

**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES
ROOM 403, CITY HALL, 121 N. LASALLE ST.**

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT, TERM AGREEMENT OR PURCHASE ORDER

For contract(s) or purchase order, 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 MARK IRIS for the product and/or services described herein.
Name of Person or Firm

This is a request for: X (One-Time Contractor P.O. per Requisition # _____, copy attached) or ___ 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. _____ (Program. Name) Pre-Assigned Contract No. _____

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:

Contract #: _____ Company or Agency Name: _____

Specification #: _____ Contract or Program Description: _____
Mod #: _____ (Attach List, if multiple)

Michael P. Palumbo 745-5640 _____
Originator Name Telephone Signature Department Date

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

<input checked="" type="checkbox"/> PROCUREMENT HISTORY	SEE ATTACHED
<input checked="" type="checkbox"/> ESTIMATED COST	SEE ATTACHED
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS	SEE ATTACHED
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY	SEE ATTACHED
<input checked="" type="checkbox"/> OTHER	SEE ATTACHED

APPROVED BY: Frank F. Wilson 6-10-04
DEPARTMENT HEAD OR DATE BOARD CHAIRPERSON DATE
DESIGNEE

JUSTIFICATION OF NON-COMPETITIVE PROCUREMENT

Procurement History

1. Describe the requirement and how it evolved from initial planning to its present status.

Mark Iris, the former Executive Director of the City of Chicago Police Board, retired from his position effective May 31, 2004. The Police Board has initiated a process to replace Mr. Iris, and the Board's Executive secretary, who retired in January 2004, but that process has not been completed. In the meantime, but for Mr. Iris's willingness to provide services during the transition to a new staff, there are no current staff members to conduct Police Board operations. As a result, the Police Board submitted to the City a Request for Individual Contract Services that was approved by the Law Department and the Budget Office. The Contract Request seeks the use of Mr. Iris's services to assist the Police Board in conducting its operations during the transition to new staff, to train the new Executive Director and Executive Secretary, and to coordinate the completion of discrete one-time projects that are scheduled for completion within the next six months.

2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.

This is a first time requirement.

3. Explain attempts made to competitively bid the requirement. (Attach copy of notices and list of sources contacted).

The requirement has not been competitively bid. In light of the required scope of services and Mr. Iris's twenty years of experience as the Police Board's Executive Director, there are no other contractors who possess the skills necessary to perform the requested services.

4. If an RFP/RFQ or other application was issued, attach a) List of firms notified and list of Respondents; b) copy of RFP/RFQ and Newspaper Ads; c) List of Selection/Evaluation Criteria used; d) Evaluation Committee Members and e) Evaluation Summary which compares the proposals and explains the reason for the selection(s). For Delegate Agencies, attach list of all agencies to be funded, description of program goals and a narrative of the solicitation and evaluation process used to make the selection(s) including specific reasons for funding some agencies and not others.

Not Applicable.

5. Describe any research done to find other sources (List other cities contacted, companies in the industry contacted, professional organizations, periodicals and other publications used).

Not Applicable

6. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?

It is anticipated that this will be a one-time request so long as the term of the contract is long enough to cover the transition to a new staff.

7. Explain whether or not future competitive bidding is possible. If not, why not?

Future competitive bidding is not possible for the reasons set forth in paragraph 3 above.

Estimated Cost

1. What is the estimated cost for this requirement (or for each contract, if multiple awards contemplated)? What is the funding source?

The estimated cost for the requirement is approximately \$40,000 for a six month term contract. The funding Source is # 100-99-2005-0140.

2. What is the estimated cost by fiscal year, if the job, project or program covers multiple years?

Not Applicable.

3. Explain the basis for estimating the cost and what assumptions were made and/or data used (ie. Budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimate, etc.)

The estimated cost is based upon an estimate of 30-35 hours of work a week at a rate of \$55.00 per hour.

4. Explain whether the proposed Contractor or the City has a substantial dollar investment in original design, tooling or other factors which would be duplicated at City expense if another source was considered. Describe cost savings or other measurable benefits to the City which may be achieved.

No.

5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

The \$55.00 per hour rate is deemed reasonable because the rate is substantially less than that of a comparable consultant and Mr. Iris's skills for the requested scope of services are unique.

Schedule Requirements

1. Explain how the schedule was developed and at what point the specific dates were known.

There is no set schedule for the requirement. The Police Board believes a six month term is necessary to accomplish the requested services.

2. Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is the proposed Contractor the only person or firm able to perform under these circumstances? Why are the drawings and specifications lacking? What is the lead time required to get drawings and specifications suitable for competition? If lack of drawings and specifications is not a constraining factor to competitive bidding, explain why only one person or firm can meet the required schedule.

Not Applicable.

3. Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.

Given the nature of the requested services, there is no specific schedule for deliverables.

4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.

The Police Board is already without a staff to conduct its operations. Any further delay threatens a disruption in Police Board operations.

Exclusive or Unique Capability

1. If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications or other factors make this person or firm exclusively or uniquely qualified for the project. Attach copy of cost proposal and scope of services.

Mr. Iris has been the Police Board's Executive director for approximately twenty years. Since the requested services require a person to fulfill the functions of an Executive Director and to train an Executive Director, no one possesses the skills, expertise and qualifications necessary to perform the requested services other than Mr. Iris

2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.

Mr. Iris is the predominant person for the requested services.

3. What prior experience of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?

See Answer to paragraph one.

4. What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature which is vital to the job?

Not Applicable.

5. What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which makes them the only source who can perform the work within the required time schedule without unreasonable costs to the City?

See answer to paragraph one. In addition, Mr. Iris has a Doctors of Philosophy degree in Political Science from Northwestern University and a Masters Degree in Political Science from the University of Vermont. He has been an Adjunct Lecturer teaching graduate and undergraduate courses at Northwestern University in Law and Politics and Public Administration since 1985 and has taught at the Northwestern Law School. He also has authored several articles on Police Discipline.

6. If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features and/or functions the items have which no other brands or models, etc. possess. Is compatibility with existing equipment critical from an operational standpoint? Explain why.

Not Applicable.

7. Is completion precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.

No.

8. If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources? If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach letter from manufacturer.

Not Applicable.

Other

- 1. Explain other related considerations and attach all applicable supporting documents (MIS Steering Committee Approval Form, etc.)

Attached is the Request for Individual Contract Services.

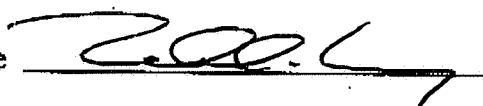
- 2. Explain what opportunities of direct/indirect involvement of Minority or Women Business Enterprises have been discussed and/or are available on this contract. Contact Michael Palumbo (744-0530) prior to responding to this question.

The requesting agency will be requesting "No Stated Goals" for the contract.

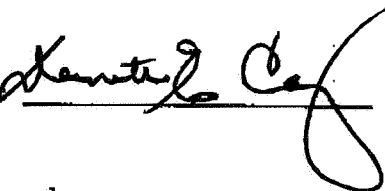
Review and Approval

This form must be signed by both the Originator of the request and approved by the Board President.

NOTE: Upon the determination of the Purchasing Department this request may be forwarded to the Sole Source Review Board. If forwarded the Originator must attend a minimum of two (2) sole source review board meetings to clarify this request. The Originator will be contacted by the Finance Division in this event.

Originators Signature 
 Michael V. Casey
 Special Assistant Corporation Counsel
 City of Chicago Police Board

Date: 6-9-04

Police Board Signature 
 Demetrius E. Carney
 President
 City of Chicago Police Board

Date: 6-9-04

PERSONAL SERVICES CONTRACT

BETWEEN

MARK IRIS

AND

CITY OF CHICAGO POLICE BOARD

SCOPE OF SERVICES

The services to be performed by the Contractor for the Police Board of the City of Chicago shall include the following:

1. At such time as the Police Board shall hire a new Executive Director and/or Supervising Clerk, Contractor shall fully orient these individuals and instruct them as to the requirements of their positions, including
 - keeping of Police Board records and data bases;
 - procedures for filing and processing Police Board cases;
 - procedures for filing and processing Suspension Review cases;
 - preparing for monthly Police Board meetings.
 - review and submission of bills received by Police Board;
 - maintenance of office files and correspondence
2. Pending hiring of new Executive Director and/or Supervising Clerk, Contractor shall perform the various tasks listed in 1., above.
2. Contractor shall prepare briefing books to serve as reference manuals for the new Executive Director and/or Supervising Clerk.
3. Contractor shall draft the Board's Biannual Report for 2002-2003, and shall submit that draft report to the President of the Police Board. Upon receipt of revisions from the President, Contractor shall complete final editing of the report, and monitor production and distribution of the completed report.
4. During the term of this contract, should the Department of General Services make available to the Police Board for occupancy the Board's new permanent office space at 33 N. LaSalle Street, Contractor shall monitor completion of build out of this space; provided said responsibility shall not extend beyond the expiration of the term of this contract.

