CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES
ROOM 403, CITY HALL, 121 N. LA SALLE ST.

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 Barbara McDonald for the product and/or services described herein.

This is a request for (One-Time Contractor Requisition # 14766, 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. 25510

(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)

Ron Huberman 312-746-9117 [Signature] OEMC 08 June 2004

Originate Name Telephone Signature Department Date

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

( ) PROCUREMENT HISTORY

See Attachment

( ) ESTIMATED COST

$144,000.00

( ) SCHEDULE REQUIREMENTS

See Attachment

( ) EXCLUSIVE OR UNIQUE CAPABILITY

See Attachment

( ) OTHER

None

APPROVED BY:

DEPARTMENT HEAD BOARD CHAIRPERSON

OR DESIGNEE DATE DATE
ATTACHMENT TO

OEMC REQUEST FOR INDIVIDUAL CONTRACT SERVICES

Explain Why Contractor Necessary:

OEMC requests that Barbara McDonald be approved as an independent contractor for a period of one year with an option for OEMC to renew the contract for additional one year periods if the projects described herein are not complete. The projects for which McDonald will provide assistance are as follows:

(1) CLEAR System. Barbara McDonald is an essential element in the Citizen and Law Enforcement Analyses and Reporting ("CLEAR") system for whose continued development and maintenance are now the responsibility of the OEMC. CLEAR is a technology strategy which encompasses the full spectrum of the criminal justice system, including the community. Three goals were defined for this technology system:

- to improve the management of the Police Department and reduce crime;
- to integrate information with other criminal justice agencies to enable unified strategies; and
- to improve information sharing with the community to build better relations.

The CLEAR system is the outgrowth of a partnership between the Oracle Software Corporation and the City and has already resulted in a multimillion dollar investment on both sides. While CLEAR is only 30% complete, it has already yielded significant dividends to the City:

- A Police Management Component that includes:
  
  - The creation of a predictive resource allocation system that identifies and predicts where and when crime will occur
  
  - Officers now have access to CLEAR’s data warehouse, which contains information on more than four million arrestees dating back 12 years. Each of these four million offender records contains more than 30 data points, including mug shot, name, address, age, nicknames and tattoo descriptions. Officers can access all of this information with the simple click of a mouse.

  - Every day, more than 400 arrestees are added to the system by Chicago officers and over 130 suburban law enforcement agencies. CLEAR not only tracks offenders in Chicago, but throughout all of Cook County. In the near future, CLEAR will expand to include information from other local, state and federal Databases. In fact,
Mayor Daley and Governor Blagojevich recently announced the latest phase of the crime-fighting phase of CLEAR, I-CLEAR which will be a statewide database to expand the CLEAR concepts to a statewide network.

- CLEAR also contains information about crime incidents that are catalogued by crime type, address, time of day, etc. Armed with this information, officers are now able to identify crime patterns early on. By spotting emerging problems, they can put together strategies aimed at stopping the problems before they fester. The database is queried more than 8,000 times a day by officers.

- A Personnel Management Suite which will include the most sophisticated early warning system to proactively identify problem employees at the earliest stage possible to facilitate appropriate and timely management intervention. The components of this system include the automation of the Police Department's Office of Professional Standards ("OPS"), the Internal Affairs Division ("IAD"), the Personnel Division, Finance and Medical Sections.

The other parts of CLEAR that are still in development are:

- **Community/Business Partnership Component that includes:**

  - A problem solving database that allows the community access to CLEAR via the Internet to query needed information for engaging in problem solving as part of the Police Department’s community policing strategy—CAPS. A full range of E-services will also be available to the community.

- **Criminal Justice Integration Component that includes:**

  - An integration module that will allow the Police Department and other departments involved in homeland security issues to gather and share information with other criminal justice agencies at the local, state and federal level via secure networks.

It is also envisioned that the CLEAR technologies will be brought to other City departments to improve efficiencies in the management of personnel and delivery of services.

