\$	17,535.26
13838	2/29/2024	SB Friedman and Company	12/23 Sales tax research	\$	12,795.00
13839	2/29/2024	Sikich LLP	ANNUAL AUDIT FY23 (PD IN FY24)	\$	22,000.00
13840	2/29/2024	The Silver Line	MacArthur Grant Evaluation	\$	7,262.50
13841	2/29/2024	SLG Innovation Inc	1/24 IT consulting	\$	71,955.77
13842	2/29/2024	South Suburban Mayors & Managers Association	7/23 South COM	\$	38,190.91
13843	2/29/2024	SRF Consulting Group Inc	FY23 UWP Operating NW Cook Travel	\$	15,674.80
13844	2/29/2024	StreetLight Data Inc	12/23 Speed data project SPR	\$	16,821.00
13845	2/29/2024	RYAN THOMPSON	Travel - TRB conference	\$	793.22
13846	2/29/2024	TierPoint LLC	12/23 Bandwidth overage	\$	7,817.85
13847	2/29/2024	West Central Municipal Conference	7/23 FY24 Central COM	\$	18,204.94
13848	2/29/2024	Will County Governmental League	12/23 FY24 Will COM	\$	10,132.79
13849	2/29/2024	BMO Harris Bank Master Card	General Office Supplies	\$	13,949.02

70189	2/29/2024	McHenry County Council of Governments	MCCG event 1/24/24	\$	40.00
70190	2/29/2024	Moodys Analytics Inc	Employment Data 11/2023-2024	\$	23,315.00
WT	2/1/2024	IMRF	Deduction	\$	(2,099.90)
WT	2/8/2024	WAGEWORKS	COBRA	\$	(897.33)
WT	2/9/2024	ADP	ADP Payroll Fees	\$	7,374.77
WT	2/9/2024	EMPOWER	Insurance	\$	14,422.53
WT	2/9/2024	IMRF	Deduction	\$	62,996.70
WT	2/9/2024	ADP	CS deduction	\$	391.76
WT	2/9/2024	ADP	PAYROLL TAX	\$	175,118.26
WT	2/9/2024	ADP	PAYROLL	\$	334,888.83
WT	2/16/2024	RTA	RTA fare card pmt 3/24	\$	841.25
WT	2/21/2024	ADP	ADP W2 and tax reporting fees	\$	1,429.84
WT	2/22/2024	EMPOWER	Insurance	\$	14,371.43
WT	2/22/2024	BMO HARRIS BANK	Bank Service Fee	\$	804.35
WT	2/22/2024	ADP	Off-cycle payroll adjustment	\$	94.09
WT	2/22/2024	ADP	Off-cycle payroll adjustment	\$	22.36
WT	2/23/2024	ADP	PAYROLL	\$	269,596.15
WT	2/23/2024	ADP	CS deduction	\$	391.76
WT	2/23/2024	ADP	PAYROLL TAX	\$	113,952.60
WT	2/26/2024	SEARS-PECORARO, AMARA	Voided Ck#: 70154	\$	(50.00)
WT	2/26/2024	VENTRA	Ventra card loads – EE 02/24	\$	3,381.00
<b>Total</b>				<b>\$</b>	<b>3,164,184.75</b>

End report

###

## MEMORANDUM

**To:** CMAP Executive Committee

**From:** Stephane Phifer, Interim Finance Deputy

**Date:** June 12, 2024

**Subject:** March revenue and expenditure report for FY 2024.

**Action Requested:** Approval

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### Purpose

A monthly update of financial activity will be made to the Executive Committee for its review and approval.

###



FY2024

# CMAP monthly financial report

March 2024



Chicago Metropolitan  
Agency for Planning

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## Monthly Revenue and Expenditure Report

### As of March 31, 2024

The overall purpose of monthly financial reports is to provide key information on performance of revenues as well as expenses. The format of analysis provided in the past is currently being revised and will be presented with the meeting packet in the coming months.

However, in the interim, the following items for the month are being presented:

- Cash and investments trending graph.
- Transaction Register of disbursements reflecting vendor name, check number (or disbursement code), description, and amount.