5. If build-out is completed at least one month prior to the expiration of the term of this contract, Contractor shall also ensure orderly movement of Board files, equipment, and supplies, from both the Board's prior location at 69 W. Washington Street, and the Board's temporary location at Room 1100, City Hall, to the Board's new offices at 33 N. La Salle Street. During this period, Contractor, working with new Executive Director and/or Supervising Clerk, shall ensure orderly set-up of files, equipment, and supplies in these new offices.

6. Contractor shall assist Board in fulfilling Board's commitment to serve as local coordinator of 2004 annual conference of NACOLE (National Association for Civilian Oversight of Law Enforcement). In doing so, Contractor shall work with NACOLE's Board to help plan program workshops and special events for this conference, and be available to attend the conference and assist the Board during that event.

PROPOSED PROFESSIONAL SERVICES CONTRACT

BETWEEN

MARK IRIS

And

CITY OF CHICAGO POLICE BOARD:

FEE SCHEDULE

Contractor's hourly rate of pay for services to be provided under this contract is \$55.00 per hour.

Estimated time commitment and total costs are as follows:

June 1 - June 30, 2004	122 hours	\$ 6,710.00
July 1 - July 31, 2004	121 hours	6,655.00
August 1 - August 31, 2004	121 hours	6,655.00
September 1 - September 30, 2004	121 hours	6,655.00
October 1 - October 31, 2004	121 hours	6,655.00
November 1 - November 30, 2004	121 hours	6,655.00
TOTAL	727 hours	\$39,985.00

Police Board 004-01
(2d copy) Rec'd 4/27/04
6/8/04

TO: James Q. Brennwald, Department of Law, Labor Division

CITY OF CHICAGO
REQUEST FOR INDIVIDUAL CONTRACT SERVICES

Department: City of Chicago Police Board

Date: April 26, 2004

Explain Why Contractor Necessary:

This request is made by the Police Board of the City of Chicago to acquire the expertise and services of Mr. Mark Iris as the Board makes the transition to an entirely new staff to run its operations. As of May 31, 2004, Mr. Iris, the current Executive Director of the Police Board, will retire as a City of Chicago employee. A replacement for Mr. Iris has been requested, but has not yet been selected. There is no other staff person currently assigned to assist Mr. Iris at the Police Board. Under these circumstances, the Police Board considers it a matter of imminent necessity that a personal services contract be prepared to enable Mr. Iris to coordinate the transition of Police Board operations to a new staff, train that staff, and advise the Police Board on the completion of several discrete and ongoing projects.

The Police Board of the City of Chicago serves as the disciplinary board that conducts hearings and renders decisions in all cases in which the Superintendent of Police of the City of Chicago seeks to discharge an employee or suspend an employee for more than 30 days. At an employee's request, the Police Board also reviews the Superintendent's suspension of an employee from between six and thirty days. The Police Board is also responsible to, among other things, review, approve and submit the annual budget for the Department of Police and to adopt rules and regulations for the governance of the Department. The Police Board is comprised of nine members who are appointed by the Mayor of the City of Chicago.

For many years, the Police Board has been staffed by an Executive Director and a Supervising Clerk. The Police Board's Supervising Clerk retired in February, 2004. The Police Board has made a formal request for the appointment of a replacement but that request has not yet been acted upon. The Police Board's Executive Director, Mr. Iris, has elected the Early Retirement Incentive and will retire, as a critical employee, on May 31, 2004. As a result, the Police Board has a little more than one month to select an entirely new staff to run its operations. If suitable replacements for Mr. Iris and his former secretary are not found and trained within that time, the Police Board will have no one to run its operations and the disciplinary process described above will grind to a halt.

The Police Board requests that Mr. Iris receive contractual authorization to consult with and assist the Police Board in training its replacement staff to insure the efficient and continued operations of the Police Board in a time of crucial transition. It is anticipated that the time between the date of this request and the date of Mr. Iris's retirement will be largely devoted to finding replacements for the two Police Board staff positions and that, as a result, no meaningful time will be available to adequately train the staff replacements to adequately perform their functions. In light of the uncertainty associated with the hiring process, especially its timing, the Police Board is requesting a personal services contract with a six month term, and a provision authorizing the City of Chicago to unilaterally terminate the contract in the event the Police Board becomes satisfied that its replacement staff is capable of assuming control over Police Board functions and the projects identified below have been completed.

