

CITY OF CHICAGO
DEPARTMENT OF PURCHASES,
CONTRACTS AND SUPPLIES
ROOM 403, CITY HALL, 121 N. LA SALLE ST.

CONTRACT ADMINISTRATION RECEIVED: _____ DATE: _____
CA/CN RECOMMENDS: _____ DATE: _____
UNIT MANAGER CONCURS: _____ DATE: _____
BOARD SECRETARY RECEIVED: _____ DATE: _____

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 Mr. Richard Kinczyk for the product and/or services described herein.
Name of Person or Firm

This is a request for: (One-Time Contract or 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 _____ program. (Attach List)

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 contract 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) _____

Andrea Gibson 744-9578 Andrea Gibson Office of Budget and Management May 25, 04
Originator Name Telephone Signature Department Date

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

<input checked="" type="checkbox"/> PROCUREMENT HISTORY: This is a new requirement.
<input checked="" type="checkbox"/> ESTIMATED COST: \$115,000.00
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS: The Services will be provided on an as-needed basis with the hours worked determined by the Consultant and the Director.
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY: Because Mr. Kinczyk has served in management and operations in the two largest Departments that utilize the Hired Truck Program, he has unique experience, expertise and qualifications to perform the Services required for the implementation of the new Hired Trucks division.
<input type="checkbox"/> OTHER:

APPROVED BY: [Signature] _____ DATE _____ BOARD CHAIRPERSON _____ DATE _____
DEPARTMENT HEAD OR DESIGNEE

OBM # 04-1 Rec'd 5/19/04

TO: Jim Brennwald, Department of Law, Labor Division

To: John Morris
5/24/04

**CITY OF CHICAGO
REQUEST FOR INDIVIDUAL CONTRACT SERVICES**

Department: Office of Budget and Management

Date: 5/17/04 cc: E. Cottrill

Explain Why Contractor Necessary:

Rich Kinczyk is needed to provide consulting services to the City with respect to the creation and implementation of a new Hired Trucks Division within the City's Office of Budget and Management ("OBM"). The function of the Hired Trucks Division will be to monitor and ensure compliance of the City's Hired Trucks Program with all applicable City ordinances, policies, rules and regulations. Mr. Kinczyk will provide advice and expertise to OBM with respect to developing the means and methods for ensuring said compliance.

Explain Why Individual Considered Independent Contractor, and not Employee:

Mr. Kinczyk will perform these consulting services as a one-time project, until the new Hired Trucks Division has been established and fully developed its methods and processes. Mr. Kinczyk brings unique expertise to this project, given his familiarity with both the City's Hired Trucks program and the daily operational needs of the City's infrastructure departments. Mr. Kinczyk is also free to perform consulting services for other entities while he consults with the City on the development of the new Hired Trucks Division. He will make his own hours, as determined by the demands of the project, and will work primarily from his own office, using his own equipment and supplies. He will be paid by the hour, based on a record of hours worked.

Number of Contractors Needed: 1

Hours Per Week: approx. 15 - 40, depending on the demands of the project

Project Assignment: Consultation with respect to creation and implementation of Hired Trucks Division and compliance with applicable policies, ordinances, rules and regulations.

Duration of Assignment: June 1, 2004 - May 31, 2005

Department Representative to Contact for Further Information

Name: Andrea Gibson Phone: 744-9578

Total Available Funding: \$120,000 Chargeable To: _____

Fund: 004-0425-0052005-5094-220000-42031022
Dept.#: _____ Org.#: _____ Approp.: _____ Object: _____
APPROVED

Department Head: [Signature] Date: 5/17/04
Law Department: [Signature] Date: 5/19/04
Budget Office: [Signature] Date: 5/17/04

NOT APPROVED

Law Department: _____ Date: _____
Budget Office: _____ Date: _____



City of Chicago
Richard M. Daley, Mayor

Office of Budget and Management

John F. Harris
Director

City Hall, Room 604
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-3323
(312) 744-3618 (FAX)
(312) 744-3619 (TTY)

<http://www.cityofchicago.org>

Mr. Eric J. Griggs
Chief Procurement Officer
Department of Procurement Services
121 North LaSalle Street
Room 403 City Hall
Chicago, IL 60602

RE: Professional Services Agreement
Oversee The Implementation of a New Hired Truck Division
Richard Kinczyk

Dear Mr. Griggs:

The Office of Budget and Management is requesting No Stated M/WBE Goals for the above referenced agreement. The nature of the services to be provided and the size of the contract is such that neither direct nor indirect subcontracting opportunities with M/WBE firms will be practical.

Mr. Kinczyk, a management consultant, will be responsible for overseeing the implementation of a new Hired Trucks Division within the Department. The Consultant will provide advice and expertise to the City with respect to means and methods associated with design, construction and operations of the City's infrastructure.

Sincerely,

John F. Harris
Director





City of Chicago
Richard M. Daley, Mayor

Office of Budget and Management

John F. Harris
Director

City Hall, Room 604
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-3323
(312) 744-3618 (FAX)
(312) 744-3619 (TTY)

<http://www.cityofchicago.org>

Mr. Eric J. Griggs
Chief Procurement Officer
Department of Procurement Services
121 North LaSalle Street
Room 403 City Hall
Chicago, IL 60602

RE: Waiver of Insurance Requirements
Professional Services Agreement
Oversee The Implementation of a New Hired Truck Division
Richard Kinczyk

Dear Mr. Griggs:

The Office of Budget and Management is waiving the insurance requirements as stated in the above referenced agreement including any extensions options. The nature of the services to be provided and the size of the contract are such that the insurance requirements are impractical.

Mr. Kinczyk, a management consultant, will be responsible for overseeing the implementation of a new Hired Trucks Division within the Department. The Consultant will provide advice and expertise to the City with respect to means and methods associated with design, construction and operations of the City's infrastructure.

Sincerely,

John F. Harris
Director

