

April 27, 2016

**BOMBARDIER**  
the evolution of mobility

TRANSPORTATION  
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Kathleen Haton or Thomas Stuebner  
Freedom of Information Officer  
Metra  
15-E  
547 W. Jackson Blvd.  
Chicago, IL 60661  
per e-mail at: [FOIA@metrarr.com](mailto:FOIA@metrarr.com)

**Re: FOIA Request for Evaluation Records of RFP 16870 for EMUs for the Metra Electric Line**

Dear Ms. Haton or Mr. Stuebner,

Pursuant to the *Illinois Freedom of Information Act* ("FOIA"), as amended (5 ILCS 140/1 *et seq.*), Bombardier hereby requests the following public records from METRA related to the contract approved by METRA Board of Directors in August 2010 with Sumitomo Corporation of America to buy 160 new Highliner cars for use on the Metra Electric Line:

- all records, including documents, correspondence evaluation manuals, guidelines, forms, worksheets, and other materials pertaining to evaluation of the proposals submitted by any bidder and the awarding process including:
  - Staff procurement evaluation sheet;
  - Memoranda setting forth the evaluation criteria formula;
  - Tabulations of reviews including technical & price evaluations;
  - Determinations of responsibility;
  - Evaluations of both Technical and Price Proposals, plus any related summaries and presentations, by the Evaluation Committee, the Contracting Officer, and any other METRA employees;
  - Recommendations and reports of both Technical and Price Proposals plus related summaries and presentations by the Evaluation Committee, the Contracting Officer, and any other METRA employees;
  - Intra-agency communications regarding evaluation or contract award or otherwise made in connection with the procurement process;
  - Price analysis;
  - Field memos, proceed orders and /or directive letters; and
  - Evaluation results.

Bombardier understands that in accordance with the FOIA, it will receive an initial response from METRA within five (5) business days beginning the day after METRA receives this present request. If you cannot comply with our request, you are statutorily required to provide an explanation in writing.

Bombardier would appreciate receiving the requested records electronically, if available, at the below mentioned e-mail. Please provide any record as soon as they become available.

If there are any applicable fees for copying the requested records, kindly provide an estimate of such fees first.

Please do not hesitate to contact the undersigned if you have any questions regarding this request

Yours truly,



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