In addition to training new staff, the Police Board requests that the contract authorize Mr. Iris to coordinate the completion of certain discrete projects that have been undertaken but not

completed to date by the Police Board. First, the Police Board is in need of assistance to relocate its office and its files, equipment, and archives in the wake of the fire that forced the Police Board to move its offices from 69 West Washington Street. Second, the Police Board requires the services of someone intimately familiar with its space needs to coordinate the Police Board's eventual move into new space at 33 N. LaSalle Street. The Police Board has been in the process of acquiring permanent space for its offices ever since the closure of the old Police Department headquarters at 1121 S. State Street. Since that time, Mr. Iris has been working with the Department of General Services to design, plan and expedite the location and construction of new space. The Department of General Services has indicated that work on the Police Board's new office space will commence sometime in June, 2004. The Police Board is in need of a representative to work with the Department of General Services to complete the new office space to the Police Board's satisfaction. Third, Mr. Iris co-authored the City of Chicago's successful proposal to invite the National Association for Civilian Oversight of Law Enforcement to hold its annual conference in Chicago. The Conference will be held in Chicago in mid-October, 2004. The Police Board is in need of a person to coordinate the Police Board's involvement as a host of that Conference.

Explain Why Individual Considered Independent Contractor, and Not Employee:

Mr. Iris is expected to perform the services requested on a part-time basis, since he will become a full-time employee of Northwestern University upon his retirement. The Police Board envisions that Mr. Iris will be able to set his own hours and will work those hours he considers necessary to perform the requested services. He will perform the services described on an as-needed basis, based on the progress of new staff training and the demands of the projects identified above. Upon the completion of the staff transition and the projects identified above, the contractual services will no longer be necessary.

The training and project development services requested will need to be performed by someone with extensive knowledge of the Police Department, the Police Board's operations, and the current projects being undertaken by the Police Board. Mr. Iris is particularly well suited to perform the contractual services requested. Mr. Iris has served as the Executive Director of the Police Board for approximately twenty years. He has a Doctor of Philosophy degree in Political Science from Northwestern University and a Masters Degree in Political Science from the University of Vermont. He has been an Adjunct Lecturer teaching graduate and undergraduate courses at Northwestern University in Law and Politics and Public Administration since 1985 and has taught at the Northwestern Law School. He also has authored several articles on Police Discipline. The Police Board is not aware of any individual who is capable of performing the requested services with the knowledge, institutional history, and expertise that Mr. Iris possesses.

While the Police Board is obviously interested in the results of the work to be performed by Mr. Iris, it does not intend to directly supervise the work or exercise control over the manner in which it is performed. Mr. Iris will be expected to achieve the results expected in a manner he deems appropriate to accomplishing those results. The Police Board does not intend to provide Mr. Iris with any set of instructions about how he is to go about performing the requested services.

While some of the requested services will by necessity be performed at the Police Board offices, Mr. Iris will not be required to perform the services at any one location and he will be free to perform the services wherever prudent and appropriate.

To the extent Mr. Iris may from time to time use Police Board equipment and other materials to perform the requested services, he will be expected to reimburse the City of Chicago for

his use of such equipment and materials. It is also expected that Mr. Iris will use his own computer, and related equipment and materials in connection with the work.

It is not expected that Mr. Iris will be required to retain any assistants to perform the requested services. Mr. Iris will be paid by the hour. It is recommended that he be paid \$55.00 per hour.

In summary, the Police Board is in need of immediate assistance to perform the responsibilities required of it by law and to continue its operations after May 31, 2004 to insure the completion of discrete projects and a smooth transition to a new staff. The Police Board is not aware of any current City of Chicago employee capable of performing the requested services. The personal services of Mr. Iris during the proposed short term are considered necessary to enable the Police Board to discharge its responsibilities as required by the Municipal Code of the City of Chicago.

