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 Newsclick Communications Group for the product and/or services described herein.

This is a request for: ____ (One-Time Contract or P.O. per 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. (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
Originator Name Telephone Signature

CDOT 2/8/07
Department Date

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

(X) PROCUREMENT HISTORY: Newsclick 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.

(X) ESTIMATED COST: $8,000

(X) SCHEDULE REQUIREMENTS: Delivery of clips on a twice-weekly basis from February 1, 2007 through December 31, 2009.

S. S. R. B.
DATE 3-1-07

(X) EXCLUSIVE OR UNIQUE CAPABILITY:

APPROVED

CONDITIONALLY APPROVED

RETURN TO DEPT.

DISAPPROVED

PLEASE SEE ATTACHED

(X) OTHER:

APPROVED BY

DEPARTMENT HEAD
OR DESIGNEE

DATE

BOARD CHAIRPERSON

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)

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Specification #: ____________

Contract or Program Description: ____________

Mod #: ____________

(Attach List, if multiple)

Maria Castaneda

Originator Name

Telephone (312) 744-4211

Signature

CDOT

Department

2/8/07

Date

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(X) EXCLUSIVE OR UNIQUE CAPABILITY:

PLEASE SEE ATTACHED

( ) OTHER:

APPROVED BY:

DEPARTMENT HEAD
OR DESIGNEE

DATE

BOARD CHAIRPERSON

DATE

OPCS-JNUP Form (Rev 11/03/02)
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 newspapers 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.
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 $9.98. 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,

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**

**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:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>01-08-07</th>
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<tbody>
<tr>
<td>REQ No.:</td>
<td>(if known):</td>
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<tr>
<td>PO No.:</td>
<td>(if known):</td>
</tr>
<tr>
<td>Modification No.:</td>
<td>(if known):</td>
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<tr>
<td>Project Description:</td>
<td>Newsclip Service</td>
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**FUNDING:**

<table>
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<th>City:</th>
<th>Corporate</th>
</tr>
</thead>
<tbody>
<tr>
<td>State:</td>
<td>IDOT/Transit</td>
</tr>
<tr>
<td>Federal:</td>
<td>FHWA</td>
</tr>
</tbody>
</table>

**LINE FY FUND DEPT ORGN APPR ACTV OBJT PROJECT RPTG $ DOLLAR AMOUNT**

| 07 | 400 | 64 | 2015 | 0140 | 0140 | |

*Estimated Value $ 25,000

**SCOPE STATEMENT:**

- 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

Form Dated 03/10/2006
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 airsides? 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:

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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: [Signature]
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

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

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