MEMORANDUM

Date: June 21, 2004

To: Mary Ellen Caron, Commissioner
   Department of Children and Youth Services
   Attn: Jenny Schuler

From: Eric J. Griggs
      Chief Procurement Officer

Re: Emergency Request Kids Tech Expo

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from KB, Inc. Based upon information received from members of your staff, I have determined that this procurement is necessary to meet bona fide operating emergencies.

You are hereby authorized to purchase the Sponsorship of Kids Tech Expo in the amount of $25,000.00 as requested in your letter of June 17, 2004. Any amount in excess of the $25,000.00 approved here shall be subject to additional authorization and shall be limited so as not to exceed the $40,000 limit established by statute.

cc:S. Geocaris
MEMORANDUM

TO: Eric J. Griggs  
    Chief Procurement Officer

ATTN: Steve Geocaris  
    Deputy Procurement Officer

FROM: Mary Ellen Caron  
    Commissioner

DATE: June 17, 2004

RE: Emergency Contract  
    KB, Inc.

CDHS is requesting an Emergency Contract for the above-referenced vendor in the amount of $25,000 for sponsorship of the Kids Tech Expo.

Splitting from the Department of Human Services, the Department of Children and Youth Services has relied upon numerous departments in its transition period. Unfortunately, with many other changes within the City, a few things have “fell between the cracks”. KB, Inc. is suggesting that they will no longer provide the sponsorship necessary for this contract if they are not promptly compensated.

KB, Inc. which began in February of this year by preparing the Kids Tech Expo Teacher Guide. Their Tech Advisory Board worked with middle and high school teachers and principals to navigate the contestants through the Technology Contest written submissions which were due June 6th.

We are currently in the evaluation phase of those submissions and the “fun” part for the kids. Children are scheduled for field trips and the Awards Ceremony is at the beginning of October. This would be the wrong message to send to the participating children.

If you should have any questions regarding this request, please contact Jenny Schuler at 743-1055.