Number of Contractors Needed: 1 Hours Per Week: _____

Project Assignment: Consulting Services on Police Board Projects

Duration of Assignment: June 1, 2004 to November 30, 2004 Aug 1, 2004 - per Shela O'Grady

Department Representative to Contact for Further Information

Name: Demetrius Carney Phone: (312) 201-2668

Total Available Funding: _____ Chargeable to:

<u>Fund:</u>	<u>Dept.#:</u>	<u>Org.#:</u>	<u>Approp.:</u>	<u>Object:</u>
				.0140

----- APPROVED -----
Department Head: *Demetrius Carney* Date: 06/08/04
Law Department: *John Bennett* Date: 6/8/04
Budget Office: *[Signature]* Date: 6/8/04

----- NOT APPROVED -----
Law Department: _____ Date: _____
Budget Office: _____ Date: _____

VARGA BERGER LEDSKY HAYES & CASEY
A PROFESSIONAL CORPORATION
ATTORNEYS AT LAW

SANTA FE BUILDING
224 SOUTH MICHIGAN AVENUE
SUITE 350
CHICAGO, ILLINOIS 60604-2507

TELEPHONE: 312-341-9400
FACSIMILE: 312-341-2900

MICHAEL V. CASEY
(312) 341-9855
mcasey@vblhc.com

June 4, 2004

Mr. Eric J. Griggs
Chief Procurement Officer
Department of Procurement Services
City of Chicago
121 S. LaSalle Street
4th Floor
Chicago, Illinois 60602

Re: Individual Services Contract for Mark Iris

Dear Eric:

I am the special assistant corporation counsel for the Police Board of the City of Chicago. The Police Board has requested that an individual services contract be entered into between the City of Chicago and Mark Iris for consulting services pending the hiring of an Executive Director for the Police Board. This letter requests that "No Stated Goals" be included in the requested contract with respect to the City's MBE/WBE requirements.

Very truly yours,



Michael V. Casey

MVC/mer

**CITY OF CHICAGO
PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: P23 POLICE BOARD 69 W. WASHINGTON ST. #830 Chicago, IL	REQUISITION: 14809 PAGE: DEPARTMENT: 1 PREPARER: 99 - OTHER OPERATING EXPENSES Michael P Palumbo NEEDED: PRE-APPROVE
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REQUISITION DESCRIPTION

SOLE SOURCE CONTRACT FOR MARK IRIS
 SPECIFICATION NUMBER: 25564

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	96120	727	Hour	55.00	39,985.00						
	CONSULTING SERVICES										
	SUGGESTED VENDOR:										
		REQUESTED BY: Michael P Palumbo									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	004	0100	0992005	0140	220140	0000	00000000	000000	00000	0000	39,985.00
LINE TOTAL:											39,985.00

REQUISITION TOTAL: 39,985.00

CPAC PROJECT CHECKLIST

For CPAC Team Use Only

Date Received _____
 Date Returned _____
 Date Accepted _____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE TEAM LEADER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED INCLUDING THE SUPPLEMENTAL CHECKLIST REQUIRED BY THE SPECIFIC CPAC TEAM. 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.

PROJECT

Date: 09-JUN-2004 Contact Person: Michael P. Palumbo
 ID No.: (Spec, Project) : FMPS # 14809 Phone 5-5640 Fax: 5-6841 E-mail: _____
 Department: Police Board Project Manager: SEE ABOVE
 Bureau: _____ Tel _____ E-mail: _____
 Contract No.:(if known): _____ Modification No.:(if known): _____
 Estimated Value **\$39,985.00**
 Project Title/Description: CONSULTING SERVICES FOR MARK IRIS
 x Attached is a detailed scope of services and/or specification

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

The following is a general description of what would 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)

Competitive Bid RFQ/RFP/RFS/RFI Sole Source** Term Agreement One Shot
 Mod/Amendment Time Extension Additional Funding Small Order S/O Emergency

FORMS F-25* (add line item) F-10* (special approvals) SSRB** (sole source approval)
F-26* (new term agreement) RX (one-shot requisition) OBM Authorization
F-27* (time extension) APRF (all purpose request form)
F-29* (change vendor limit)

* Additional F-forms may be required-refer to attached list

** Sole source requests must include vendor quotes/proposal and MBE/WBE compliance requirements

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
01	04	100	99	2005	0140		0140			39,985.00
										39,985.00

Total: Attach copy of any

applicable grant agreement terms and conditions

TIME FRAME

Date Needed: ASAP Requested Contract Trm (y/m/d): 6 MONTH

PRE BID/SUBMITTAL REQUIREMENTS

Requesting Pre Bid/Submittal Conference? Yes No Requesting Conference be Mandatory? Yes No
 Requesting Site Visit? Yes NO Requesting Site Visit be Mandatory? Yes No



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

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) _____

AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

ACT Supplemental Checklist

DOA

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

BUSINESS CONSULTING 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(s)

COMMODITIES SUPPLEMENTAL CHECKLIST

Required attachments:

Copies of price lists, catalogs, drawings, variations of part numbers

Any other exhibits or attachments

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments: Copy of Draft (80% Completion)

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

DELEGATE AGENCY SUPPLEMENTAL CHECKLIST

Required attachments:

Attach Scope of Services that includes the following information 1) Program background & objectives; 2) Type of services for which proposals are sought; 3) Location and time line for delivery of services; 4) Qualifications, skills, and/or experience necessary; 5) Special licenses or certifications required; 6) Evaluation process (if known).

