

**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 AT&T and the Office of Emergency Management and Communication for the product and/or services described herein. (Name of Person or Firm)

This is a request for  (One-Time Contractor Requisition # 40487, copy attached) or  Term Agreement or  Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" for all contracts within the \_\_\_\_\_ (Attach List) Pre-Assigned Specification No. 2.3.1.3  
\_\_\_\_\_  
(Program Name) Pre-Assigned Contract No. 12/02/08  
**DATE** 4-0

**COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT**

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following: **APPROVED**

Contract #: \_\_\_\_\_  
Specification #: \_\_\_\_\_  
Modification #: \_\_\_\_\_

Company or Agency Name: \_\_\_\_\_  
Contract or Program Description: \_\_\_\_\_

(Attach List, if multiple)

Dorsey Ruley 2-5139  
Originator Name Telephone

Dorsey Ruley OEMC 12/28/08  
Signature Department Date

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

<p><input type="checkbox"/> <b>PROCUREMENT HISTORY</b></p> <p>AT&amp;T is the local carrier that has provided usage services to the Chicago 311 Center since its inception. Chicago 311 service allows a telephone caller within AT&amp;T's franchise territory in the State of Illinois to reach non-emergency police service or other municipal services by dialing an abbreviated telephone number (3-1-1). 311 Service is available on all applicable AT&amp;T business, residential, and coin phone lines that permit local dialing in AT&amp;T local telephone company affiliates' Central Office Switches, as set forth in Section 3 ("AT&amp;T Central Offices"). 311 call traffic will be routed to Customer's designated 311 answering point ("Designated Answering Point"); provided that a 311 call originating from a telephone located outside Customer's geographic jurisdiction will be routed to a recorded announcement that informs the caller that the call cannot be completed as dialed. There is no charge for the individual placing the 311 call provided they do call originates in the local dialing area for AT&amp;T.</p>
<p><input type="checkbox"/> <b>ESTIMATED COST</b></p> <p>The usage with AT&amp;T for this service expired two years ago. This new contract will continue to provide usage services to the 311 Center at substantially reduced rates. Under the proposed individual contract, normal tariffed rates will be reduced 58% + (\$.12 per minute to \$.05 per minute). This rate is substantially below other 311 centers surveyed throughout the Country. The total five-year cost for this new contract will be \$460K or \$92K per year. These charges are, based on actual usage charges experienced over several years.</p>
<p><input type="checkbox"/> <b>SCHEDULED REQUIREMENTS</b></p> <p>The contract for this service expired over two years ago. AT&amp;T has continued to provide the service at the contract agreed upon rate. Without a contract, AT&amp;T can at any time, raise the rate for this service back to the tariffed rate which is approximately 2.5x higher. The sole source contract is seeking a five-year agreement with AT&amp;T with optional extensions.</p>
<p><input type="checkbox"/> <b>EXCLUSIVE OR UNIQUE CAPABILITY</b></p> <p>AT&amp;T is the only provider offering 311 services for the Chicago area. Like 911, 311 service can only be provided by the local carrier, AT&amp;T in this instance, as it requires access to the ever-changing numbers database. This is controlled exclusively by the local exchange carrier.</p>

APPROVED BY: Raymond Orozco  
DEPARTMENT HEAD OR DESIGNEE  
Raymond Orozco, Executive Director OEMC

11-5-08  
DATE

Z.S.M. 12/02/08  
BOARD CHAIRPERSON DATE

Murray M. Anglin  
CHIEF PROCUREMENT OFFICER

12/15/08  
APPROVAL DATE



City of Chicago  
Richard M. Daley, Mayor

Office of Emergency Management  
and Communications

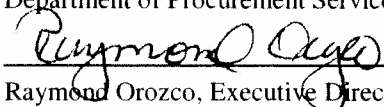
Raymond Orozco  
Executive Director

120 North Racine Avenue  
2nd Floor  
Chicago, Illinois 60607-2010

<http://www.cityofchicago.org>

## MEMORANDUM

**TO:** Montel Gayles, Chief Procurement Officer  
Department of Procurement Services

**FROM:**   
Raymond Orozco, Executive Director  
Office of Emergency Management and Communications

**CC:** Frank Lindbloom, Deputy Director of Finance  
Office of Emergency Management and Communications

John O'Brien, Director Professional Services  
Department of Procurement Services

**DATE:** 10/28/2008

**SUBJECT:** Request for Sole Source Approval for 311 Telephone Usage Agreement

**CONTRACT TITLE:** 311 AT&T Telephone Usage Agreement

**VENDOR:** AT&T

**ESTIMATED TOTAL COST:** \$500,000.00

Dear Mr. Gayles:

We respectfully request to be placed on the Sole Source Review Board meeting scheduled for **Tuesday December 2, 2008** to allow OEMC to enter into a new 311 Telephone Usage Agreement with AT&T.

AT&T, which has provided this service to the 311 Center since it opened, is also the only local carrier able to provide this service. The City has been purchasing this service under an Individual Contract Agreement with SBC, which is now AT&T. This contract, which provides services at negotiated rates significantly below the tariffed rates for this service, expired two years ago. AT&T has indicated that unless the City signs a new agreement, rates for these services will default back to the tariffed rates, which are over 40% higher.

We are submitting a Sole Source DPS Checklist packet to address any issues.

Documentation includes

- (1) Project Checklist
- (2) Justification for Non-Competitive Procurement
- (3) Requisition #40487

If you have any questions, please contact Dorsey Ruley at 742-5139.

Thank you.

Cc: Joseph Chan, DPS  
file



# DPS PROJECT CHECKLIST

For DPS Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____
CAC/N'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: **October 25, 2008**  
 REQ No.: **40487**

Contact Person: **Dorsey Ruley**  
 Tel: **2-5139** Fax: **3.7383** E-mail: **druley@cityofchicago.org**

PO No.: (if known): **10196**

Project Manager: **Aric Roush**  
 Tel: **6-9268** Fax: E-mail: **aroush@cityofchicago.org**

Modification No.: (if known):

Previous PO No.: (if known):

Project Description: **Ameritech 311 Telephone Usage Service Sole Source Agreement with OEMC**

**FUNDING:**

- |          |   |                                       |                                     |                                 |                                |
|----------|---|---------------------------------------|-------------------------------------|---------------------------------|--------------------------------|
| City:    | <input checked="" type="checkbox"/> Corporate | <input type="checkbox"/> Bond         | <input type="checkbox"/> Enterprise | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |
| State:   | <input type="checkbox"/> IDOT/Transit         | <input type="checkbox"/> IDOT/Highway | <input type="checkbox"/> FAA        | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |
| Federal: | <input type="checkbox"/> FHWA                 | <input type="checkbox"/> FTA          |                                     | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
1	2008	0100	0584120	0181	220181	0000	0000	0000	0000	50000000

Estimated Value **\$\$\$500,000.00**

\*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: **5years** Requested Term (number of months): **12/1/2008 11/30/2013**

**PRE BID/SUBMITTAL REQUIREMENTS:**

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

# DPS PROJECT CHECKLIST

## 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

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# 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 DGS?             Yes     No

Attach copy of DGS 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