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

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT(S)
or 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 RICHARD G. NORE for the product and/or services described herein.

Name of Person or Firm

This is a request for: ✔ One-Time Contract per Requisition # (copy attached) or ___ Term Agreement

(Attach List) Pre-Assigned Specification No.

Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the

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)

James G. Angert-Poullos 746-9239

Originate Name Telephone Signature

Department Date 6/8/04

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

✔ PROCUREMENT HISTORY

SEE ATTACHED

✔ ESTIMATED COST

SEE ATTACHED

✔ SCHEDULE REQUIREMENTS

SEE ATTACHED

✔ EXCLUSIVE OR UNIQUE CAPABILITY

SEE ATTACHED

✔ OTHER

SEE ATTACHED

APPROVED BY: 6/23/04

DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE
PROCUREMENT HISTORY
Mr. Richard Nore is a specialized consultant who has served, under City contract, as the S-911 System Administrator since June, 1996. An existing contract (PN-58-C027515A) expires June 9, 2004 and contains no provision for extension beyond that date. Over the contract period, Mr. Nore has provided valuable services which will continue to be required in the future.

ESTIMATED COSTS
Based on the attached proposal from Mr. Nore, the estimated total cost of his service over a thirty six (36) month period is $360,000.00.

SCHEDULE REQUIREMENTS
The Office of Emergency Management & Communications is requesting a thirty six (36) month contract beginning in June, 2004 and continuing through June, 2007 with options to extend for an additional two (2) years.

EXCLUSIVE OR UNIQUE CAPABILITY
Mr. Nore is the only S-9-1-1 “Pinnacle” Systems Administrator in the country. The Pinnacle software platform, used by the Office of Emergency Management & Communications is a fully custom program based on a modified version of software developed by Lucent Technologies. It’s function is that of an automated call directing program. No other 9-1-1 system in the country uses this product.

Richard Nore is uniquely qualified to perform the professional services required in connection with the City’s 9-1-1 and 3-1-1 communications systems. He uniquely possesses the required expertise and experience to provide a critical function for the City’s Office of Emergency Management & Communications operation which integrates various forms of data transmission to law enforcement, fire suppression and emergency medical services.

Mr. Nore’s experience includes twenty five (25) years of employment with Ameritech, the City’s local telephone operating company in addition to eight (8) years of on-site experience at the Office of Emergency Management & Communications. He was involved at the time of inception of the S-911 telephone connection and it’s integration into a complex voice and data communications system which now exists.
OTHER
Mr. Nore has demonstrated an exemplary work ethic on site at the Office of Emergency Management & Communications. The cost of his services are deemed fair and equitable. His knowledge of the 9-1-1 system, the personnel and procedures at the communications center are unique to him.

He is presently working at a critical path involving wireless (cellular) providers and implementation of a Phase II Wireless 9-1-1- Technology. Also the current 5 E Digital Switch and Central Office concepts date back to 1994. With new state of the art telephonic equipment and increase call volumes, it is imperative that we upgrade our SBC infrastructure. Rich will lead the Office of Emergency Management & Communications’ team to task SBC with implementing new technologies capable of handling the wire and wireless call demands. These projects cannot be completed prior to the expiration of Mr. Nore’s existing contract.
To: Stanley Ryniewski  
Office of Emergency Management and Communications  
City of Chicago  

From: Richard G. Nore  
R.G. Nore, Consultant  
Vendor # 1053763 A  

RE: Annual Rate Request for Renewal of Existing Contract:  
Contract No: PN-58-C027515A  
Spec. No: C918990012  

Stan:

My rate request for a renewal of the above existing contract contract is $120,000.00 in the first, second and third year of a new contract this is an annual increase of 5.26% over the existing contract in the first year and 0.0% in the second and third year.

My current responsibilities include:

- System Administration  
- Technical Writer  
- Business Analysis  
- Development  
- Programming  
- Project Management:  
  - Phase I Wireless Implementation  
  - Phase II Wireless Implementation  
  - 311 ALI Implementation  
  - Next Generation 9-1-1 Planning  
- Problem Resolution  
- Specialized Reports

Attached is a spreadsheet depicting the reported rates for consulting services in the telecommunications industry (Source: http://www.realrates.com) along with the services performed, length of contract and experience level.

