

DPS 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

If applicable, 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

***NOTE:** Any non-construction Aviation request, complete the applicable section.

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's 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.

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

S. S. R. B.
DATE 2/1/07
APPROVED... DWY
CONDITIONALLY APPROVED...
RETURN TO DEPT...
DISAPPROVED... _____



CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:

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



City of Chicago
Richard M. Daley, Mayor

Office of Emergency Management
and Communications

Andrew Velasquez III
Executive Director

1411 West Madison Street
Chicago, Illinois 60607
(312) 746-9111
(312) 746-9120 (FAX)

<http://www.cityofchicago.org>

07 JAN 29 3:11:16

January 24, 2007

Mr. Bo Humphrey
Department of Procurement Services
121 N. LaSalle Street, Suite 403
Chicago, Illinois 60602

SUBJECT: Sole Source Request
CONTRACT TYPE: Professional Services
CONTRACT TITLE: Modification to the Ernst and Young Contract T26697
VENDOR: Ernst & Young
ESTIMATED ANNUAL COST: \$253,138

Dear Mr. Humphrey:

We respectfully submit this request to the Sole Source Review Board to allow OEMC to modify the existing sole source contract (T26697) with Ernst and Young.

OEMC would like to use Ernst and Young for testing our Police communication Operators I and II. Currently the contract allows for testing of Police specific titles and OEMC would like to expand their services for our employees. The Police Communication Operators are 9-1-1 operator call takers and work closely on daily basis with uniform officers in order to respond to emergency situations. If necessary, OEMC is requesting a vendor limit increase in order to accommodate this scope of work for \$253,138.

In support of this request, please find the attached: (1) the Project Checklist; (2) Requisition # 31829; (3) the Justification for Non-Competitive Procurement form; (4) a written justification for non-competitive procurement and (5) a signed scope of services and invoice from Ernst & Young.

Please feel free to contact me at 2-3790 with any questions.

Sincerely,

Amy Gudgeon
Office of Emergency Management and Communications

Cc: John Arvetis, OEMC
Ann Nakaguchi, DHR
Andy Sheils, OEMC



DPS PROJECT CHECKLIST

For DPS Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____
CA/CN's Name	_____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, 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.

GENERAL INFORMATION:

Date: 1.24.07
REQ No.: 31829

Contact Person: Amy Budgeon
Tel: 3-7352 Fax: _____ E-mail: agudgeon@cityofchicago.org

PO No.: (if known): T26697

Project Manager: _____
Tel: _____ Fax: _____ E-mail: _____@cityofchicago.org

Modification No.: (if known): _____

Previous PO No.: (if known): _____

Project Description: _____

FUNDING:

- | | | | | | |
|----------|---|---------------------------------------|-------------------------------------|---------------------------------|--------------------------------|
| City: | <input checked="" type="checkbox"/> Corporate | <input type="checkbox"/> Bond | <input type="checkbox"/> Enterprise | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |
| State: | <input type="checkbox"/> IDOT/Transit | <input type="checkbox"/> IDOT/Highway | <input type="checkbox"/> FAA | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |
| Federal: | <input type="checkbox"/> FHWA | <input type="checkbox"/> FTA | | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
	007	0100	50	4065	0140					\$ 253,138

Estimated Value \$ 253,138

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

SCOPE STATEMENT:

Attached is a Detailed Scope of Services and/or Specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

The following is a general description of what should 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):

NEW REQUEST

- Blanket Agreement
 Standard Agreement
 Small Orders

MOD/AMENDMENT

- Time Extension
 Vendor Limit Increase
 Scope Change/Price Increase/Additional Line Item(s)
 Other (specify): _____

FORMS: Requisition Special Approvals Non-Competitive Review Board (NCRB)

CONTRACT TERM: M/A Requested Term (number of months): M/A

PRE BID/SUBMITTAL REQUIREMENTS:

Requesting Pre Bid/Submittal Conference? Yes No Requesting Site Visit? Yes No

DPS 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

If applicable, 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

***NOTE:** Any non-construction Aviation request, complete the applicable section.

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's 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.

