

FILE COPY

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" for all contracts within the _____ (Attach List) Pre-Assigned Specification No. _____
(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 #: T24334
Specification # B09487602
Modification #: _____

Company or Agency Name: CAPFS/LEPS JOINT VENTURE
Contract or Program Description: PSYCHOLOGICAL SCREENING & EVALUATION SERVICES

(Attach List, if multiple)

Molly Longanecker 312-745-5599
Originator Name Telephone

 CPD 10 June 08
Signature Department Date

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

<input type="checkbox"/> PROCUREMENT HISTORY - SEE ATTACHED
<input type="checkbox"/> ESTIMATED COST - NA
<input type="checkbox"/> SCHEDULE REQUIREMENTS - NA
<input type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY - SEE ATTACHED
<input type="checkbox"/> OTHER -NA

S. S. R. B.
DATE 6/17/08
Recommendation 4-0

APPROVED BY: 
DEPARTMENT HEAD OF DESIGNEE

11 JUNE 2008
DATE


BOARD CHAIRPERSON

6/17/08
DATE

Center for Applied Psychology (CPFA)

Procurement History

1. It was determined that the Chicago Police Department was in need of a vendor to assess the psychological status of both its incumbent police officers and those candidates seeking employment as a Chicago Police Officer. By utilizing this type of testing and interview techniques candidates could be assessed as to their ability to cope with the various stressors associated with the position of police officer. One of the procedures utilized by those researching the backgrounds of applicants has included the Personal History Questionnaires (PHQs). These two questionnaire forms are completed by all those wishing to become a member of the Department, to initially access their backgrounds and to provide an initial screening for the personal psychological interviews. These questionnaires were created by and are owned by CPFA. They play a vital part in the screening of candidates. The services of CPFA are used to evaluate any issues an incumbent officer may develop as a result of the pressures put upon them after being exposed to traumatic incidents or other issues whether on the job or in their personal lives that may cause such a negative affect on their work performance that they would be considered unfit for duty. Acting upon such issues as quickly as possible ensures the well being of not only the officer involved by that of other officers and the citizens they serve.

The implementation of the psychological screenings performed by CPFA has positively affected the mental well being of the Department. Since the inception of this type of psychological service numerous incumbent officers have been screened for fitness for duty evaluations and have received the help they needed in order to continue to be efficient, productive members of the Department. Additionally, many candidates that would have been considered unfit and perhaps a liability to the City and the Department have been rejected for consideration of employment due to the PHQ and the personal interview conducted by CPFA. The use of the initial personal psychological screening test allows the psychologists to get a more complete picture of the individual being screened.

2. See answer question #1.
3. Attempts made to competitively bid for requirement of psychological services was done originally through an RFP. Currently it is requested that this service be handled under a sole source requirement. To ensure consistency in the incumbent screenings and candidate process it is important that the Department's standards are strictly adhered to. The CPFA has had extensive experience in dealing with the Chicago Police Department's members and applicants. Based upon this experience, specifically with the needs and requirements of this Department, they can affectively determine what resulting issues may arise due to various psychological indicators presented by officers or candidates. One of the methods used to screen candidates for their mental stability to become police officers are the PHQs.

It can not be stressed enough within this request the usefulness of the PHQs. These questionnaires show initial indications of individuals that will not be suited for employment within the Department. It gives the psychologists that conduct the personal interviews with each of the prospective candidates, indicators of possible personality problems. In addition, background investigators use these questionnaires to screen for those who have conflicting statements when compared to results of background investigations. In this manner any candidate wishing to provide false impressions as to their history and qualifications will be eliminated due to the signed statements given on their PHQs. These forms are owned by the CPFA. In order to utilize it if the Department was to switch to another agency a fee would have to be paid to CPFA which is currently a covered expense in the existing contract. Any effort to change this practice or not use the PHQs could result in candidates which are less qualified defeating the initial process thereby possibly resulting in an offer of employment and ultimately a potentially embarrassing, costly, problem for the City.

There is no other company that can provide the PHQs to this agency.

4. Does not apply.
5. Future requests should be sole source.
6. See question #3

Cost

1. The estimated future costs for these services are:
 - a. Incumbents \$1,225,225.00
 - b. Applicants \$ 687,500.00The funding is Corporate Funding
2. For the year 2007 the following has been allotted:
 - a. Incumbents \$ 245,045.00
 - b. Applicants \$ 137,500.00
3. See question #2
4. The Department would realize a cost savings by retaining the contract through CPFA. The Department will not maintain efficiency in investigating candidates without the use of the PHQs. If another company is to win this contract, a significant amount of additional monies would have to be requested to maintain the use of this form. If lost the entire investigation process would have to be revised resulting in a lag time for hiring candidates (which would eventually lead to less officers on the street), the need to retrain investigators, and a chance that any inappropriate candidate hired may cause the City large amounts of money if liability was determined to be due to a mistake an officer made.



Richard M. Daley
Mayor

Department of Police • City of Chicago
3510 S. Michigan Avenue • Chicago, Illinois 60653

Jody P. Weis
Superintendent of Police

TO: Brent Walters
Deputy Procurement Officer
City of Chicago Department of Procurement Services
June 11, 2008

FROM: Molly Longanecker
Supervisor of Contracts
Chicago Police Department

SUBJECT: Sole-Source Justification – Applied Science CAPFS/LEPS

The Chicago Police Department and the Department of Procurement Services have formed a committee to evaluate the RFP for the new contract for psychological screening & evaluation services. The ultimate goal was to award a new contract before the current contract expires. Unfortunately beyond our control two individuals from the committee have left the City and it has taken time to replace them. We are still moving forward as carefully and quickly as possible on the RFP evaluation process. The short term time extension would allow CPD to continue with psychological screening & evaluation services with no interruption in service.

We respectfully request your approval for a short term time extension of six months or until award of new contract.

A handwritten signature in black ink, appearing to read "Molly Longanecker".

Molly Longanecker
Supervisor of Contracts
Chicago Police Department
312-745-5599

**CITY OF CHICAGO
 PRE-APPROVED
 MODIFICATION / OVERRIDE REQUISITION**

REPRINT

DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 38786 For PO Number: T24334 PAGE: 1 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Esther M Shelby NEEDED: PRE-APPROVED: 6/11/2008
--	---

REQUISITION DESCRIPTION

REQUEST EXTENSION FOR 6 MONTHS;
 T24334/CAPFS/LEPS JOINT VENTURE
 SPECIFICATION NUMBER: B09487602
 Mod Reason: TIME EXTENSION

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	94876 EXTEND FOR 6 MONTHS FROM 7/1/08 THRU 12/31/08	6	Month	0.00	0.00						
SUGGESTED VENDOR:		REQUESTED BY: Esther M Shelby									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	008	0100	0573026	0340	220340	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

REQUISITION TOTAL: 0.00