Other Attachments (please submit all that apply)

1. Copy of grant application and/or grant agreement
2. Evidence of award authority (DAAC agenda with agency name highlighted; City Council ordinance with agency name highlighted; or OBM letter)
3. Modification information (Copy of Form F-8A; screen print of EPS AWDS table)

Does program require Executive Order 91-1 clearance? Yes No

Is boilerplate from Law available or in production? Yes No

Would your department benefit from technical assistance? Yes No



PROJECT CHECKLIST

HARDWARE/SOFTWARE SUPPLEMENTAL CHECKLIST

ITSC (approved by BIS)

OBM (approved by Budget form/memo)

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

Grant document attached

LARGE CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments: Copy of Draft (80% Completion)

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

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

SMALL ORDERS SUPPLEMENTAL CHECKLIST

Yes No

1. Special Approval Form/Justification Letter.
e.g. (Emergency Contract, Telecommunication Back-up documents, Proposals , EPS Form F-10, etc.,).
2. Suggested Vendor.
3. Commodity Code, Manufacturer, Catalog Information, Model No., Quantity, Unit Cost/Measure, Color etc.,
4. Detailed Specification or Scope of Work.

ATTACHMENT REQUIRED FOR EACH SMALL ORDERS PROCUREMENT TYPE

(Check Appropriate Group)

1. ONE SHOT (PN)

- YES () NO () Requisition
 YES () NO () Detailed Specifications
 YES () NO () Suggested Vendor
 YES () NO () Support Documentation

2. TERM AGREEMENT

- YES () NO () EPS Form F-10
 YES () NO () EPS Form F-26
 YES () NO () EPS Form F-27

3. SOLE SOURCE REQUIREMENTS

- YES () NO () Vendor Proposal
 YES () NO () Disclosure Affidavit
 YES () NO () Letter of Exclusive or Unique Capability
 YES () NO () Support Documentation from Vendor/Manufacturer.
 YES () NO () Signature(s) of Originator or Departmental Head/Designee.

4. EMERGENCY CONTRACT

- YES () NO () Justification Letter
 YES () NO () Vendor Proposal
 YES () NO () Pre-assigned Requisition (RX)

5. TELEPHONE/FAX BIDS

- YES () NO () Justification Letter
 YES () NO () Requisition (RX)

CPAC PROJECT CHECKLIST

TELECOM/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

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: _____)

Copy of current Price List(s)/Catalog(s)

Form F-10 or other authorization document

Any other exhibits and attachments

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, contract term and extension options, contractor 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 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



Richard M. Daley
Mayor

Department of Police • City of Chicago
3510 S. Michigan Avenue • Chicago, Illinois 60653

Philip J. Cline
Superintendent of Police

10-JUN-2004

ERIC J. GRIGGS
CHIEF PROCUREMENT OFFICER
DEPARTMENT OF PROCUREMENT SERVICE
CITY HALL- ROOM 403

ATTN: STEVEN GEOCARIS

**SUBJECT: FMPS NUMBER 14809
SOLE SOURCE CONTRACT FOR
MARK IRIS**

The department will need to enter into a Sole Source contract with proposed vendor Mark Iris, for professional services. To that end, attached please find:

- 1) One original CPAC Project Checklist.
- 2) One copy of FMPS Requisition number 14809.
- 3) One Justification For Non-Competitive Procurement.
- 4) One Scope of Service and vendor quote. The department approves this quote.
- 5) One original Request For Individual Contract Services.

This department would like to request that Non-Stated Goals be incorporated into the language of this contract, in concurrence with the attached letter.

Please take the necessary action to schedule this request for the June 2004 Sole Source Review Board's agenda.

Your attention to this matter is greatly appreciated and should you have any questions please do not hesitate to contact me at 745-5640.

Sincerely,



Michael P. Palumbo
Supervisor of Contracts

cc: Michael V. Casey
Mark Iris