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:

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

DPS PROJECT CHECKLIST

VEHICLES/HEAVY EQUIPMENT 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:)
- Current Price List(s)/Catalog(s)
- Special Approval Form
- Exhibits and Attachments

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

- Detailed description of project listing obligations of each party.
- The Schedule of Compensation
- Deliverables
- Request for individual contract services (if applicable)
- The appropriate EPS form
- ITSC (approved by BIS)
- OBM (approved by Budget form/memo)
- Grant document attached

Attach any documentation indicating any previous purchase activity to assist in the procurement process

TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Scope of Services/Specification which sets forth all of the anticipated services and products the user department wants provided, 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.

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

DPS PROJECT CHECKLIST

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, Bidder's qualification, contract term and extension options, Contractor's 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 (50') 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/bio-waste material? Yes No

Will services require the blocking of streets or sidewalks which may affect public safety? Yes No

If Modification or Amendment request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: 058- OEC1411 1411 W. MADISON Chicago, IL 60607	REQUISITION: 31829 PAGE: 1 DEPARTMENT: 58 - OFFICE OF EMERGENCY COMMUNICA PREPARER: Amy R Gudgeon NEEDED: APPROVED: 1/23/2007
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REQUISITION DESCRIPTION

Testing Services for Ernst & Young contract T26697
 SPECIFICATION NUMBER: 54734

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
1	90783 Testing Services	253,138.00	USD	0.00	0.00

SUGGESTED VENDOR:

REQUESTED BY: Amy R Gudgeon

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	007	0100	0584065	0140	220140	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

REQUISITION TOTAL: 0.00

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 _____ for the product and/or services described herein.
(Name of Person or Firm)

This is a request for _____ (One-Time Contractor 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 Name) (Attach List) Pre-Assigned Specification No. _____
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 #: T26697 Company or Agency Name: Ernst & Young
Specification #: 54734 Contract or Program Description: testing services
Mod. #: _____ (Attach List, if multiple)

Amy Gudgeon 3-7352 Amy Gudgeon DEMC 1.24.07
Originator Name Telephone Signature Department Date

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

() PROCUREMENT HISTORY
() ESTIMATED COST
() SCHEDULE REQUIREMENTS
() EXCLUSIVE OR UNIQUE CAPABILITY
() OTHER

APPROVED BY: _____ DATE _____ BOARD CHAIRPERSON _____ DATE _____
DEPARTMENT HEAD OR DESIGNEE

**Office of Emergency Management and Communications
Ernst & Young Sole Source Modification to Contract # T 26697**

Procurement History

In October 2000, the Department of Human Resources (previously the Department of Personnel) had executed a sole source contract with Ernst & Young to provide assistance and act as the City's Advisor in providing security and independence as well as handling the logistics of administering examinations for the Chicago Police Department.

Ernst and Young has been responsible for communication with applicants, site selection for the written and oral examination administration, test material production and quality review, security over test materials, production, storage and delivery, administration of examinations, initial scanning and rescanning of applicant's examination answer sheets, reproducing applicants' examination answers for written examinations not involving Scantron answer sheets and for non-written examinations, notification of final scores and provision of data to the City.

Estimated Costs

OEMC has received an estimate for the additional testing services totaling \$253,138. At this time, OEMC will use corporate funds to pay for these professional services.

Schedule Requirements

OEMC anticipates using Ernst and Young for approximately four (4) months to test our new class of Police Communication Officers.

Exclusive or Unique Capability

The original Ernst & Young contract was approved for a sole source in 2000. At this time, OEMC wishes to modify the scope of services to include testing for our Police Communication Officers I and II. The testing services are the same as in the original contract, however, we have added additional titles.

The Police Communication Officers I and II are the first line of communication for a 911 call and provide communication between the caller and the Chicago Police Department. Although not a sworn officer, they interact directly with CPD and are in constant communication with officers in the field.

January 12, 2007

Mr. John Arvetis
City of Chicago
Office of Emergency Management Communications
120 N. Racine Avenue
Chicago, IL 60607

VIA FEDERAL EXPRESS

Dear John:

Enclosed for your review is our budget proposal for the Police Communications Operator I and Police Communications Operator II Tests. This proposal includes both the personnel-related charges and expenses for Ernst & Young LLP.

