



March 9, 2017

VIA EMAIL

Mr. Jean-Charles Bonneau

Second Source, Inc.

Email: jcbonneau@transithasoptions.com

RE: 17-FOIA-027 Historical Transaction Information Request

Dear Mr. Bonneau:

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

On January 31, 2016, we received your request for records of all procurement transactions that occurred over the last 5 to 10 years at Metra that would include records that could identify Metra's internal part number, year of contract, vendor, part description, contract value, etc. ("**Request**").

We contacted you on February 3 to advise that to fulfill your Request as written, would be disruptive to the day-to-day operations of the Procurement Department making your Request unduly burdensome. We asked if you would consider narrowing the scope of your Request to only those records we have readily available for years 2010 to October 27, 2016. Specifically, these records would include: the purchase order numbers; the issue date; purchase order description; Metra's SKU part number; quantity; unit/measurement; unit price; item description; Metra's vendor ID number; vendor names with mailing address, telephone numbers, contact person and email addresses. You responded to our email that same day, agreeing to narrow the scope of your Request as noted above.

In response to your Request, Metra is providing you with spreadsheets containing the aforementioned data, for the following time periods:

- 2010 – 2014;
- 1/1/2015 to 4/14/2015;
- 4/14/2015 to 9/16/2015;
- 9/16/2015 to 2/22/2016;
- 2/22/2016 to 6/30/2016; and
- 6/30/2016 to 10/27/2016.

If I can be of further assistance to you, please do not hesitate to contact me.

Sincerely,

Kathleen E. Haton

Freedom of Information Officer

foia@metrarr.com

FOIA Hotline #312-663-3642