

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 **the Office of Emergency Management and Communications** for the product and/or services described herein.

This is a request for _____ (Name of Person or Firm)
(One-Time Contractor Requisition # 40374, 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 #: 14566
Specification # 54902

Company or Agency Name: Richard G. Nore, LLC

Modification #: _____

Contract or Program Description:
Telecommunications Consulting
(Attach List, if multiple)

Rosemary McDonnell 743.7369

Originator Name Telephone

Signature OEMC 10/17/2008
Department Date

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

<input checked="" type="checkbox"/> PROCUREMENT HISTORY	
See Attached	
<input checked="" type="checkbox"/> ESTIMATED COST	
See Attached	
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS	
See Attached	
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY	
See Attached	
<input checked="" type="checkbox"/> OTHER	
See Attached	

APPROVED BY: [Signature]
DEPARTMENT HEAD OR DESIGNEE
Raymond Orozco, Executive Director

10/17/08
DATE

[Signature]
BOARD CHAIRPERSON

12/02/08
DATE

[Signature]
Chief Procurement Officer

12/15/08
Date of Approval

**OEMC Sole Source Request
Richard G. Nore, LLC
Contract Extension**

PROCUREMENT HISTORY

The Office of Emergency Management and Communications (OEMC) request a contract extension for Purchase Order 14566: Richard G. Nore, LLC, to provide invaluable telecommunication consulting services. Mr. Nore has provided consulting services to OEMC since 1999. It is imperative that OEMC continue to receive his expertise on numerous telecommunication projects, including the rollout of the enhanced AT&T Platform. The Platform will be installed in 2009 and Mr. Nore is needed to develop systems integration and alignment. He will also provide new systems training for OEMC staff.

The current contract with Richard G. Nore, LLC is set to expire January 31, 2009. OEMC requests to extend the contract through the end of 2009 and add increased funding to sustain Mr. Nore's valuable services.

ESTIMATED COST

OEMC requests an extension for 1 year (52 weeks). The contract would end January 31, 2010. OEMC requests to pay Mr. Nore for 35-40 hours of consulting service per week, at a rate of \$58 per hour. Total compensation requested is \$120,640.

SCHEDULE REQUIREMENTS

Compensation

Mr. Nore will be paid for services at an hourly rate, based on bills submitted for services performed, and based on satisfactory delivery of the services specific in the current contract with the City.

EXCLUSIVE OR UNIQUE CAPABILITY

Richard G. Nore, LLC has consulted to the OEMC since 1999 is and has a comprehensive understanding and extensive expertise with OEMC's critical emergency platforms. It is imperative to maintain this continuity with Mr. Nore and his consulting services. He has provided critical information to OEMC that allows for continuity in emergency service. At this juncture, OEMC's emergency operations could be compromised the Department is not able to extend Mr. Nore's contract.

Consultant Responsibilities

Mr. Nore has numerous responsibilities. These include programming, troubleshooting, system reconfiguration, platform development, training, and reporting. Mr. Nore will

provide OEMC with all of the required reports as stipulated in the current contract. These responsibilities include, but are not limited to, the following:

- Performs programming of all telecommunication platform
- Ensures integrity of Universal Emergency Database
- Maintains performance with Emergency Communication System
- Performs all activities as necessary to provide OEMC an accurate assessment of the operational performance of the Enhanced 9-1-1 System and Enhanced 3-1-1 System. Activities include:
 - a. Evaluation of daily scheduled ACD/MIS reports
 - b. Evaluation of resource and agent deployment
 - c. Evaluation of trouble logs related to the PSAP call taker workstations supporting hardware and software products at the OEMC and BCF
- Provides monthly, quarterly and year-end summaries of the performance of the City's Emergency Communications Network
- Provides reports and/or summaries required to support the resolution of hardware/software anomalies, trouble reports and Enhanced 9-1-1 and 3-1-1 system malfunctions; and act in concert with the responsible vendor(s) for timely resolution of identified exceptions
- Evaluates performance of the AT&T Network Monitoring System, which includes:
 - a. Status and update integrity
 - b. Alarm generation, visual and audible
- Evaluates the Enhanced 9-1-1 and 3-1-1 System designs or potential performance degradation and single point failures; makes recommendations relative to the reliability of the Enhanced 9-1-1 and 3-1-1 Systems and recommend the hardware/software, procedural and administrative processes necessary to support recovery strategies
- Provides design, advice and engineering support for public and private telecommunications at the PSAP, BCF and public safety facilities at the request of the Executive Director
- Makes recommendations deemed appropriate to correct or improve the overall performance, real -time integrity and/or long term reliability of the OEMC, the Enhanced 911 and 311 System
- Attends meetings and conferences necessary to support the concerns of the City relevant to the enhanced 911 System, enhanced 311 System, public safety communications and OEMC telecommunications

Deliverables

Mr. Nore understands the sensitivity and proprietary nature of documents and records pertaining to the Enhanced 911 and 311 System. OEMC telecommunications and public safety facilities and as such, agrees to act in the best interest of the City and with the approval of the Executive Director.