The activities covered by the proposal relate to the overall planning for the test administration, the post-application intake and test preparation activities, the two Test Day administrations utilizing Ernst & Young LLP personnel and the post-test activities, as detailed in the attached spreadsheet. This proposal does not include the application intake function for the Police Communications Operator I or Police Communications Operator II Tests or the administration of the Police Communications Typing Test.

Please call Anna Bourne (312-879-2238) or me (312-879-5113) after you have had a chance to review the proposal so that we can address any questions you may have as quickly as possible.

Warm Regards,



Corie Hasson

Encl.

cc: Anna Bourne

**CITY OF CHICAGO TESTING PROJECT:
2007 Office of Emergency Management Communications (OEMC) Examination Proposal
PERSONNEL DRAFT**

CH = Corie Hasson AB = Anna Bourne MBN = Mary Beth Nickl EA = Erik Allen

**PROPOSAL for 2007 Police Communications
Operator I & II Test**

Function	PROPOSAL Assumptions:	Personnel	Rate	Hours	Cost
Initial Exam Logistics	<ul style="list-style-type: none"> * Meet with UIC Pavilion to discuss testing dates, facility, etc. * Tour Test Site to evaluate and select seating prospects, candidate flow, etc. * Process box office tickets; obtain file of seat info / attach labels / update ticket file with bar code numbers / bundle tickets; OR create file of classroom / seat info * Design / order answer sheets; coordinate with vendor * Have tape recording made of Instructions to be played over PA at UIC Pavilion * Update hotline; coordinate with vendor * Meet with OEMC to provide update 	CH	\$290	48.0	13,920
		MBN	\$65	40.0	2,600
		AUDIT Staff	\$140	24.0	3,360
		AB	\$445	8.0	3,560
		subtotal			
Post Application Intake / Applicant Mailing	<ul style="list-style-type: none"> * Receive/review/message applicant data from OEMC * Create MS Access database of applicant information * Coordinate initial mailing to announce test dates to 1,400 applicants * Collect mail / track responses from applicants for preferred testing date in database * Monitor returned / undeliverable mail; send duplicate letters * Determine seating assignment for applicants, update database * Coordinate Notice to Report/ticket mailing to applicants * Update hotline; coordinate with vendor * Meet with OEMC to provide update <p>Note: Application Intake function performed by OEMC.</p>	CH	\$290	48.0	13,920
		MBN	\$65	60.0	3,900
		EA	\$65	20.0	1,300
		AUDIT Staff	\$140	24.0	3,360
		AB	\$445	4.0	1,780
subtotal				24,260	

**CITY OF CHICAGO TESTING PROJECT:
2007 Office of Emergency Management Communications (OEMC) Examination Proposal
PERSONNEL DRAFT**

CH = Corie Hasson AB = Anna Bourne MBN = Mary Beth Nickl EA = Erik Allen

**PROPOSAL for 2007 Police Communications
Operator I & II Test**

Function	PROPOSAL Assumptions:	Personnel	Rate	Hours	Cost
Prep for Written Test	* Design/prepare rosters for sections / classrooms using database	CH	\$290	60.0	17,400
	* Receive/coordinate copying of test materials from OEMC	MBN	\$65	80.0	5,200
	* Prepare answer sheet packages for all classrooms; fingerprint cards, etc.	EA	\$65	20.0	1,300
	* Create all procedures for workers and instructions for candidates	AUDIT Staff	\$140	40.0	5,600
	* Pack boxes of all test materials for each section/classroom for each test day	AB	\$445	10.0	4,450
	* Select and train all Test Workers; prep test site and brief OEMC personnel	subtotal			33,950
Written Test	* Create proctor / monitor folders with procedures, rosters, balance sheets, etc.				
	* Vendor relations for answer sheets, food, walkie-talkies, scanning, transportation, etc. for each testing date				
	* Update hotline; coordinate with vendor				
	* Meet with OEMC to provide update				
	Assume 1400 applicants / candidates tested, classroom setting	Proctors	\$140	350.0	49,000
	* 2 days of testing / 1 session each day	Main Proctor	\$180	63.0	11,340
	* Proctors (1 per classroom of 32 = est. 44 + 6 spares @ 7 hrs)	Monitors	\$220	63.0	13,860
	* Main Proctor (1 per section = 7 + 2 spares @ 7 hrs)	ADMIN Staff	\$45	270.0	12,150
	* Monitors (1 per 7 rooms = 7 + 2 spares @ 7 hrs)	CH	\$290	18.0	5,220
	* Staff (assist with check-in and related operation = est. 15 x 2 @ 9 hrs)	MBN	\$65	18.0	1,170
	*** Teacher Proctors (1 per classroom) - see expenses	EA	\$65	18.0	1,170
	AB	\$445	18.0	8,010	
	subtotal			101,920	

