

**JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT**

**COMPLETE THIS SECTION IF NEW CONTRACT**

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with Educational Demographics & Planning, Inc. for the product and/or services described herein.

This is a request for \_\_\_\_\_ (One-Time Contractor Requisition # \_\_\_\_\_, copy attached) or   X   Term Agreement or \_\_\_\_\_ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the \_\_\_\_\_ (Attach List).  
 Pre-Assigned Specification No.   NA    
 Pre-Assigned Contract No.   NA  

Eric Echols                      312/743-1508                      Eric Echols                      Children & Youth Services                      11/30/07  
 Originator Name                      Telephone                      Signature                      Department                      Date

Indicate SEE ATTACHED in each box below if additional space needed:

<b>(X) PROCUREMENT HISTORY.</b> (See Attached Contract and Amendment Related Pages)
<b>(X) ESTIMATED COST - \$99,400</b>
<b>(X) SCHEDULED REQUIREMENTS -</b> Our goal is to continue to have the Early Childhood Locator services provided effective at the beginning of 2008. The requested term of the project is January 1, 2008 through December 31, 2008 with two 1 year extension options.
<b>(X) EXCLUSIVE OR UNIQUE CAPABILITY -</b> Under the Mayor's Early Childhood Education, the Department of Children and Youth Services (CYS) has been working closely with the Chicago Public Schools to align our early childhood programs, jointly identify and reach out to underserved populations and provide the public with up-to-date information on how to access early childhood and school-age services, i.e. Head Start and Child Care. Mr. Mancuso, president and sole owner of Educational Demographics & Planning, Inc., is uniquely qualified to assist CYS in accomplishing these goals based on over 20 years of experience conducting demographic analysis of low-income pre-school and school-age populations at CPS, and his creation and implementation of the "School Locator" at CPS, which serves as the prototype for the Early Childhood Locator that we are implementing.
<b>(X) OTHER</b> If approved, the new contract for Educational & Demographics Planning, Inc. will continue to ensure that services are provided at a new hourly rate of \$100 per hour which is the current hourly market rate for experienced demographers.

APPROVED BY: Muse Mmanon                      11/30/08                      [Signature]                      12/6/07  
 DEPARTMENT HEAD                      DATE                      BOARD CHAIRPERSON                      DATE  
 OR DESIGNEE

**S. S. R. B.**  
12/6/07  
 APPROVED [Signature]  
 CONDITIONALLY APPROVED \_\_\_\_\_  
 RETURN TO DEPT \_\_\_\_\_  
 DISAPPROVED \_\_\_\_\_

# DPS PROJECT CHECKLIST

For DPS Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____
CA/CN's Name	_____

**IMPORTANT:** PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

**GENERAL INFORMATION:**

**Date:** 11/28/07 **Contact Person:** Eric Echols  
**REQ No.:** 35895 **Tel:** 3-1508 **Fax:** 3-1930 **E-mail:**eechols@cityofchicago.org  
**Specification No.:** (if known): 39012 **Project Manager:** Anna Lee  
**PO No.:** (if known): 10000 (currently) **Tel:** 3-1985 **Fax:** 3-1930 **E-mail:**alee@cityofchicago.org  
**Modification No.:** (if known): **Previous PO No.:** (if known):  
**Project Description:** Early Childhood Locator for underserved children

**FUNDING:**

City:  Corporate  Bond  Enterprise  Grant\*  Other  
 State:  IDOT/Transit  IDOT/Highway  Grant\*  Other  
 Federal:  FHWA  FTA  FAA  Grant\*  Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
1	007	0100	52	2005	0135					99400

Estimated Value \$99,400

\*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

**SCOPE STATEMENT:**

Attached is a Detailed Scope of Services and/or Specification

**IMPORTANT:** THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

The following is a general description of what should be included in a Scope of Services or Specification:  
 A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

**TYPE OF PROCUREMENT REQUESTED (check all that apply):**

**NEW REQUEST**

- Blanket Agreement
- Standard Agreement
- Small Orders

**MOD/AMENDMENT**

- Time Extension
- Vendor Limit Increase
- Scope Change/Price Increase/Additional Line Item(s)
- Other (specify):

**FORMS:**  Requisition  Special Approvals  Non-Competitive Review Board (NCRB)

**CONTRACT TERM:** 1/1/08 - 12/31/08 **Requested Term (number of months):** 12

# DPS PROJECT CHECKLIST

## PRE BID/SUBMITTAL REQUIREMENTS:

Requesting Pre Bid/Submittal Conference?  Yes  No Requesting Site Visit?  Yes  No

## ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

**Required Attachments:** Scope of Services, including location, description of project, services required, deliverables, and other information as required

### Risk Management

Will services be performed within 50 feet of CTA train or other railroad property?  Yes  No

Will services be performed on or near a waterway?  Yes  No

**If applicable, Pre-Qualification Category No.** Category Description:

For Pre-Qualification Program, attach list of suggested firms to be solicited

**Other Agency Concurrence Required:**  None  State  Federal  Other (fill in)

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## AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents:  Yes  No

### Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications.