## Monthly Cash Overview, March 2024

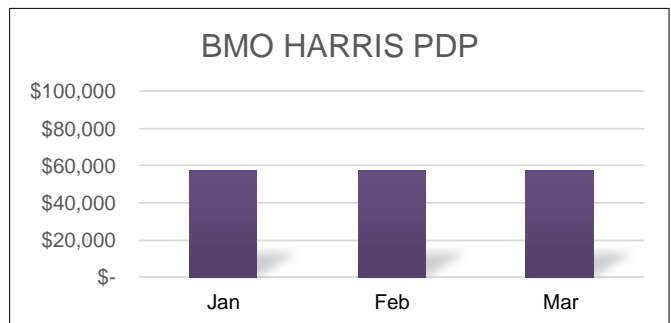
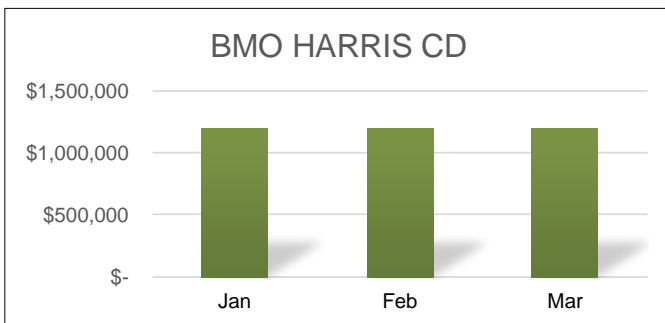
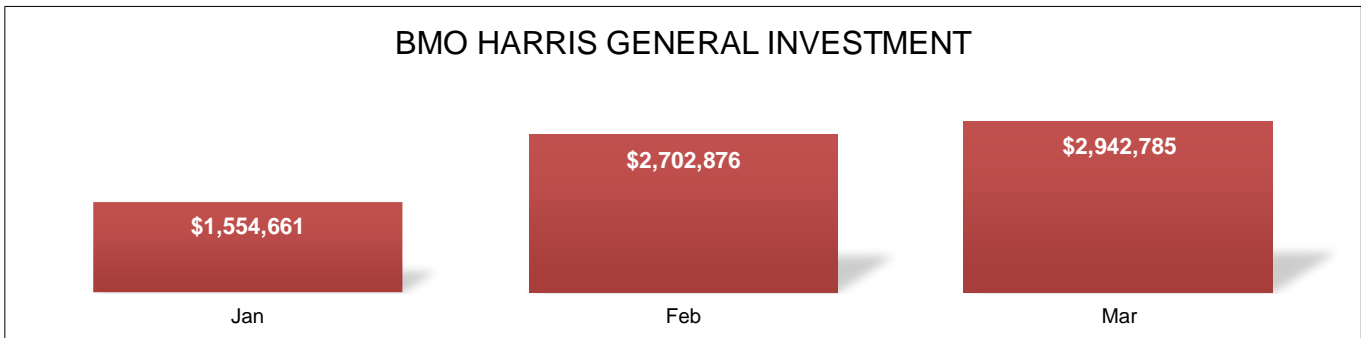
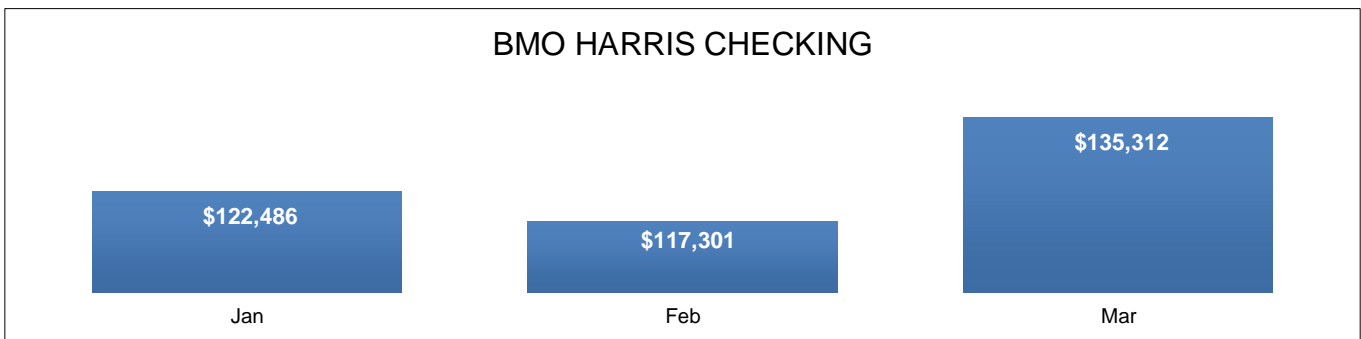
What caused the change in balance for each of the cash accounts?

**BMO Harris Checking Account:** Wire transfers of \$2.9 million from the General Investment account funded operating activities for the month. Operating activities were comprised of \$870 thousand in personnel related costs, and \$2.0 million in payables.

**BMO Harris General Investment Account:** Wire transfers in the amount of \$3.1 million resulting from monthly revenue activity partially funded \$2.9 million in transfers to the Checking account for the month.

