



OFFICE OF THE MAYOR
CITY OF CHICAGO

HAROLD WASHINGTON
MAYOR

EXECUTIVE ORDER 84-7

Whereas, it is desirable to:

Encourage openness and accountability;
Promote greater public awareness of the conduct of City
business; and

The following procedures are hereby instituted:

1. Prior to final award, all contracts for goods and services in excess of \$50,000 shall be submitted by the Purchasing Agent to the Finance Committee.
2. The Finance Committee shall have ten business days to review competitively bid contracts. The Purchasing Agent shall, within three working days respond to any written comments made by the Finance Committee within such ten day period.

3. The Finance Committee shall have ten working days to review non-bid contracts. If the Finance Committee submits written objections to a non-bid contract to the Purchasing Agent within ten days, the Purchasing Agent shall withhold award of the proposed contract and either;

(a) process the contract as a competitively bid contract;

or

(b) submit to the Finance Committee within ninety days written justification for processing the contract as a non-bid contract.

4. If the Purchasing Agent selects option 3(b), the Finance Committee shall have ten additional days to review the Purchasing Agent's submissions.

5. If the Finance Committee reenters ~~its~~ written objections to the non-bid contract during the second ten day period, the Purchasing Agent shall either:

(a) withdraw the proposed contract;

(b) initiate bid proceedings for the proposed contract; or

(c) certify the proposed contract for review to the Sole Source Review Panel.

6. The provisions of paragraphs 2 through 5 apply to all change orders and contract modifications that result in the following:

- (a) Increases in contracts that were previously below the \$50,000 threshold, but due to the proposed change order or contract modification, would now be in excess of \$50,000;
- (b) Increases that exceed in the aggregate ten percent of the original contract amount, where the original contract amount was in excess of \$50,000.

7. The Panel shall consist of the following five members, three of whom shall constitute a quorum:

- (a) James Fitch
- (b) Daryl F. Grisham
- (c) Mary F. Haggerty
- (d) Irving Harris
- (e) Bernard Weissbord

All actions of the Panel shall be in writing and by majority vote.

8. The Panel shall direct that the contract be processed either as a bid contract or as a non-bid contract. It shall base its decision solely on the following:

- (a) a review of the proposed non-bid contract; and
- (b) the written objections submitted by the Finance Committee and any written rebuttal or justification for the proposed non-bid contract which the Purchasing Agent has submitted to the Finance Committee.

Notwithstanding the foregoing, after the decision of the Panel, the Purchasing Agent shall have the option of withdrawing the proposed contract; otherwise the Panel's decision shall be implemented.

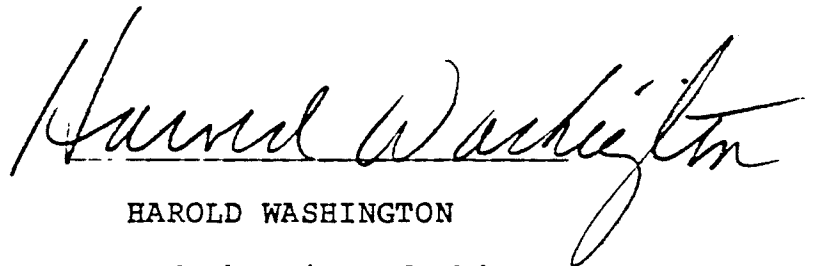
9. Except under extraordinary circumstances, the Panel shall act within fifteen working days on all proposed contracts certified to it by the Purchasing Agent.

10. The term for Panel members shall be one year. Vacancies shall be filled as follows:

- (a) The Panel shall propose three names for each vacancy.
- (b) The Mayor, with the concurrence of the Finance Committee, shall select a replacement from among the nominees proposed by the Panel.

Panel Members may serve for more than one term.

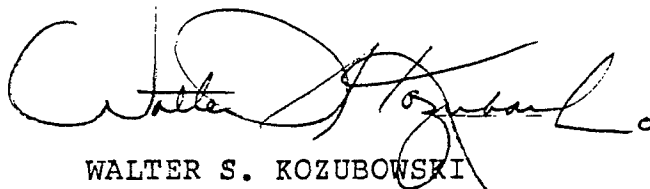
11. This Order takes effect upon its signature by the Mayor and receipt and filing with the City Clerk.



HAROLD WASHINGTON
Mayor of the City of Chicago

DATED: October 1, 1984

RECEIVED AND FILED: , 1984



WALTER S. KOZUBOWSKI
City Clerk