Monthly Progress Reports

- Reports shall describe the following for that time period and shall be presented on the 5th calendar day of each month:
 - a. Basic tasks performed by Consultant
 - b. System issues encountered, if any
 - c. Actions taken to address and correct system issues and resolution of those actions
 - d. Any training conducted
 - e. Recommended system upgrades, enhancements and or corrections, if any

Quarterly Overview of Work

- Overview shall be completed and delivered to the Executive Director of OEMC on a quarterly basis throughout the duration of the project. The overview shall outline and describe the following:
 - a. Overview of major system issues, actions taken to address and correct them, and resolution of those actions
 - b. Recommendations for system upgrades, enhancements and/or corrections, and the reasons for those recommendations
 - c. Description of what, if any, training provided to City staff was completed
 - d. Recommended training plan and timetable forth following calendar year
 - e. Percentage and dollar value break down of Consultant time spent on:
 - Systems monitoring
 - Producing reports
 - Planning for system upgrades, reconfigurations or maintenance
 - Reconfiguration or upgrade of systems
 - Maintenance of systems
 - Other tasks

Training

In carrying out its Services, Mr. Nore shall be responsible for training City staff in relevant areas. He must furnish statistics on data including, but not limited to:

- a. Type of training; instructions, classroom
- b. City staff that were trained
- c. Total number of hours trained by individual staff person
- d. Results of that training

Mr. Nore is responsible for scheduling any training during normal work hours and shall absorb the cost to provide training as part of its standard fee. Exceptions to this will be considered, but must have prior written consent by the Executive Director of OEMC.

OTHER

Staff Turnover

It is critical that Mr. Nore remain as Consultant to OEMC so he can provide his services that will sustain the technology infrastructure. Several key personnel recently left OEMC and Mr. Nore has assumed their responsibilities over major technology platforms. OEMC would be severely hampered in providing critical security services if Mr. Nore's contract is not approved for extension.



City of Chicago
Richard M. Daley, Mayor

Office of Emergency Management
and Communications

Raymond Orozco
Executive Director

120 North Racine Avenue
2nd Floor
Chicago, Illinois 60607-2010

<http://www.cityofchicago.org>

October 20, 2008

Mr. Gustavo Giraldo
Department of Procurement Services
121 N. LaSalle St., Suite 403
Chicago, IL 60602

SUBJECT:	Sole Source Request
CONTRACT TYPE:	Professional Services
CONTRACT TITLE:	911 Communications Subject Matter Expert
VENDOR:	Richard G. Nore, LLC
ESTIMATED ANNUAL COST:	\$120,640

Dear Mr. Giraldo:

I am writing to respectfully submit a request to the Sole Source Review Board to allow OEMC to extend its current Professional Services contract with Richard G. Nore, LLC. Mr. Nore is a veteran of 20 years with AT&T and 10 years with OEMC. He has unique knowledge of the existing 911 communications platform and the processes and procedures of the OEMC. He is very familiar with the AT&T technology and procedures necessary to deliver a successful transition from the existing to the new platform.

Several OEMC Technology staff recently left the Department, and Mr. Nore is assuming their responsibilities. He is the only one with the expertise to assume all responsibilities relative to the technology platform. The OEMC's critical infrastructure could be compromised without Mr. Nore's oversight on rollout of the new communications platform.

In support of this request, please find the attached:

1. DPS Project Checklist
2. Requisition 40374
3. Justification for Non-Competitive Professional Services Contract Form

Please feel free to contact me at 743.7369 with any questions.

Regards,

Rosemary McDonnell
Grants Research Specialist

Cc: James Argiropoulos, OEMC
Aric Roush, OEMC
Frank Lindbloom, OEMC
Amy Gudgeon, OEMC
John D. O'Brien, Procurement



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: 10.20.08
 REQ No.: 40374

Contact Person: Rosemary McDonnell
 Tel: 743.7369 Fax: E-mail:rmcdonnell@cityofchicago.org

PO No.: (if known): 14566

Project Manager: Aric Roush
 Tel: 746.9268 Fax: 746-9202 E-mail: Aroush@cityofchicago.org

Modification No.: (if known):

Previous PO No.: (if known):

Project Description: Professional Services Contract supporting construction of AT&T Emergency Communications Platform.

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
	008	0100	58	4120	140	220140				120640

Estimated Value \$120,640

*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): Professional Services Contract

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

CONTRACT TERM: 2/1/2009-12/31/2010 **Requested Term (number of months):** Addtl. 12 Months

DPS PROJECT CHECKLIST

PRE BID/SUBMITTAL REQUIREMENTS:

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

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
PRE-APPROVED
MODIFICATION / OVERRIDE REQUISITION**

Copy (Department)

DELIVER TO: 058- OEC1411 1411 W. MADISON Chicago, IL 60607	REQUISITION: 40374 For PO Number: 14566 PAGE: 1 DEPARTMENT: 58 - OFFICE OF EMERGENCY COMMUNIC PREPARER: Rosemary C Mc Donnell NEEDED: PRE-APPROVED 10/15/2008
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REQUISITION DESCRIPTION

Rich Nore Consulting Services for 911 Projects SPECIFICATION NUMBER: 54902
 SPECIFICATION NUMBER: 54902
 Mod Reason: DOLLAR AMOUNT CHANGE

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	91895 TIME EXTENSION	365.00	Day	0.00	0.00						
SUGGESTED VENDOR:		REQUESTED BY: Rosemary C Mc Donnell									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	008	0100	0584120	0140	220140	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
2	91895 VENDOR LIMIT INCREASE	120,640.00	USD	0.00	0.00						
SUGGESTED VENDOR:		REQUESTED BY: Rosemary C Mc Donnell									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	008	0100	0584120	0140	220140	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
REQUISITION TOTAL:											0.00