**BMO Harris CD:** No activity has occurred in this account during FY2024.

**BMO Harris Peters Fellowship:** Monthly interest was the only activity in this account during FY2024.



## Transaction Register, March 2024

Number	Date	Vendor Name	Transaction Description	Amount
13850	3/4/2024	UPS	2/16 missing PLD fee	\$ 3.85
13851	3/5/2024	Comcast	TV Service Fee 2/11-3/10/24	\$ 100.51
13852	3/7/2024	ADO Professional Solutions Inc	FY24 Temp Services - BK,AW,JH	\$ 25,344.80
13853	3/7/2024	Aflac	Aflac PR WH 2/2024	\$ 1,368.42
13854	3/7/2024	Arctic Information Technology Inc	ERP Subscription Fees	\$ 135,260.00
13855	3/7/2024	Astriata LLC	12/23 New website development	\$ 23,625.00
13856	3/7/2024	LINDSAY A BAYLEY	Registration - NACTO, workshop	\$ 1,707.84
13857	3/7/2024	CDW Government Inc	Software Renewal: Veeam Backup	\$ 20,977.62
13858	3/7/2024	Clarity Partners LLC	12/23 Website development	\$ 7,182.55
13859	3/7/2024	Creative Financial Staffing LLC	Temp Services - KaLeigh 2/2024	\$ 1,296.00
13860	3/7/2024	EcolInteractive Inc	1/24 Integrated TIP database	\$ 15,427.50
13861	3/7/2024	Guardian Data Destruction Inc	Hard Drive & Tape Destruction	\$ 3,187.50
13862	3/7/2024	Health Care Cost Management Inc	FSA Admin Fees 2/2024	\$ 3,086.33
13863	3/7/2024	Houseal Lavigne Associates LLC	Harvey Comp Plan, UWP multi-year	\$ 272.50
13864	3/7/2024	Koa Hills Consulting LLC	OneSolution Data Migration	\$ 180.00
13865	3/7/2024	Metra	10/23 Program Development	\$ 91,226.15
13866	3/7/2024	Oates Associates Inc	ADA Training 1/2024	\$ 9,755.00
13867	3/7/2024	REALTIMEBOARD INC	Annual Software License	\$ 2,304.00
13868	3/7/2024	Riverside Graphics Corporation	IIJA report printed booklets	\$ 1,119.00
13869	3/7/2024	Sam Schwartz Engineering	1/24 PAO D Round Lake Beach	\$ 12,320.00
13870	3/7/2024	South Suburban Mayors & Managers Association	12/7/23 SSMMA event	\$ 60.00
13871	3/7/2024	LP TVG-MGT Holdings	Temp Services Cheryl Mosqueda	\$ 1,960.00
13872	3/7/2024	US Bank HSA	3/8/24 HSA Deductions EE	\$ 2,918.18
13873	3/7/2024	West Central Municipal Conference	11/23 North Central COM	\$ 11,440.72
13874	3/7/2024	Will County Governmental League	UWP Will COM 7/2023	\$ 21,729.34
70191	3/7/2024	AVI Systems Inc	AV Technical Support - Prepaid	\$ 5,000.00
13875	3/11/2024	Comcast	Internet 2/2024	\$ 1,005.00
13876	3/14/2024	ADO Professional Solutions Inc	Temp Services - B. Katz 3/2024	\$ 10,390.76
13877	3/14/2024	AECOM Technical Services Inc	12/23 Pavement Management Plan	\$ 39,835.23
13878	3/14/2024	Alliance for Water Efficiency	Membership -AWE Agency - FY24	\$ 525.00
13879	3/14/2024	ASHA BARNES	Travel -Bronzeville Engagement	\$ 79.68
13880	3/14/2024	BerryDunn	ERP Assessment project 1/2024	\$ 14,813.50
13881	3/14/2024	Budget Rent A Car System Inc	Car Rental - J. Maddux 7/2023	\$ 172.75
13882	3/14/2024	Center for Neighborhood Technology	8-12/23 Equitable Engagement	\$ 107,898.33
13883	3/14/2024	Clarity Partners LLC	Website development 11/2023	\$ 6,682.61
13884	3/14/2024	Creative Financial Staffing LLC	Temp Services - KaLeigh 3/2024	\$ 4,072.27
13885	3/14/2024	Garveys Office Products Inc	General Office supplies	\$ 336.75
13886	3/14/2024	Genesys Works Chicago	FY24 HS work program - Jordan	\$ 1,114.16
13887	3/14/2024	JAEMI JACKSON	Travel - ADA Events FY24	\$ 67.05
13888	3/14/2024	Chui Yi Kwan	Translation services	\$ 19.20
13889	3/14/2024	Omegabit LLC	Website hosting - 2/2024	\$ 3,206.20

13890	3/14/2024	JOSE RODRIGUEZ	Travel - U of I Conference	\$	1,071.72
13891	3/14/2024	S2Verify LLC	Employee Background Check FY24	\$	271.86
13892	3/14/2024	Sam Schwartz Engineering	Proj#: 1811.0010233.000 1/2024	\$	11,280.50
13893	3/14/2024	LLC SK Global Software	Project Management 1/31/24	\$	112.50
13894	3/14/2024	SRF Consulting Group Inc	NW Cook Transit Study 1/2024	\$	11,213.50
13895	3/14/2024	StreetLight Data Inc	Prj#: C9X37010 1/2024	\$	3,210.50
13896	3/14/2024	US Bank HSA	Statement Fee 1/2024	\$	12.00
13897	3/14/2024	Will County Governmental League	UWP Will COM 10/2023	\$	21,995.49
13898	3/14/2024	BEATRIX EDLYN GUE YAN	NEXT Project Food exp	\$	92.00
70192	3/14/2024	University of Illinois	Consultants -NWSA Water Supply	\$	10,000.00
13899	3/21/2024	601W Companies Chicago MT LLC	Rent 4/2024	\$	193,216.20
13900	3/21/2024	A Epstein and Sons International Inc	Project#: 2024.045 1/2024	\$	4,419.71
13901	3/21/2024	ADO Professional Solutions Inc	Temp Services - Carnell 3/2024	\$	13,073.81
13902	3/21/2024	Blue Cross Blue Shield of Illinois	Retirees/COBRA Health 4/2024	\$	137,766.16
13903	3/21/2024	Budget Rent A Car System Inc	Travel - Kelsey P. rental FY24	\$	531.79
13904	3/21/2024	Chicago Office Technology Group	Copier Maint 11/22-12/21/24	\$	1,093.33
13905	3/21/2024	Clarity Partners LLC	Website development 1/2024	\$	6,570.08
13906	3/21/2024	Creative Financial Staffing LLC	Temp Services - KaLeigh 3/2024	\$	3,786.75
13907	3/21/2024	Delta Dental - Risk	Dental Retiree 4/2024	\$	8,030.99
13908	3/21/2024	DuPage Mayors & Managers Conference	11/23 DuPage COM	\$	51,978.47
13909	3/21/2024	Yochai Eisenberg	ADA Advisory Services 2/2024	\$	187.50
13910	3/21/2024	NICHOLAS FERGUSON	Registration - ESRI Summit	\$	99.00
13911	3/21/2024	BORJA MANUEL GONZALEZ MORGADO	Catering - ADA Trainings	\$	566.02
13912	3/21/2024	Health Care Cost Management Inc	Health FSA PR WH 3/22/24	\$	2,801.58
13913	3/21/2024	Holland and Knight LLP	Legal Services FY24	\$	197.50
13914	3/21/2024	Kane County Division of Transportation	10/23 Kane/Kendall COM	\$	69,548.73
13915	3/21/2024	Lake County Division of Transportation	10/23 Lake COM	\$	43,853.24
13916	3/21/2024	Latent Design Corporation	Project#: 2021.910 12/2023	\$	2,590.00
13917	3/21/2024	Metra	11/23 Transportation Planning	\$	205,898.36
13918	3/21/2024	MAKALA MORALES	Travel - Midlothian Village	\$	7.50
13919	3/21/2024	Northwest Municipal Conference	11/23 N Shore & NW COM	\$	34,220.37
13920	3/21/2024	Pace Suburban Bus Service	11/23-12/23/23 Trans Planning	\$	141,917.35
13921	3/21/2024	KATARZYNA M PIOTROWSKA	Travel - Midlothian Village	\$	7.50
13922	3/21/2024	KATHLEEN REIGSTAD	Travel - CIP Engagement 2/2024	\$	40.33
13923	3/21/2024	Resource Systems Group Inc	Prj#: 231301 1/2024	\$	12,526.41
13924	3/21/2024	REX Electric and Technologies LLC	Door System Service	\$	294.00
13925	3/21/2024	South Suburban Mayors & Managers Association	UWP South COM 10/2023	\$	42,964.84
13926	3/21/2024	TierPoint LLC	Bandwidth, power 1-2/2024	\$	1,269.44
13927	3/21/2024	Total Insurance Services Inc	Cyber Liability 7/2024-3/2025	\$	29,841.00
13928	3/21/2024	US Bank HSA	HSA Deductions EE 3/22/24	\$	2,664.02
13929	3/21/2024	West Central Municipal Conference	WCMC Legislative Event 2/2024	\$	25,506.06
13930	3/21/2024	Will County Governmental League	Will COM 2/2024	\$	10,992.71
70193	3/21/2024	Orla Castanien	Training - Managers Retreat	\$	5,700.00
70194	3/21/2024	Latent Design Corporation	Project#: 2021.910 1/2024	\$	3,770.00

