

December 10, 2015

**VIA E-MAIL**

Mr. Jon Hilkevitch

Chicago Tribune

Email: [jhilkevitch@chicagotribune.com](mailto:jhilkevitch@chicagotribune.com)

RE: 15-FOIA-242 List of All Metra PSC 10/2014 - Present

Dear Mr. Hilkevitch:

We are in receipt of your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* (“**FOIA**”).

**I. Background**

On November 12, 2015, we received your request for:

- A list of all Metra professional services contracts – including, but not limited to law firms, public relations companies, marketing firms and other consultants from October 2014 to the present date;
- For each professional services contract, include the dates, contractors, dollar amounts and billing documents; and
- Copies of all monthly procurement reports submitted to the Metra board from January 2014 through November 2015 (“**Request**”). Your Request is granted in part and denied in part.

We sent you an email on November 30 advising that our Accounts Payable Department was still collecting the requested billing documents and that they estimated they would have these documents to us by December 1. We explained that we would need a few days to review these documents for accuracy and completeness and, with this in mind we asked for an additional extension to December 7. You responded that same day granting our request. We later contacted you on December 7, requesting an additional extension to December 11 as we were still reviewing the billing documents; and were also consulting with our Accounts Payable Department for clarification on a few of these documents. Further, we explained that this time of year was particularly busy for A/P and they had yet to respond to our request for clarification. You responded that same day granting our additional extension request.

**II. Responsive Documents**

In response to your Request, Metra is providing you with the following documents:

- A list of all Metra professional service contracts from October 2014 to the present;
- Billing documents for those vendors who have submitted invoices for payment from January 2015 to the present date. Accounts Payable advised that with one exception, these vendors did not submit invoices for 2014; and

- For copies of all monthly procurement reports submitted to the Metra board from January 2014 through November 2015 – you may access the 2014 procurement reports by going to the Metra’s website at:  
[http://metrarail.com/metra/en/home/about\\_metra/leadership/board\\_meeting\\_information.2014.html](http://metrarail.com/metra/en/home/about_metra/leadership/board_meeting_information.2014.html) and the 2015 procurement reports at:  
[http://metrarail.com/metra/en/home/about\\_metra/leadership/board\\_meeting\\_information.2015.html](http://metrarail.com/metra/en/home/about_metra/leadership/board_meeting_information.2015.html)

**(“Responsive Documents”).**

You may access the Responsive (billing) Documents via Metra’s file transfer protocol (“FTP”) site. Direct your browser to <https://ftp.metarr.com/>. The user name is: **foia23** and the case sensitive password is: **0d2m5gkJ**. Access to this FTP site will expire December 23, 2015. *If you require additional time to download these documents, please let us know prior to the expiration date.*

**III. Partial Denial**

While FOIA requires public bodies to provide access to public records generally, FOIA also authorizes units of government to withhold certain "private information." 5 ILCS 140/7(1)(b). "Private information" is defined as "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal e-mail addresses," as well as home address, and personal license plates. 5 ILCS 140/2(c-5). Accordingly, per Attorney Thomas Stuebner, any such private information within the above-mentioned report has been redacted.

**IV. Right of Review**

You have the right to have the partial denial of your Request reviewed by the Public Access Counselor (“PAC”) of the Illinois Attorney General’s Office. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor  
Office of the Attorney General  
500 South 2nd Street  
Springfield, Illinois 62706  
Fax: 217-782-1396  
E-mail: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us).

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this partial denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this partial denial letter when filing a Request for Review with the PAC.

You also have the right to seek judicial review of your partial denial by filing a lawsuit in the circuit court. 5 ILCS 140/11.

Mr. Jon Hilkevitch / Chicago Tribune  
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If I can be of further assistance to you, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "K. E. Haton".

Kathleen E. Haton  
Freedom of Information Officer  
[FOIA@metrarr.com](mailto:FOIA@metrarr.com)

Attachment