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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 Newsclip Communications Group 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 X **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)  
Maria Castaneda (312) 744-4211 Maria Castaneda CDOT 2/8/07  
Originator Name Telephone Signature Department Date

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

<input checked="" type="checkbox"/> <b>PROCUREMENT HISTORY:</b> Newsclip is located within the City of Chicago and has provided Chicago neighborhood newspaper news clips to CDOT since 1997. They are very familiar with the type of story to look from each neighborhood newspaper.	
<input checked="" type="checkbox"/> <b>ESTIMATED COST:</b> \$8,000	
<input checked="" type="checkbox"/> <b>SCHEDULE REQUIREMENTS:</b> Delivery of clips on a twice-weekly basis from February 1, 2007 through December 31, 2009.	<b>S. S. R. B.</b> DATE <u>3-1-07</u>
<input checked="" type="checkbox"/> <b>EXCLUSIVE OR UNIQUE CAPABILITY:</b> PLEASE SEE ATTACHED	APPROVED _____ CONDITIONALLY APPROVED <u>MJA</u>
<input type="checkbox"/> <b>OTHER:</b>	RETURN TO DEPT _____ DISAPPROVED _____

APPROVED BY [Signature]  
DEPARTMENT HEAD  
OR DESIGNEE

DATE

[Signature]  
BOARD CHAIRPERSON

3-1-07  
DATE

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<input type="checkbox"/> <b>OTHER:</b>	

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

## **EXCLUSIVE OR UNIQUE CAPABILITY:**

Newsclip clips news articles from all of the small neighborhood newspapers that are located within the City of Chicago. Anyone can read the major larger Chicago newspapers, we rely on Newsclip to review and clip news articles from the obscure newspapers that are produced and distributed within communities and neighborhoods throughout the City of Chicago. Some of the newspaper they review include the Beverly Review, Pioneer Press, Polonia Today (English/Polish), Citizen Newspapers and Lawndale (English/Spanish) to name a few. In addition, they also read the major larger newspapers in Chicago and any other publications that we request including national publications and trade magazines and various bilingual publications. They also can provide copies of News broadcasts from TV both locally and nationally.

Each clipping provides the following information: name of the publication, date, published information (daily, weekly, monthly) and circulation figures.

In addition to provide newspaper clippings Newsclip also produces the *Illinois Media Guide* book. The *Illinois Media Guide* is an annual publication, which lists all print, television and radio media in Illinois. The Guide includes all pertinent information for all media outlets within the State of Illinois this information includes the address, phone, email and fax as well as contact person, advertising rates and distribution information. The Media Guide is essential in identifying contacts and media publications for photo op mailing and other media outreach throughout Chicago.

Upon intensive research, CDOT has not been able to identify another source that can provide these unique services. It is Newsclips ability to provide all of the above mentioned items that makes them unique and essential to CDOT's communication team.



363 West Erie • Chicago, IL 60610 • 312/751-7300 • fax 312/751-7306  
www.newsclip.com • customerservice@newsclip.com

January 26, 2007

Attn: Maria Castaneda, CDOT  
From: Susan Phillips

Dear Ms. Castaneda,

This letter is to inform you the cost of maintaining Newsclip service from 2/1/07 to 2/28/09. Newsclip is the only news and video clipping service agency in the state of Illinois and we are the only company that can provide the services that we offer the Chicago Department of Transportation .

The basic cost of the service is \$105.00 per month. For this fee, our readers read all Chicago based publications – nearly 150 newspapers (dailies, weeklies, monthlies), magazines as well as ethnic and special interest publications. The cost of each clip \$.98. Our readers mark each publication and note all articles that CDOT wants. Our cutters then cut out these articles and attach tabs to each clip that tell the name of the publication, the date, how often it is published – whether a monthly, weekly, etc - as well as circulation figures so your organization can keep track of how many people may have read the clip. These clips can either be mailed to your office twice a week on Tuesdays and Fridays or e-mailed for an additional \$.60 per clip. In addition, we also offer a fax service. If there is a clip you need to see right away, we can track the clip, photocopy it and fax it to your office at the cost of \$2.00. Newsclip also has a video clipping service that our clients use on an “as needed” basis – we cover all Chicago news broadcasts and can send stories to our clients at the cost of \$75.00 up to five minutes per broadcast. Bulk video orders can be offered at a lower cost.

Newsclip also publishes the Illinois Media Guide, an annual publication with all print, television, and radio outlets in Illinois. The entry for each includes all pertinent information: addresses, phone and fax numbers as well as staff names and advertising rates. There are nearly 1300 entries in the Illinois Media Guide and it is updated once a year. The cost will be \$225.00

Please call if you have additional questions

Sincerely,

A handwritten signature in black ink that reads "Susan Phillips". The signature is fluid and cursive.