70195	3/21/2024	RICHARD NORWOOD	Travel - McHenry COM Mtg	\$	58.96
70196	3/21/2024	State Employee Retirement System of Illinois	Employees WH 2/2024	\$	10,077.41
13931	3/22/2024	ComEd	Electricity 2/2024	\$	1,689.26
13932	3/22/2024	UPS	UPS Worldship 3/2024	\$	54.41
13933	3/25/2024	Vision Service Plan (IL)	Vision COBRA 4/2024	\$	1,409.16
13934	3/28/2024	A Epstein and Sons International Inc	Project#: 2024.019 1/2024	\$	10,442.73
13935	3/28/2024	Arctic Information Technology Inc	ERP Professional Services	\$	74,980.00
13936	3/28/2024	Baker Tilly Virchow Krause & Company LLP	Accounting Services FY24	\$	26,561.90
13937	3/28/2024	LILY ROSE BRACK	Travel - ECR Presentation	\$	22.50
13938	3/28/2024	Budget Rent A Car System Inc	Travel - J. B. rental 10/2023	\$	882.29
13939	3/28/2024	JONATHAN BURCH	Travel - Lambda Alpha, DuPage	\$	442.50
13940	3/28/2024	CDW Government Inc	Computer Hardware	\$	588.76
13941	3/28/2024	Creative Financial Staffing LLC	Temp Services - KaLeigh 3/2024	\$	5,995.62
13942	3/28/2024	DuPage Mayors & Managers Conference	UWP DuPage COM 7/2023	\$	31,443.36
13943	3/28/2024	EcolInteractive Inc	Integrated TIP database FY24	\$	15,427.50
13944	3/28/2024	Elrod Friedman LLP	Legal Services 2/2024	\$	1,766.00
13945	3/28/2024	KATE EVASIC	Travel - IAFSM Conference	\$	47.61
13946	3/28/2024	Genesys Works Chicago	HS work program - Jordan FY24	\$	1,108.30
13947	3/28/2024	GRM Information Management Services of Chicago LLC	Offsite Storage - 2/2024	\$	325.59
13948	3/28/2024	Iron Mountain	Shredding Services FY23	\$	139.33
13949	3/28/2024	Kane County Division of Transportation	UWP Kane/Kendall COM 7/2023	\$	18,833.02
13950	3/28/2024	Mutual of Omaha	Life Insurance - EE 3/2024	\$	10,976.03
13951	3/28/2024	GEORGE PERKINS ANENE	Travel - Roselle Board Mtg	\$	6.75
13952	3/28/2024	RUSSELL PIETROWIAK	Travel - various monthly mtgs	\$	193.76
13953	3/28/2024	Pitney Bowes Inc	1/24-3/24 Mail Meter Lease	\$	1,951.20
13954	3/28/2024	KELSEY A. PUDLOCK	Travel - Calumet City Outreach	\$	51.99
13955	3/28/2024	JOAN MARIE SMEDINGHOFF	Membership - NAGW Dues - Joan	\$	225.00
13956	3/28/2024	TierPoint LLC	Colocation Services 4/2024	\$	6,447.06
13957	3/28/2024	US Bank HSA	Statement Fee 2/2024	\$	12.00
13958	3/28/2024	West Central Municipal Conference	UWP North Central COM 7/2023	\$	36,307.74
13959	3/28/2024	Will County Governmental League	UWP Will COM 11/2023	\$	10,648.74
70197	3/28/2024	RYAN GOUGIS	Travel - ILGA Legislative Mtg	\$	940.70
70198	3/28/2024	Skender Construction LLC	Conference Room TVs Mounting	\$	9,613.65
70199	3/28/2024	Women in Planning and Development	Membership - WP&D Agency FY24	\$	800.00
13960	3/29/2024	UPS	Shipping adjustments 2/16/24	\$	34.65
14005	3/29/2024	BMO Harris Bank Master Card	Office supplies	\$	16,619.40
WT	3/1/2024	IMRF	Deduction	\$	(2,195.81)
WT	3/7/2024	WAGeworks	COBRA	\$	(905.20)
WT	3/7/2024	EMPOWER	Insurance	\$	14,068.73
WT	3/8/2024	ADP	PAYROLL TAX	\$	119,280.35
WT	3/8/2024	ADP	PAYROLL	\$	277,808.15
WT	3/11/2024	EMPOWER	Insurance	\$	358.20
WT	3/14/2024	Latent Design Corporation	Void Ck#: 70187	\$	(2,590.00)
WT	3/15/2024	ADP	ADP payroll fees-3/24	\$	7,125.72