### Risk Management:

Current Insurance Requirements prepared/approved by Risk Management: Yes  No

Will work be performed within 50 feet of CTA or ATS structure or property? Yes  No

Will work be performed airside? Yes  No

**\*NOTE:** Any non-construction Aviation request, complete the applicable section.

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## COMMODITIES SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

**If Modification request,** please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

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## CONSTRUCTION SUPPLEMENTAL CHECKLIST

### Required attachments:

Copy of Draft (80% Completion), Contract Documents and Detailed Specifications

### Risk Management

Will services be performed within 50 feet of CTA train or other railroad property?  Yes  No

Will services be performed on or near a waterway?  Yes  No

# DPS PROJECT CHECKLIST

## VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

### Required Attachments:

- Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.
- Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)
- Delivery Location(s)
- Technical Literature
- Drawings, if any
- Part Number List (            Manufacturer; or            Dealer;            or Other Source:            )
- Current Price List(s)/Catalog(s)
- Special Approval Form
- Exhibits and Attachments

If **Modification request**, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

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## PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

- Detailed description of project listing obligations of each party.
- The Schedule of Compensation
- Deliverables
- Request for individual contract services (if applicable)
- The appropriate EPS form
- ITSC (approved by BIS)
- OBM (approved by Budget form/memo)
- Grant document attached

Attach any documentation indicating any previous purchase activity to assist in the procurement process

## TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Scope of Services/Specification which sets forth all of the anticipated services and products the user department wants provided, including time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

Has the project been reviewed by BIS?             Yes    No

Attach copy of BIS Recommendation; Reservation(s); or participate under current contract.

Does the project include software?             Yes    No

If yes, is signed ITSC form attached?             Yes    No

Does the location involve:

A public way?             Yes    No

Any concession in the City's facilities?             Yes    No

Is it anticipated City Council approval of the project or contract will be required?             Yes    No

# DPS PROJECT CHECKLIST

## WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

**Risk Management:**

Will services be performed within 50 feet (50') of CTA train or other railroad property?  Yes  No

Will services be performed on or near a waterway?  Yes  No

Will services require the handling of hazardous/bio-waste material?  Yes  No

Will services require the blocking of streets or sidewalks which may affect public safety?  Yes  No

**If Modification or Amendment request, please verify and provide the following:**

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

## **SCOPE OF SERVICES**

### **SCOPE**

The Contractor must provide Data Coordination Services for the Early Childhood Locator, F.O.B., City of Chicago, Department of Children and Youth Services, in accordance with all terms and conditions of this specification.

The Maximum Compensation under this Agreement cannot exceed \$100,000.00.

### **PROJECT DESCRIPTION**

The Contractor will identify, coordinate and review data for the Early Childhood Locator. The Early Childhood Locator is an interactive mapping system and database that will offer the public quick access to information regarding program offerings and locations for the Department of Children and Youth Services and the Chicago Public Schools pre-school programs. The Contractor will not construct the Early Childhood Locator, or address software, hardware and maintenance requirements of the system.

### **ANALYSIS AND RESEARCH**

The Contractor will estimate target population statistics and population changes through projection techniques and modeling methods for children ages 0 to 18 residing in Chicago. The unit of analysis will be jointly determined by the Department of Children and Youth Services and the Contractor. The unit of analysis will not be greater than a community area, or smaller than a census tract. This will be accomplished through a review of existing data, including those from the United States Census Bureau, the Department of Children and Youth Services, the Chicago Public Schools, the Chicago Department of Public Health and other city and state agencies.

The Contractor will advise the Department of Children and Youth Services on the design and distribution of data to reflect the number of children served by the Department of Children and Youth Services programs, their educational progress, and their academic and behavioral outcomes in later grades.

The Contractor will complete an assessment for the Department of Children and Youth Services on the availability of youth programs compared to the changing demographics and estimated demand in Chicago. As part of this analysis, the Contractor will map publicly funded youth and teen programs against general demographics and demand estimates for each community area. After comparing demand estimates with the identified supply, the Contractor will map the results in order to show levels of need throughout the city.

The Contractor will collect data on capacity and enrollment to allow a direct comparison between community area supply and demand. The results of this comparison will be used to rank the seventy-seven (77) community areas in terms of need for additional programs. After identifying the levels of need for youth and teen services based on the assessment, the Contractor will help the Department of Children and Youth Services make strategic decisions about resource allocation.