As indicated on the spreadsheet, the average of all reported (U.S.) sources is $73.00 per hour with the average contract term being 9 months; the average experience level is 12
years. My proposed hourly rate based on 48 (40 hour) weeks for a renewal of the existing contract would be $62.50. I feel my proposed increase is reasonable and reflective of the telecommunications industry today and commensurate with my past performance and experience level (33 years).

Please feel free to contact me for any discussion related to the above proposal.

Richard G. Nore

[Signature]
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<th>Rate/hr</th>
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**Averages**

$73, 9
**CITY OF CHICAGO ALL PURPOSE REQUISITION FORM**

**DATE:** 6-8-04  
**BUREAU/DEPARTMENT:** Finance  
**SHIP CODE:** 991  
**SHIP TO O/E:** ATTN: STAN RUNIEWSKI  
**DATE NEEDED:**  
**PG/RF NUMBER:** 14796  
**PV NUMBER:**  

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**COMMENTS:**

**CHECK OR COMPLETE ALL THAT APPLY**

**PARTICIPATING TA:**

**NEW TA OR CONTRACT:**

**SOLE SOURCE:**

**PURCHASE ORDER:**

**AMENDMENT:**

**DIRECT VOUCHER:**

**REQUEST:**

**7-DAY BID:**

**REJECTED:**

**FOR FINANCE OFFICE USE ONLY**

**COMPANY NAME:** RICHARD G. NORE  
**ADDRESS:** 523 Mulberry St.  
**Glenwood, IL 60425**  
**DATE:** 6-8-04  
**PHONE:** 312-746-9417

**FINANCE DIRECTOR:**

**APPROVED:**

**REPCODE:** 708-758-2782

**SECTION MANAGER:** ROCHELLE SIMEON

**APPR: 1411 W. MADISON ST.**

**DATE:** 6-8-04  
**PHONE:** 312-746-9417

**DEPUTY AUTHORIZATION:**

**DATE:** 6-8-04  
**PHONE:** 746-9400
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, 221 N. LA SALLE STREET, CHICAGO, ILLINOIS 60602.

PROJECT
Date: June 8, 2004
ID No (Spec. RX Project): 12345
Department: Finance
Contract No (if known): 
Project Title/Description: Telecommunications Consulting
Contact Person: Stan Ryniwski
Tel: 6-9200 Fax: 6-9120
E-mail: 
Project Manager: 
Tel: 
Fax: 
E-mail: 
Estimated Value $:

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

FORMS:
- F-25* (add line item)
- F-10* (special approval)
- SSRX** (sole source requirement)
- RX (one-shot requisition)
- APRF (all purpose request form)
- F-27* (time extension)
- F-29* (change vendor limit)

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

FUNDING

City: 
State: IDOT/Transit
Federal: FHWA
Funding Strip(s): 109-58-0102-014D-014D

TIME FRAME

Date Needed: 
Contract Term (y/md): 

REQUESTS

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 Submission 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
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 timeline 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 ☐

Form Date: 01/16/2002
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

1. ONE SHOT PHO
   (Check Appropriate Group)
   
   YES ( ) NO ( ) Detailed Specifications
   YES ( ) NO ( ) Suggested Vendor
   YES ( ) NO ( ) Support Documentation

2. SOLE SOURCE REQUIREMENTS:
   YES ( ) NO ( ) Vendor Proposal
   YES ( ) NO ( ) 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/Director.

3. EMERGENCY CONTRACT
   YES ( ) NO ( ) Justification Letter
   YES ( ) NO ( ) Vendor Proposal
   YES ( ) NO ( ) Pre-assigned Regulation (RX)

4. TELEPHONE/FAX BID:
   YES ( ) NO ( ) Justification Letter

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?
To: Phil Cobb  
Deputy Procurement Officer

From: Stan J. Ryniewski  
Managing Deputy Director

Subject: Justification for Non-Competitive Procurement for E Team

Date: June 23, 2004

The Office of Emergency Management and Communications (OEMC) is submitting the attached documentation for non-competitive procurement and is requesting that it be included on the agenda of the next sole source review board.

If you have any questions, please contact me at 746-9420. Your attention and consideration to this matter is greatly appreciated.