WT	3/18/2024	RTA	RTA fare card pmt - 4/24	\$	660.75
WT	3/21/2024	EMPOWER	Insurance	\$	13,455.85
WT	3/22/2024	ADP	PAYROLL	\$	257,541.69
WT	3/22/2024	ADP	PAYROLL TAX	\$	110,132.82
WT	3/22/2024	BMO Harris Bank	Bank Service Fee	\$	815.83
WT	3/25/2024	VENTRA	Ventra card loads - 4/24	\$	3,506.00
WT	3/26/2024	IMRF	Deduction	\$	68,039.46
WT	3/14/2024	Capitol Fox	Void Ck#: 70167	\$	(500.00)
<b>Total</b>				<b>\$</b>	<b>2,869,989.54</b>

End report

###



## MEMORANDUM

**To:** CMAP Executive Committee

**From:** Stephane Phifer, Interim Finance Deputy

**Date:** June 12, 2024

**Subject:** April revenue and expenditure report for FY 2024.

**Action Requested:** Approval

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### Purpose

A monthly update of financial activity will be made to the Executive Committee for its review and approval.

###



FY2024

**CMAP**  
**monthly**  
**financial**  
**report**

April 2024



Chicago Metropolitan  
Agency for Planning

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## Monthly Revenue and Expenditure Report

### As of April 30, 2024

The overall purpose of monthly financial reports is to provide key information on performance of revenues as well as expenses. The format of analysis provided in the past is currently being revised and will be presented with the meeting packet in the coming months.

However, in the interim, the following items for the month are being presented:

- Cash and investments trending graph.
- Transaction Register of disbursements reflecting vendor name, check number (or disbursement code), description, and amount.

## Monthly Cash Overview, April 2024

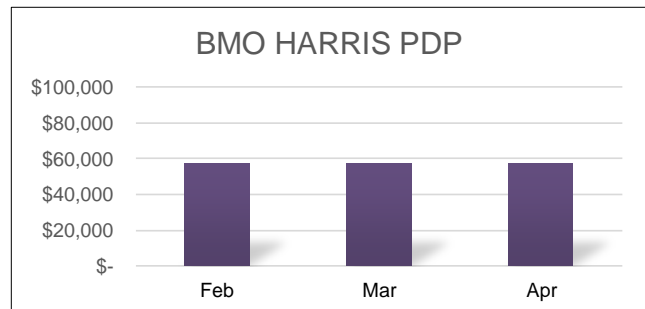
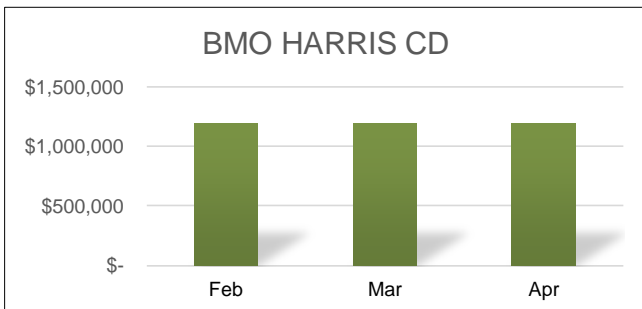
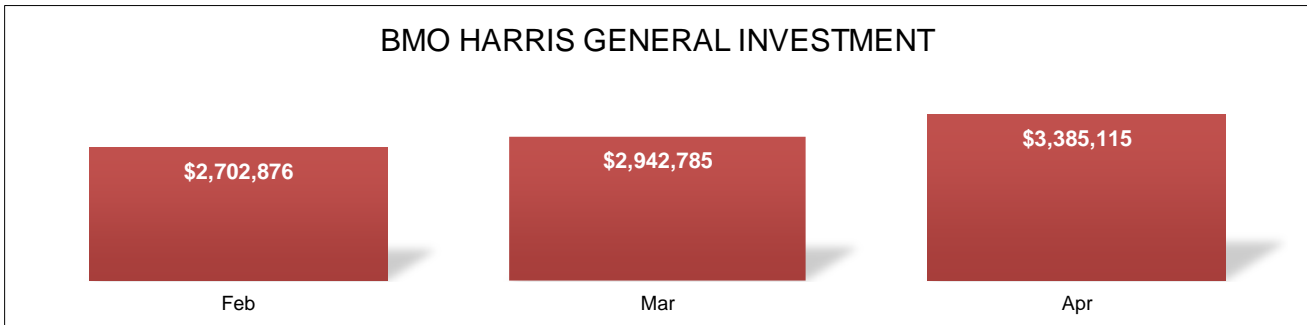
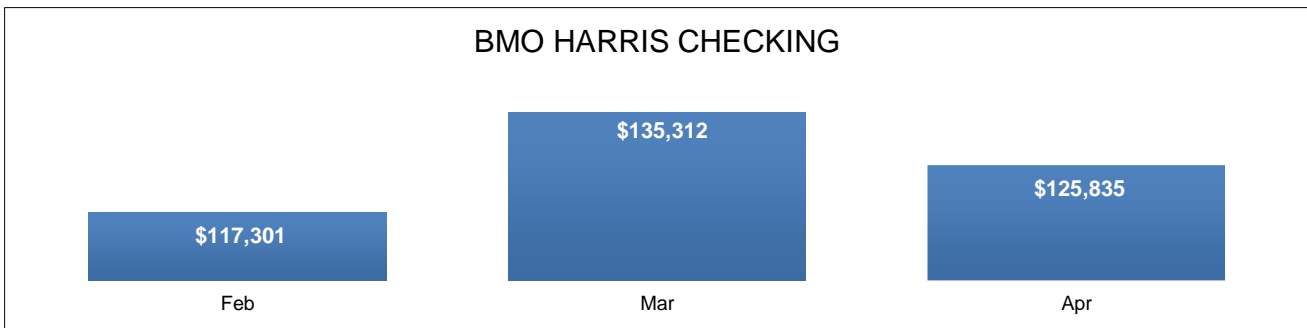
What caused the change in balance for each of the cash accounts?