### **DELIVERABLES**

The Contractor will provide a detailed report listing demographic information for each community area density maps, and an executive summary highlighting the results of the research. The Contractor will also provide quarterly reports for each unit of analysis that show the projected population for each year of service, trend analyses, and maps. At the conclusion of these reports, the Contractor will prepare a final report identifying the need for youth programs in each community area throughout the city.

### Schedule of Compensation

<b>Task</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
<b>Coordination of Data for Early Childhood Locator</b>	<b>402</b>	<b>\$100/hr</b>	<b>\$40,200</b>
<b>Target Population Projections for CYS</b>	<b>562</b>	<b>\$100/hr</b>	<b>\$56,200</b>
<b>Local Travel &amp; Supplies</b>	<b>NA</b>	<b>NA</b>	<b>\$3,000</b>
<b>TOTAL</b>		<b>@\$100/hr</b>	<b>\$99,400</b>

Number **35895** Type **Purchase Requisition** Preparer **LEE, ANNA M**  
 Description **EDP- Early Childh** Status **Incomplete** Total **USD 99,400.00**

.61

Lines

Num	Rate Type	Rate Date	Rate	Price	Amou
1		08-NOV-2007		1	99,400.1

Currency — Base Currency

Destination Type	<b>Expense</b>	Source	<b>Supplier</b>
Requester	<b>LEE, ANNA M</b>	Supplier	<b>EDUCATIONAL &amp; DEMOGR</b>
Organization	<b>CITY OF CHICAGO-INVENTOR</b>	Site	<b>A</b>
Location	<b>052-2005 DPT CHL SRV</b>	Contact	<b>MANCUSO, GIACOMO</b>
Subinventory		Phone	<b>312 731-7460</b>

Catalog... Distributions Approve...



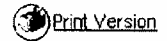
**ATTACHMENTS REGARDING PROCUREMENT HISTORY**



[Vendor, Contract and Payment Search Home](#)

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## Contract Details



- [Search Options Page](#)
- [Vendor Information](#)
- [Contracts and Awards](#)
- [Disclosures](#)
- [Bid Tabulations](#)
- [Opportunity Take Out List](#)
- [Payments](#)
- [Reported Subcontractor Payments](#)

**Contract (PO) Number:** [10000](#)  
**Specification Number:** 39012  
**Award Date:** 12/13/2005  
**Original Award Amount:** Up To \$49,500.00  
**Current Award Amount:** DUR [View Payment Details](#)  
**Vendor Name:** [EDUCATIONAL & DEMOGRAPHICS](#)  
[Show all contracts for this vendor](#) | [Show all disclosures for this vendor](#)  
**Description:** EARLY CHILDHOOD DEMOGRAPHICS  
**Buyer Name:**  
**Target Market:** NO

[Department of Procurement Services](#)

## Original Contract

**DUR in the Award Amount column means that the contract award total Depends Upon Requirements.**

[Department of Finance](#)



Contract (PO) #	Disclosure #	Award Date	Start Date	End Date	Original Award Amount
<a href="#">10000</a>	<a href="#">10000 - D1</a>	12/13/2005	01/01/2006	12/31/2006	Up To \$49,500.00



## Modifications

Modification #	Disclosure #	Award Date	Start Date	End Date	Amount
<a href="#">100002</a>	<a href="#">100002 - D1</a>	04/30/2007	01/01/2006	12/31/2007	DUR
100001		03/29/2007	01/01/2006	12/31/2006	\$50,499.99

Contract Summary Sheet

**Contract (PO) Number: 10000**

**Specification Number: 39012**

**Name of Contractor: EDUCATIONAL & DEMOGRAPHICS**

**City Department: DEPARTMENT OF CHILDREN AND YOUTH SERVICES**

**Title of Contract: EARLY CHILDHOOD DEMOGRAPHICS**

**Term of Contract: Start Date: 1/1/2006**

**End Date: 12/31/2006**

**Dollar Amount of Contract (or maximum compensation if a Term Agreement) (DUR):  
\$49,500.00**

**Brief Description of Work: EARLY CHILDHOOD DEMOGRAPHICS**

**CITY OF CHICAGO  
DEPARTMENT OF PROCUREMENT SERVICES  
CONTRACT MODIFICATION**

**Specification No.:** 39012

**Contract No.:** 10000

**Contractor:** Educational & Demographics Planning, Inc.

**Vendor No.:** 50091561 A

**Modification No.:** 30742

**Original Contract Award:** \$49,500.00 D.U.R.,      **Current Contract Value:** \$ 49,500.00 D.U.R.,

**Plus or Minus:** \$30,000.00 D.U.R.,      **\*Adjusted Contract Value:** \$ 79,500.00 D.U.R.,

This "Modification" is made and entered into effective as of the 1<sup>st</sup> day of January 2007 by and between the CITY OF CHICAGO ("City"), a municipal corporation and home rule unit of local government existing under the Constitution of the State of Illinois, acting through its Department of Children and Youth Services ("Department"), at Chicago, Illinois, and Educational & Demographics Planning, Inc. ("Contractor").

