

**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 ORACLE CORP. for the product and/or services described herein.
Name of Person or Firm

This is a request for: (One-Time Contractor P.O. per Requisition # PENDING, 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. PALUMB 745-5794 Michael Palumb POLICE 11/10/14
Originator Name Telephone Signature Department Date

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

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

APPROVED BY: *[Signature]* _____ _____ _____
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.

The requirements for a standardized applicant / license fingerprint processing system evolved from a recent request by the Mayor's office to process and determine criminal histories of applicants applying for employment or licensing with the city. Initially, a system was developed solely for liquor license applicants. Subsequently the request to integrate all licensing and applicants into one system has been requested. This system was requested to process applicant functionality requirements for the Liquor Commission, Department of Personnel, Department of Revenue and Consumer Services.

The present state is to design, develop, test and deploy a licensing fingerprint system in a very tight time constraint schedule. A Joint Application Design session is scheduled for November 9, 2004 to define the requirements with all involved department heads at City Hall.

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

The Chicago Police Department has been working with the Oracle Corporation since 1996. During this time a comprehensive centralized I-Clear repository has been developed state-wide. Components of this repository consist of the I-Clear / AFIS interface for processing arrestees, providing criminal history backgrounds and interfaces to the Illinois State Police and Federal Bureau of Investigation. Procurement was obtained from 1996 to date for consulting services.

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

Due to the time constraints to develop this application, no attempts have been made to bid this requirement. The request from the Mayor's office is to implement the system in fiscal year 2004.

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.

Does Not Apply.

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).

See Number 3.

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

This is a one time request for procurement.

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

Does Not Apply

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 cost for this request is \$85,000.00

The funding source will be identified by the Budget Office by November 17, 2004.

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

Does Not Apply

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 estimate was calculated based on the functional points required to develop the system along with the total man hours required to test, implement and provide post implementation support, The estimate was provided by the vendor based on the defined business requirements.

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.**

Does Not Apply

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

The estimated cost is deemed reasonable by the Chicago Police Department.

Schedule Requirements

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

The Chicago Police Department was informed on November 4 that a comprehensive system is needed to process and fingerprint all city department licensing and employment applicants.

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.**

Does not apply

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

The Mayor's office has announced that an integrated licensing / applicant processing system will be available.

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

Does Not Apply

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.**
See procurement history defined in # 1.
2. **Does the proposed firm have personnel considered unquestionably predominant in the particular field?**
Does not apply
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 procurement history defined in # 1.
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?**
Does not apply
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 procurement history defined in # 1.
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.**
Does not apply
7. **Is completion precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.**
Does not apply
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.**
Does not apply

Other

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

Does not apply

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.

We are requesting that non-stated goals be included in the contract.

Review and Approval

This form must be signed by both the Originator of the request and approved by the Bureau Commander.

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 _____ Date _____

Bureau Commanders Signature _____ Date _____

Sole Source Scope Document Licensing Application

This document describes in detail the scope of the Licensing Application. This will be a newly developed software platform using a web-based architecture. All clients accessing the system will require a web-browser such as Internet Explorer 6.0 or greater and a connection to the Chicago Police Department's I-CLEAR network. Each site that will fingerprint applicants will require Identix Live Scan hardware and software for capture of electronic fingerprints. Purchase of the Identix equipment is not included in the scope of this document.

Introduction:

The Licensing Application can be used by all city departments to perform background checks and provide criminal histories for individuals based on their fingerprints. Any person applying for a license or anyone seeking employment with the city will be fingerprinted.

This effort will consolidate the Department of Personnel client-server application, the Liquor License application, and the Department of Revenue and Consumer Services application into one standardized applicant processing system. Licensing applicants include, but are not limited to: New Hires; Liquor License Applicants; Cab Drivers; Ticket Brokers; Junk Peddlers; Pawn Brokers; Daycare Operators; and Truck Drivers. Licensing applicant types will be data driven by the system and can be easily added or removed by a system administrator.

Functionality:

The primary function of the Licensing Application is to determine the criminal history, if any, of any individual applying for a city license or applying for employment with the city.

The application will capture demographic information about each applicant including business and personal identification characteristics as well as all applicable addresses. Specific sets of data fields will be available for entry and review based on the access requirements developed for each department utilizing the application. All data will be stored in the I-CLEAR Oracle database for query to monitor applicant processing and verify applicant status.

Fingerprint images will be electronically captured by the Identix Live Scan device and combined with the demographic information in accordance with FBI and Illinois State Police Electronic Fingerprint Transmission Specifications. The individual fingerprint data transmission will be processed through the Chicago Police Department, Illinois State Police, and FBI Automated Fingerprint Identification Systems (AFIS) as required to perform a background check and provide all available criminal history information. All

fingerprints will be checked against the Chicago Police Department's AFIS database. Fingerprints may be sent to the Illinois State Police and the Federal Bureau of Investigation AFIS databases based on the type of criminal background search being conducted. Additional fees may be required for FBI checks.

The application will provide a feature to recheck an individual's criminal history at the time an applicant is being reprocessed for renewal. In this situation, the individual will not be reprinted. The electronic fingerprints and demographic data that have been previously captured and stored in the Chicago Police Department's I-CLEAR and AFIS databases will be resubmitted to the appropriate authorities.

All licensing applicants will be required to provide one form of identification when they are originally fingerprinted or when they are processed for a license renewal. The type of identification presented will be maintained by the system.