**BMO Harris Checking Account:** Wire transfers of \$2.0 million from the General Investment account funded operating activities for the month. Operating activities were comprised of \$850 thousand in personnel related costs, and \$1.1 million in payables.

**BMO Harris General Investment Account:** Wire transfers in the amount of \$2.4 million resulting from monthly revenue activity partially funded \$2.0 million in transfers to the Checking account for the month.

**BMO Harris CD:** No activity has occurred in this account during FY2024.

**BMO Harris Peters Fellowship:** Monthly interest was the only activity in this account during FY2024.



## Transaction Register, April 2024

Number	Date	Vendor Name	Transaction Description	Amount
13983	4/3/2024	Comcast	Internet 3/2024	\$ 1,005.00
13961	4/4/2024	ADO Professional Solutions Inc	Temp Services - Justin 3/2024	\$ 8,219.17
13962	4/4/2024	Budget Rent A Car System Inc	Travel -Stephen rental 12/2023	\$ 900.78
13963	4/4/2024	JONATHAN BURCH	Registration - Lambda Alpha	\$ 229.62
13964	4/4/2024	Center for Neighborhood Technology	Equitable Engagement 2/2024	\$ 23,615.68
13965	4/4/2024	Creative Financial Staffing LLC	Temp Serv - KaLeigh H. 3/2024	\$ 2,045.25
13966	4/4/2024	LLC Creative Planning Hold Co	Retirement Services FY24	\$ 4,754.33
13967	4/4/2024	Deloitte & Touche LLP	RIA Program Management 7-11/2023	\$ 89,829.02
13968	4/4/2024	First Communications LLC	Telephone 3/2024	\$ 2,296.69
13969	4/4/2024	KASIA S HART	Travel -NARC conference	\$ 639.11
13970	4/4/2024	Health Care Cost Management Inc	Health FSA PR WH 4/5/24	\$ 2,801.58
13971	4/4/2024	ICF Incorporated LLC	Resilience Improvement 11/2023	\$ 46,599.43
13972	4/4/2024	Kane County Division of Transportation	UWP Kane/Kendall COM 9/2023	\$ 14,692.63
13973	4/4/2024	McHenry County Division of Transportation	UWP McHenry COM 7/2023	\$ 16,617.43
13974	4/4/2024	KELSEY A. PUDLOCK	Event - Calumet City Sub Area	\$ 166.98
13975	4/4/2024	KATHLEEN REIGSTAD	Event - Steering committee	\$ 164.77
13976	4/4/2024	LP TVG-MGT Holdings	Temp Serv - Cheryl M. 3/2024	\$ 5,997.60
13977	4/4/2024	UPS	Laptop Return 3/20/24	\$ 16.08
13978	4/4/2024	US Bank HSA	HSA Deductions EE 4/5/24	\$ 2,664.02
13979	4/4/2024	Valerie S Kretchmer Associates Inc	Prj#: 2022.052 1/2024	\$ 7,698.46
13980	4/4/2024	Will County Governmental League	UWP Will COM 12/2023	\$ 10,132.79
13981	4/4/2024	BEATRIX EDLYN GUE YAN	Travel -Chinatown Walking Tour	\$ 255.00
13984	4/5/2024	Comcast	TV Service Fee 3/11-4/10/24	\$ 100.51
13986	4/9/2024	UPS	Laptop Return 3/20/24	\$ 16.08
13987	4/11/2024	ADO Professional Solutions Inc	Temp Services - Justin 3/2024	\$ 18,297.75
13988	4/11/2024	AECOM Technical Services Inc	Prj #: 2024.040 1/27-2/24/24	\$ 12,999.70
13989	4/11/2024	Aflac	Aflac PR WH 3/2024	\$ 1,396.98
13990	4/11/2024	Budget Rent A Car System Inc	Travel - Borja rental 3/11/24	\$ 222.65
13991	4/11/2024	Chicago Office Technology Group	Copier Maintenance 2/22-3/21/24	\$ 474.71
13992	4/11/2024	Coffee Unlimited	Breakroom supplies	\$ 1,656.39
13993	4/11/2024	Genesys Works Chicago	HS work program - Jordan FY24	\$ 1,110.35
13994	4/11/2024	BORJA MANUEL GONZALEZ MORGADO	Catering -ADA Trainings 4/2024	\$ 320.76
13995	4/11/2024	RYAN GOUGIS	Travel - ILGA Legislative Mtg	\$ 328.34
13996	4/11/2024	Health Care Cost Management Inc	FSA Admin Fees 3/2024	\$ 253.50
13997	4/11/2024	HOLLY L HUDSON	Registration -Fox River Summit	\$ 964.86
13998	4/11/2024	Inc. Jacobs Engineering Group	Prj#: C9X37009 1/2024	\$ 4,172.96
13999	4/11/2024	Kane County Division of Transportation	UWP Kane/Kendall COM 8/2023	\$ 24,063.06
14000	4/11/2024	ALFONSO O LAGATTOLLA	Membership - NAGW Dues CY24	\$ 160.00