WHEREAS, the CITY and CONTRACTOR have heretofore entered into an agreement for 'Data Coordination Services for the Early Childhood Locator' dated the 1<sup>st</sup> day of August 2001 (hereinafter referred to as the Contract) whereby the Contractor provides certain Data Coordination Services (the "Services") therein set forth for the City; and

The parties agree as follows:

**Contract Summary Sheet**

**Contract (PO) Number:** 10000

**Specification Number:** 39012

**Name of Contractor:** EDUCATIONAL & DEMOGRAPHICS

**City Department:** DEPARTMENT OF CHILDREN AND YOUTH SERVICES

**Title of Contract:** EARLY CHILDHOOD DEMOGRAPHICS

**Term of Contract:** Start Date: 1/1/2006

**End Date:** 12/31/2006

**Dollar Amount of Contract (or maximum compensation if a Term Agreement) (DUR):**  
\$49,500.00

**Brief Description of Work:** EARLY CHILDHOOD DEMOGRAPHICS

**CITY OF CHICAGO  
DEPARTMENT OF PROCUREMENT SERVICES  
CONTRACT MODIFICATION**

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The parties agree as follows:

**ATTACHMENTS REGARDING SECTION ON  
REQUEST FOR INDIVIDUAL CONTRACT SERVICES**



City of Chicago  
Richard M. Daley, Mayor


Chicago Department of  
Children and Youth Services

Mary Ellen Caron, Ph.D.  
Commissioner

Executive Office  
2nd Floor  
1615 West Chicago Avenue  
Chicago, Illinois 60622  
(312) 743-0300  
(312) 743-0400 (FAX)  
(312) 746-5445 (TTY)

<http://www.cityofchicago.org>

To: Barbara Lumpkin  
Chief Procurement Officer

From: Mary Ellen Caron   
Commissioner

Date: January 29, 2007

Re: M/WBE Waiver  
Educational Demographics and Planning, Inc. (EDP)  
Contract No.: 10000  
Specification No.: 39012  
Contract Modification to Extend Time through 12/31/07 &  
Increase Vendor Limit by \$30,000  
Req. No.: 30742

I am writing to express concurrence with the request of Educational Demographics and Planning, Inc. (EDP) for continuation of its waiver for the above-listed contract modification.

EDP is solely owned and operated by Dr. Giacomo Mancuso. The early childhood demographics work that he is performing for our department is based on his many years of experience as a demographer for the Chicago Public Schools. Unfortunately, this work does not lend itself to subcontracting with MBE/WBE firms.

We are pleased to report that Dr. Mancuso recently began utilizing Cultural Communications, one of the City's M/WBE certified firms, to achieve a modest degree of indirect participation. CYS helped to facilitate this relationship and we will continue to encourage this type of partnering with minority and women owned firms whenever possible.

If you have any questions, please contact Elise Mann at 312/743-1715 or me directly at 312/743-0100.

Thank you for your continued support and assistance.

cc: Monica Cardenas, Procurement  
Carolyn Sammons, Procurement

MEC/emm/as







January 30, 2007

Re: Contract No.: 10000  
Specification No.: 39012

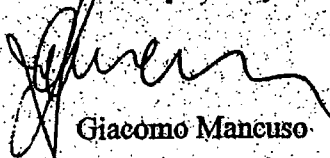
Dear Commissioner Caron:

I am respectfully requesting a continuation of the M/WBE waiver granted to Educational Demographics and Planning, Inc. (BDP) for the contract extension period 01/01/07 to 12/31/07. The work that I am performing for CYS does not lend itself to any direct subcontracting as it is based on my highly specialized experience in the field of childhood demographics.

However I am pleased to report that I have begun working with Cultural Communications, a City-certified M/WBE firm, to achieve a modest amount of indirect participation. The company will provide approximately \$1,000.00 in translation services in the coming year, which represents 3% of the \$30,000 estimated value of the contract extension. Please see the attached C-1 form and the proof of certification for this company.

As my small business start-up grows I will continue to look for opportunities to partner with City-certified M/WBE firms.

Thank you for your consideration.



Giacomo Mancuso