The CLEAR system and philosophy have won praise from all quarters and the system is recognized internationally as the most cutting-edge law enforcement technology available. CLEAR recently was awarded a national prize by the prestigious CIO organization in which it competed with and bested technology created by computer and software industry leaders like Microsoft, IBM, and
Dell. Visitors from all of the major metropolitan areas in the country, state and federal agencies, as well as from overseas have initiated discussions with the City and Oracle about bringing the CLEAR technology to their cities, states, and agencies.

CLEAR is a direct outgrowth of Barbara McDonald’s vision and determination. Because of the success and international acclaim of the CLEAR system, Barbara McDonald has become an international leader in this field. As a creator of CLEAR and given her unique knowledge of the system – past, present, and future – McDonald’s continued involvement with the development of CLEAR is absolutely essential.

(2) Barbara McDonald will also facilitate the coordination of interagency plan development and grant application processes for the City’s homeland security efforts which would include, among other things, advising on the development of multi-agency response matrices, and seeking appropriate state and federal homeland security funding and ensuring grant compliance.

(3) Barbara McDonald will also advise on the development of educational and public awareness campaigns to augment OEMC’s homeland security and technology initiatives.

Explain Why Individual Considered Independent Contractor and Not Employee:

McDonald would be an independent contractor because (1) she will be compensated at a rate of $75 per hour subject to the submission of time records and invoices on a semimonthly basis and the provision of documentation to justify any and all such payments; (2) she will not be receiving benefits as would be an employee; (3) she will be responsible for paying her own withholding taxes and self-employment taxes; (4) contractor’s work will not be supervised by OEMC, and the manner in which the work will be performed will be determined largely by the contractor, but must be consistent with the agreed upon work plans for the respective projects; (5) given the nature of the work, it will be necessary for the contractor to work with and have access to some City equipment with respect to the technology development aspects of the projects. Otherwise, the contractor will provide her own tools, materials, and equipment; (6) the contractor will determine the specific days and hours of work, in consultation with the OEMC staff and consistent with work on the projects; hours will vary depending on the particular needs of the project; (7) it is anticipated that the amount of the contractor’s time devoted to various projects will decrease as the projects near completion; (8) contractor will work off-site at her office, and on-site as needed.
ATTACHMENT TO

OEMC REQUEST FOR SOLE SOURCE CONTRACT

Unique or Exclusive Capability and Scope of Services

OEMC requests that Barbara McDonald be approved as an independent contractor for a sole source contract for a period of one year with an option for OEMC to renew the contract for additional one year periods if the projects described herein are not complete. The projects for which McDonald will provide assistance are as follows:

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**Estimated Cost and Other Information**

McDonald will be compensated at a rate of $75 per hour, not to exceed $144,000 annually, subject to the submission of time records and invoices on a semimonthly basis and the provision of documentation to justify any and all such payments. McDonald’s work will not be supervised by OEMC, and the manner in which the work will be performed will be determined largely by the contractor, but must be consistent with the agreed upon work plans for the respective projects. It is anticipated that the amount of McDonald’s time devoted to various projects will decrease as the projects near completion.
TO: James Brennwald, Department of Law, Labor Division

CITY OF CHICAGO
REQUEST FOR INDIVIDUAL CONTRACT SERVICES

Department: OEMC
Date: 26 May 2004

Explain Why Contractor Necessary:
See Attachment

Explain Why Individual Considered Independent Contractor, and Not Employee:
See Attachment

Number of Contractors Needed: 1
Hours Per Week: See Attachment

Project Assignment: Consulting services as defined in attachment

Duration of Assignment: June 1, 2004 – June 1, 2005 with options for two renewal years.
Department Representative to Contact for Further Information

Name: Ron Huberman
Phone: 312-746-9117

Total Available Funding: Chargeable To:

Fund: Dept.#: Org.#: Approp.: Object: .0140

APPROVED

Department Head: Ron Huberman
Date: 26 May 2004

Law Department: Joe Brennwald
Date: 5/26/04

Budget Office: Joe Smith
Date: 5/27/04

NOT APPROVED

Law Department: 
Date: 

Budget Office: 
Date: 