14001	4/11/2024	Omegabit LLC	Website hosting March 2024	\$	3,422.45
14002	4/11/2024	LLC SK Global Software	Project Management 2/29/24	\$	14,225.00
14003	4/11/2024	SLG Innovation Inc	IT consulting Services 2/2024	\$	71,955.77
70200	4/11/2024	Hertz Corporation	Travel - Dustin rental 2/14/24	\$	631.04
70201	4/11/2024	State Employee Retirement System of Illinois	Employees WH March 2024	\$	10,077.41
70202	4/11/2024	University of Illinois	Property Tax Analy 12-1/2024	\$	46,340.94
14004	4/17/2024	UPS	UPS Worldship	\$	21.00
14006	4/18/2024	ADO Professional Solutions Inc	Temp Serv - BK,JH,AM,AW 4/2024	\$	11,811.60
14007	4/18/2024	AECOM Technical Services Inc	1/24 Safety Action Plans - Fed	\$	5,599.64
14008	4/18/2024	Baker Tilly Virchow Krause & Company LLP	Accounting Services FY24	\$	13,989.40
14009	4/18/2024	Carahsoft Technology Corp	Software Renewal: SketchUp Pro	\$	1,365.64
14010	4/18/2024	Coffee Unlimited	Breakroom supplies	\$	1,301.67
14011	4/18/2024	Creative Financial Staffing LLC	Temp Services - KaLeigh 4/2024	\$	3,291.03
14012	4/18/2024	DIG IN Inc	Training - Exec Coaching (MB)	\$	1,800.00
14013	4/18/2024	Health Care Cost Management Inc	Health FSA PR WH 4/19/24	\$	2,801.58
14014	4/18/2024	Holland and Knight LLP	Legal Services 3/2024	\$	4,226.50
14015	4/18/2024	Iron Mountain	Shredding Serv 2/21-3/26/24	\$	11.95
14016	4/18/2024	Inc. Jacobs Engineering Group	PRJ#: C9X37008	\$	3,815.26
14017	4/18/2024	JENNIFER MORAN	Membership - AIGA Design dues	\$	208.33
14018	4/18/2024	KATARZYNA M PIOTROWSKA	Membership - APA Dues	\$	350.00
14019	4/18/2024	SHAMROCK DESIGN GROUP LLC	Printing - low tack images	\$	2,278.38
14020	4/18/2024	The Silver Line	PRJ#: 2023.003 2/2024	\$	9,537.50
14021	4/18/2024	TierPoint LLC	Bandwidth, power 2-3/2024	\$	1,071.48
14022	4/18/2024	US Bank HSA	HSA Deductions EE 4/19/24	\$	2,664.02
14023	4/19/2024	ComEd	Electricity 3/2024	\$	1,340.40
14024	4/19/2024	UPS	UPS Worldship	\$	71.35
14025	4/25/2024	601W Companies Chicago MT LLC	Rent 5/2024	\$	193,475.49
14026	4/25/2024	A Epstein and Sons International Inc	Project #: 2024.020 3/2024	\$	10,325.63
14027	4/25/2024	SEMA ABULHAB	Travel - ADA trainings 3/2024	\$	134.37
14028	4/25/2024	AECOM Technical Services Inc	Project #: 2020.083 2/2024	\$	12,671.50
14029	4/25/2024	Baker Tilly Virchow Krause & Company LLP	Accounting Services 1/2024	\$	20,658.00
14030	4/25/2024	Blue Cross Blue Shield of Illinois	Retirees/COBRA Health 5/2024	\$	128,422.31
14031	4/25/2024	Budget Rent A Car System Inc	Travel - Kate E. rental 3/2024	\$	383.24
14032	4/25/2024	JULIE BURROS	Travel - APA National Conf	\$	1,424.81
14033	4/25/2024	Center for Neighborhood Technology	Equitable Engagement 3/2024	\$	9,248.57
14034	4/25/2024	CenturyLink	Teleconference 9/2023	\$	25.93
14035	4/25/2024	Critical Mention Inc	Subscription 5/1/24-4/30/26	\$	12,000.00
14036	4/25/2024	ELIZABETH M DAVIS-GINSBERG	Travel - APA National Conf	\$	2,448.17
14037	4/25/2024	AGATA DRYLA-GACA	Travel - GeoDesign Summit Conf	\$	1,152.21
14038	4/25/2024	EcolInteractive Inc	Integrated TIP database Year 4	\$	36,260.83
14039	4/25/2024	AUSTEN O. EDWARDS	Travel - APA National Conf	\$	2,035.75
14040	4/25/2024	Yochai Eisenberg	ADA Advisory Services 3/2024	\$	187.50