**CITY OF CHICAGO TESTING PROJECT:
2007 Office of Emergency Management Communications (OEMC) Examination Proposal
PERSONNEL DRAFT**

CH = Corie Hasson AB = Anna Bourne MBN = Mary Beth Nickl EA = Erik Allen

**PROPOSAL for 2007 Police Communications
Operator I & II Test**

Function	PROPOSAL Assumptions:	Personnel	Rate	Hours	Cost		
Post Test	<ul style="list-style-type: none"> * Unpack materials; transport answer sheets for scanning; ship used test materials back to OEMC for destruction * Modify Applicants database to create Candidates database (e.g., reflect Shows / No Shows, change of addresses, etc.) * Correct SSN errors by candidates (applicant data vs. answer sheet/roster) * Deliver scanned answer sheet data to OEMC for determining pass/fail scores * Breakdown of Test Worker materials (folders with procedures, roster, balance sheet, incident log, etc.; misc. supplies, check-in/out materials, etc.) * Update hotline; coordinate with vendor * Meet with OEMC to provide update 	CH	\$290	20.0	5,800		
		MBN	\$65	40.0	2,600		
		EA	\$65	10.0	650		
		AUDIT Staff	\$140	24.0	3,360		
		AB	\$445	4.0	1,780		
		subtotal				14,190	
		Score Letters and Various Lists	<ul style="list-style-type: none"> * Receive final scores from OEMC; sort candidate results based on out scores for pass / fail * Receive draft pass / fail letters from OEMC * Merge score letters / print / mail 1400 score letters * Monitor returned / undeliverable mail; send duplicate letters * Prepare various reports for OEMC * Update hotline; coordinate with vendor * Meet with OEMC to provide update 	CH	\$290	20.0	5,800
				MBN	\$65	40.0	2,600
				EA	\$65	20.0	1,300
				AUDIT Staff	\$140	24.0	3,360
AB	\$445			4.0	1,780		
subtotal						14,840	

TOTAL PERSONNEL BUDGET for Functions Performed Above: \$212,600

TOTAL BUDGET for 2007 Police Communications Operator I & II Tests: \$253,138

**CITY OF CHICAGO CITY OF CHICAGO TESTING PROJECT:
2007 Office of Emergency Management Communications (OEMC) Examination Proposal
EXPENSES DRAFT**

	ESTIMATE based on two testing dates
Transportation	\$4,000.00
Secured Transportation	\$1,100.00
Storage	\$4,000.00
Postage / FedEx shipping	\$1,638.00
Supplies (envelopes, colored paper, signage, etc.)	\$1,000.00
Reprographics (duplication of test materials)	\$2,500.00
NCS forms (ticket labels, answer sheets)	\$1,800.00
Scanning (a)	\$1,500.00
Meals	\$1,500.00
Hotline	\$2,000.00
Teacher Proctor Contracting (b)	\$10,500.00
Walkie-Talkie Rental	\$5,000.00
Other Expenses	\$4,000.00
Total	\$40,538

(a) Scanning of applications will be done by Data Lab Corp. in Niles.

(b) Teacher Proctors will be contracted through BPS temporary agency. Approximately 50 Teacher Proctors @ \$150 per day + agency fees.
(50 Teacher Proctors @ \$210 per day = \$10,500)