If an applicant is arrested after initially being processed, the individual's applicant data will show a criminal history is now present on the system for this applicant. FBI responses will be sent back via an email account set up on the respective department's PC. In addition, the application will be updated accordingly with the applicant's criminal IR record number.

Full inquiry capabilities into the application will be available. Some of these inquiries may be by name of applicant, applicants processed on a particular date, status of the record as an applicant is being processed, business name, etc. The system will notify the department capturing the prints if the Prints were accepted or the applicant should be Reprinted. The status of an applicant's fingerprint processing can be viewed by simple queries into the system.

Process:

The process for creating the Licensing Application will encompass analysis, design, development, testing, implementation, and post production support. A modified version of the Dynamic Systems Development Method (DSDM) framework will be used to deliver the application within a tight timeframe while addressing all identified business requirements. The DSDM method utilizes an iterative approach that addresses the Functional Model, Design And Build, Implement/Deploy/Maintain, and Post-Project Maintenance phases of the project. Each phase has a design, prototype, review, and feedback component to ensure early and continuous involvement of the customer in the application development process. The application is fine tuned as it is being built to provide a higher quality and more customer focused end result.

November 9, 2004

Deputy Ellen Scrivner
Deputy Superintendent, Bureau of Administrative Services
Chicago Police Department
3501 S. Michigan Avenue
Chicago, IL 60653

Re: Licensing Application Enhancements

Dear Ms. Scrivner:

Per discussions with Cathy Kolb of your bureau, Oracle Consulting will be pleased to provide consulting services to design, develop, test, implement and provide post-production support for the licensing project of the CLEAR application. These services will be provided at the time and material rates agreed to in Amendment 3 to the Consulting Services Agreement between Oracle Corporation and the City of Chicago Department of Police dated May 31, 2004. The cost for this project is \$85,000.

Oracle Consulting has sustained its reputation as a market leader in providing application development and implementation support to its customers and prides itself on being committed to customer satisfaction. If you have any questions or need further assistance, please do not hesitate to contact me at (630) 330-4624.

Sincerely,



Satya V. Lanka
Technical Director
Oracle Corporation

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 NOVEMBER 10, 2004
 Date: NOVEMBER 10, 2004
 ID No (Spec, RX, Project): PENDING
 Department: POLICE
 Bureau: DATA SYSTEMS
 Contract No (if known): PENDING
 Project Title/Description: LICENSING APPLICATION

Contact Person: MICHAEL PALUMBO
 Tel: 5-5640 Fax: 5-6341 E-mail: michael.palumbo@chicagopolice.org
 Project Manager: SEE ABOVE
 Tel: _____ Fax: _____ E-mail: _____
 Estimated Value \$ 85,000.00

SCOPE STATEMENT

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)

** 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 _____
 Funding Strip(s): FUNDING TO BE DETERMINED BY BUDGET
NO LATER THAN WEDNESDAY, NOVEMBER 17, 2004

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: ASAP Requested Contract Term (y/m/d): ONE-SHOT

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

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

CAPITAL EQUIPMENT (VEHICLES) 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

COMMODITIES SUPPLEMENTAL CHECKLIST

Required attachments:

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

Any other exhibits or attachments

CONSTRUCTION SUPPLEMENTAL CHECKLIST (LARGE & SMALL)

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

CPAC PROJECT CHECKLIST

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

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

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

Detailed scope of services as described on page 1.

The Schedule of Compensation

Deliverables

Request for individual contract services (if applicable)

The appropriate EPS form

*** If this is a Telecommunications/Utilities project, please also address the following:**

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



CPAC PROJECT CHECKLIST

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

3. EMERGENCY CONTRACT

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

4. TELEPHONE/FAX BIDS

- YES () NO () Justification Letter

2. 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.

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/biowaste material? Yes No
- Will services require the blocking of streets or sidewalks in any way?
Which may affect public safety? Yes No



04 NOV 10 PM 4:25

Richard M. Daley
Mayor

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

Philip J. Cline
Superintendent of Police

November 10, 2004

Eric J. Griggs
Chief Procurement Officer
Department of Procurement Services
City Hall- Room 403

ATTN: STACY STEWART

**SUBJECT: SOLE SOURCE JUSTIFICATION FOR
ORACLE CORPORATION TO PURCHASE
LICENSING APPLICATION**

On Tuesday, November 9, 2004, the Police Department's Bureau of Administrative Services was directed to submit an immediate Sole Source request for the above stated requirement. This request is a result of the newly instituted Mayoral mandate regarding licensing applications. Due to the immediate need for this to go before the Sole Source Review Board, the Budget Department is presently determining the proper funding source for this matter. One will be determined no later that Wednesday, November 17, 2004. Attached you will find the following documentation:

- 1) One competed CPAC Project Checklist.
- 2) One completed Justification of Non-Competitive Procurement.
- 3) One Scope of Service.

Please note that due to the time restraints, to ensure that this matter be placed on the Friday, November 19, 2004 Sole Source Review Board's agenda, the FMPS Requisition was unable to be generated due to a lack of a funding source. It will be entered and forwarded upon fund source identification.

Should you have any questions, please do not hesitate to contact me at 745-5794.

Sincerely,

Handwritten signature of Michael P. Palumbo in cursive.
Michael P. Palumbo
Supervisor of Contracts

cc: Ellen Scrivner, Deputy Superintendent
Marvin J. Shear, Assistant Deputy Superintendent
Catherine Kolb, Project Manager
File

OracleSS.wpd