14041	4/25/2024	Genesys Works Chicago	HS work program - Jordan FY24	\$	1,107.42
14042	4/25/2024	GRM Information Management Services of Chicago LLC	Offsite Storage 3/2024	\$	342.09
14043	4/25/2024	HNTB Corporation	1/24 PART supplement	\$	12,140.97
14044	4/25/2024	JAEMI JACKSON	Travel - APA National Conf	\$	1,564.96
14045	4/25/2024	LAWRENCE JOHN-ROSS LANDFAIR	Registration - Urban Forum	\$	25.00
14046	4/25/2024	Latent Design Corporation	Project#: 2021.910 2/2024	\$	7,400.00
14047	4/25/2024	MATTHEW J MARTH	Travel - APA NPC 2024	\$	1,769.95
14048	4/25/2024	Metra	UWP Transportation Plan 1/2024	\$	69,959.82
14049	4/25/2024	RICHARD NORWOOD	Travel - Kane/Kendall Meeting	\$	38.86
14050	4/25/2024	GEORGE PERKINS ANENE	Travel - APA National Conf	\$	1,150.75
14051	4/25/2024	KATHLEEN REIGSTAD	Travel - APA National Conf	\$	1,015.70
14052	4/25/2024	Riverside Graphics Corporation	PART Action Agenda booklets	\$	671.00
14053	4/25/2024	Sam Schwartz Engineering	PRJ#: 2022.053 2/2024	\$	8,280.00
14054	4/25/2024	SB Friedman and Company	Sales tax research 1-3/2024	\$	9,408.75
14055	4/25/2024	The Silver Line	PRJ#: 2023.003 3/2024	\$	10,946.25
14056	4/25/2024	SRF Consulting Group Inc	NW Cook Transit Study 2/2024	\$	20,776.50
14057	4/25/2024	TierPoint LLC	Colocation Services 5/2024	\$	6,447.06
14058	4/25/2024	US Bank HSA	Statement Fee 3/2024	\$	12.00
14059	4/25/2024	Warehouse Direct	Copy room supplies - Printhead	\$	1,051.31
70203	4/25/2024	Capitol Fax	Subscription 11/2023-10/2024	\$	500.00
14060	4/29/2024	BMO Harris Bank Master Card	Registration -ITE Virtual Conf	\$	6,467.30
14061	4/30/2024	CenturyLink	Teleconference 9/2023	\$	25.93
WT	4/3/2024	IMRF	Deduction	\$	(2,195.81)
WT	4/5/2024	ADP	Payroll tax adj	\$	178.80
WT	4/4/2024	UPS	Void CK#: 13977	\$	(16.08)
WT	4/4/2024	EMPOWER	Insurance	\$	13,267.18
WT	4/9/2024	IMRF	Deduction	\$	59,737.61
WT	4/10/2024	BMO Harris Bank	Fee-Standby letter of credit	\$	4,550.00
WT	4/12/2024	ADP	4/24 ADP payroll fees	\$	7,014.47
WT	4/16/2024	IMRF	IMRF payment - supplemental	\$	3,041.13
WT	4/16/2024	RTA	4/24 RTA card load payment	\$	943.50
WT	4/19/2024	EMPOWER	Insurance	\$	13,267.18
WT	4/22/2024	BMO Harris Bank	3/24 BMOH Check Account Service Fee	\$	790.62
WT	4/24/2024	VENTRA	5/24 Ventra card loads	\$	3,546.00
WT	4/25/2024	CenturyLink	Void CK#: 14034	\$	(25.93)
WT	4/30/2024	ADP	PAYROLL TAX	\$	111,460.26
WT	4/30/2024	ADP	PAYROLL TAX	\$	115,803.96
WT	4/30/2024	ADP	PAYROLL	\$	255,692.00
WT	4/30/2024	ADP	PAYROLL	\$	263,377.15
<b>Total</b>				<b>\$</b>	<b>1,964,477.33</b>

End report

###



Chicago Metropolitan Agency for Planning

433 West Van Buren Street  
 Suite 450  
 Chicago, IL 60607  
 312-454-0400  
 cmap.illinois.gov

**MEMORANDUM**

**To:** CMAP Executive Committee

**From:** Blanca Vela-Schneider, Executive Operations Manager

**Date:** May 30, 2024

**Subject:** Executive Director Erin Aleman  
 Out-of-region travel summary for the month of May 2024

**Action Requested:** Information

Below is a list of expenses related to Executive Director Aleman’s out-of-region travel during the month of May 2024. Expenses listed below are from the Southern California Association of Governments and the Coalition for America’s Gateways and Trade Corridors conferences.

**Southern California Association of Governments (SCAG)  
 Palm Desert, CA  
 05/02/24 – 05/03/24**

Description	Date Expense Incurred	Expense Amount
Flight – American Airlines	4/15/24	\$740.19
Hotel Reservation – JW Marriott Desert Springs Palm Desert, CA	05/02/24 - 05/04/24	\$0 <i>(Paid for by the SCAG)</i>
Ground Transportation	05/02/24 - 05/03/24	\$107.17
Per Diem	05/02/24 - 05/03/24	\$69
	<b>Subtotal:</b>	<b>\$916.36</b>

**Coalition of America's Gateways and Trade Corridors  
Washington, DC  
05/14/24 – 05/16/24**

Description	Date Expense Incurred	Expense Amount
Flight – United Airlines	04/17/24	\$536.43
Hotel Reservation AC Hotel by Marriott Washington, DC	05/14/24 - 05/16/204	\$716.57
Per Diem	05/14/24 - 05/16/24	\$56
	<b>Subtotal:</b>	<b>\$1,309.01</b>
	<b>Total:</b>	<b>\$2,225.37</b>