(IQB) Vehr-Req.Frm
# CITY OF CHICAGO
## PURCHASE REQUISITION

**REQUISITION:** 14766  
**PAGE:** 1  
**DEPARTMENT:** 58 - OFFICE OF EMERGENCY COMMUNICATIONS  
**PREPARED BY:** Rochelle D Simeon  
**NEEDED:**  
**APPROVED:** 6/7/2004

### DELIVER TO:

| 058- OEC1411  
| 1411 W. MADISON  
| Chicago, IL 60607 |

### REQUISITION DESCRIPTION

SOLE SOURCE FOR BARBARA MC DONALD FOR ONE YEAR WITH A TWO YEAR EXTENSION PERIOD, SPEC# 25510  
SPECIFICATION NUMBER: 25510

### COMMODITY INFORMATION

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CONSULTING SERVICES PROVIDED BY BARBARA B. MC DONALD

**SUGGESTED VENDOR:** BARBARA B. MC DONALD  
**REQUESTED BY:** Rochelle D Simeon

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**LINE TOTAL:** 113,000.00

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CONSULTING SERVICES

**SUGGESTED VENDOR:** BARBARA B. MC DONALD  
**REQUESTED BY:** Rochelle D Simeon

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**LINE TOTAL:** 31,000.00

**REQUISITION TOTAL:** 144,000.00

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Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose. Requisitions prepared incorrectly will be returned to the using department.
### Section Manager

**Address:** 141 W. Madison St.
**Vendor Representative:** Ron Wells

### Contract Information

**Vendor:** B. McDonald
**Purchase Contract:** 311000

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##### Comments

- Service
- City of Chicago
- All That Apply

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**Date:** 6/24/94
**Contract Number:** 6-94-0701

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**Contract Number:** 6-94-0701

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PROJECT CHECKLIST

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: _____6-7-04____ Contact Person: [Signature]
ID No (Spec, RX, Project): M8510 Rx 14766 Tel: 6-9124 Fax: 6-9124 E-mail: __________
Department: __DEMO_____ Project Manager: ___________________________
Bureau: __Finance_____ Tel: _______ Fax: _______ E-mail: __________
Contract No (if known): _______ Estimated Value $ ________________
Project Title/Description: ______________________

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
- RFO/RFP/RFS/RFI
- _Sole Source**
- Term Agreement
- _One Shot
- _Mod/Amendment
- Time Extension
- Additional Funding
- Small Order
- S/O Emergency
- F-25” (add line item)
- F-10” (special approvals)
- RX (one-shot requisition)
- OBM Authorization
- APRF (all purpose request form)
- F-26” (change vendor limit)

** 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): 02-0251-5 - 58 - 2005 - 01-90 03-4G-30
03-0498 - 57-1010 - 6444 - 0440 - 6545

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME
Date Needed: __________
Requested Contract Term (y/m/d): _______6-9-04____

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

Form Date: 01/16/2002
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 ___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
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 ordnance 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
### 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

<table>
<thead>
<tr>
<th>(Check Appropriate Group)</th>
<th>1. ONE SHOT (PN)</th>
<th>3. EMERGENCY CONTRACT</th>
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<tr>
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<td>YES ( ) NO ( )</td>
<td>YES ( ) NO ( ) Justification Letter</td>
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<tr>
<td></td>
<td>YES ( ) NO ( )</td>
<td>YES ( ) NO ( ) Vendor Proposal</td>
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<td></td>
<td>YES ( ) NO ( )</td>
<td>YES ( ) NO ( ) Pre-assigned Requisition (RX)</td>
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<td>YES ( ) NO ( )</td>
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</tbody>
</table>

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? **Yes**  **No**
  - Which may affect public safety?
June 9, 2004

Eric Griggs
Chief Procurement Officer
Department of Procurement Services
121 N. LaSalle Street, Room 403
Chicago, IL 60602

Dear Mr. Griggs:

Please be informed that the proposed Sole Source Contract for Barbara McDonald has no direct or indirect MBE or WBE subcontracting. Therefore, there are no stated goals for this unique contract.

If there are any specific questions, please feel free to contact Lori Lightfoot at 312-718-4247.

Sincerely,

Ron Huberman
Executive Director