Susan Phillips

The company must provide news clips (clippings of news articles) from a variety of publications that include: newspapers, trade magazines and newsletters. On a daily basis they must read/review all Chicagoland newspapers and publications, both locally and nationally. **It is mandatory that they provide the following services:**

Guideline for publication types

- All major Chicago newspapers
- All Chicago community newspapers
- All bilingual publications
- Appropriate trade magazines (upon request)
- Appropriate newsletters (upon request)

Guideline for identifying articles

Clip article with, but not limited to, the following key words

- Chicago Department of Transportation (CDOT)
- Street resurfacing
- Streetscape
- Neighborhoods alive
- Bridge reconstruction and/or rehabilitation

Guideline for labeling articles

- Original newspaper clip
- Name of publication
- Date that the article appeared in the publication
- How often they published (monthly, weekly, etc.)
- Circulation figures

Guideline for mailing/e-mail/faxing articles

- Mailed biweekly (Tuesday and Friday)
- Fax articles upon request
- E-mail articles upon request

Other Services

- It is absolutely essential that they provide 4 copies of the *Illinois Media Guide*. The Media Guide is an annual publication, which lists all print, television and radio media in Illinois. It is divided into several sections such as daily, monthly, bilingual and special publications. The Guide includes all pertinent information such as, addresses, phone and fax numbers, contacts and advertising rates.
- Video clips – they must provided a rush copy (e.g. via messenger service), upon request video clip from but not limited to the following TV stations:
  - WBBM/CBS - Channel 2
  - WMAQ/NBC - Channel 5
  - WLS/ABC - Channel 7

- WGN- Channel 9
  - WFLD/FOX – Channel 32
  - WSNS – Channel 44 (Spanish station)
  - WTTW – Channel 11
  - WGBO- Channel 66 (Spanish station)
  - CLTV – Cable news station
  - Also, with little advance notice, tape local featured programs as well as national news shows and arrange to cover virtually any program
- Upon request, provide a written transcript of a story or a program.

# 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: 2-8-07  
 REQ No.:

Contact Person: James Bracewell  
 Tel: 4-3106 Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 @cityofchicago.org

PO No.: (if known):

Project Manager: MARIA CASTANEDA  
 Tel: 4-4211 Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 @cityofchicago.org

Modification No.: (if known):

Previous PO No.: (if known): PO # 3020  
(Work Services - Small Order)

Project Description:

Newspaper Service

**FUNDING:**

- City:  Corporate  Bond  Enterprise  Grant\*  Other  
 State:  IDOT/Transit  IDOT/Highway  Grant\*  Other  
 Federal:  FHWA  FTA  FAA  Grant\*  Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
	<u>07</u>	<u>400</u>	<u>84</u>	<u>2015</u>	<u>0140</u>	<u>0140</u>				<u>25,000</u>

\*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply. Estimated Value \$ 25,000

Vendor Limit for 2 years of Services

**SCOPE STATEMENT:**

Attached is a Detailed Scope of Services and/or Specification

Requesting: Sole Source - Small PO - Term Agreement Just Like last time PO # 3020

**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: 2 years Requested Term (number of months): 2 one year extension Options

**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)

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## 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.

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## 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:

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## 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:

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## 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:

N/A

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

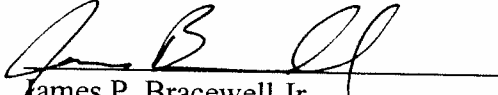


CITY OF CHICAGO  
DEPARTMENT OF TRANSPORTATION  
Division of Administration  
Contracts Section

07 FEB 16 PM 3:59

**MEMORANDUM**

**TO:** Claude Humphrey  
Deputy Procurement Officer  
Department of Procurement Services

**FROM:**   
James P. Bracewell Jr.  
Director of Administrative Services

**SUBJECT:** Request for Non-Competitive Procurement  
Commodities Small Order – NewsClip Services  
Vendor: Newsclip Communications Group  
Requisition No.: 32286

**DATE:** February 16, 2007

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Attached please find the above original request for Non-Competitive Procurement Work Services. Please request the Non-Competitive Procurement Board to schedule an appointment with Maria Castaneda, Fred Roberson and myself to attend the Non-Competitive Procurement Board meeting.

Thank you. Please call Fred Roberson at 744-4146 if you have any questions or need any additional information.

cc: File  
Maria Castaneda