

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 CHARLES BOWEN 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
 _____ (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 #: _____ Company or Agency Name: _____
 Specification #: _____ Contract or Program Description: _____
 Mod. #: _____ (Attach List, if multiple)

MICHAEL P. PALUMBO
Originator Name

745-5794
Telephone

M. Palumbo
Signature

Police
Department

10/14/05
Date

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

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

APPROVED BY: *M. Palumbo*
DEPARTMENT HEAD OR DESIGNEE

10/14/05
DATE

BOARD CHAIRPERSON

DATE

Mowing J. Khan

PROCUREMENT HISTORY (INCLUDING FUTURE PROCUREMENT OBJECTIVES)

1. Describe the requirement and how it evolved from initial planning to its status.

The Chicago Police Department seeks to enter into a short-term contract with Charles Bowen to provide services in the areas of minority recruitment and the development of police-community joint programs. Over this time Mr. Bowen has developed extensive and extremely trustworthy relationships with the community that the Police needs to reach out to. The Police Department has not previously contracted with Mr. Bowen for such services, and would like to enter into a one year contract with a one year extension option to provide these services on a limited, interim basis.

2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.

This is a first time requirement.

3. Explain attempts made to competitively bid the requirement. (Attach copy of notices and list of sources contacted)

Over twelve (12) people, from throughout the country, were interviewed to see if they were capable to make the same impact as Mr. Bowen. No suitable candidate was found that had the years of experience or expertise of Mr. Bowen. An integral part of Mr. Bowen's individual contract, which will serve the best interest of the City will be able to mentor and facilitate the future person performing this task, if needed.

4. Describe all research done to find other sources. (List other cities contacted, companies in the industry contacted, professional organizations, periodicals and other publications used).

See Number Three (3) above.

5. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?

See Number Three (3) above.

6. Explain whether or not future competitive bidding is possible. If not, why not?

This will need to be determined.

ESTIMATED COST “ ESTIMATED COST “

1. **What is the estimated cost for this requirement (or for each contract, if multiple awards contemplated)? What is the funding source?**

The estimated cost will have an annual cap not to exceed \$100,000.00. The funding source will be 005-0100-992005-0140-0140.

2. **What is the estimated cost by fiscal year, if the job project or program covers multiple years?**

See Number 1 above.

3. **Explain the basis for estimating the cost and what assumptions were made and/or data used (ie. Budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimate, etc).**

The cost of ~~\$75.00~~ ^{100.00 per quote} an hour seems appropriate and in line with other City individual contracts of this nature.

4. **Explain whether the proposed Contractor or the City has a substantial dollar investment in original design, tooling or other factors which would be duplicated at City expense if another source was considered. Describe cost savings or other measurable benefits to the City which may be achieved.**

Does Not Apply

5. **Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.**

The quote of \$75.00 per hour is acceptable and reflects other consultants of this nature.

SCHEDULE REQUIREMENTS "SCHEDULE REQUIREMENTS"

- 1. Explain how the schedule was developed and at what point the specific dates were known.**

Does Not Apply.

- 2. Is lack of drawings and /or specifications a constraining factor to competitive bidding? If so, why is the proposed Contractor the only person or firm able to perform under these circumstances? Why are the drawings and specifications lacking? What is the lead time required to get drawings and specifications suitable for competition? If lack of drawings and specifications is not a constraining factor to competitive bidding, explain why only one person or firm can meet the required schedule.**

Does Not Apply,

- 3. Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.**

Does Not Apply.

- 4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.**

Does Not Apply

EXCLUSIVE OR UNIQUE CAPABILITY “EXCLUSIVE OR UNIQUE CAPABILITY”

- 1. If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications, other factors make this person or firm exclusively or uniquely qualified for the project. Attach copy of cost proposal and scope of services.**

For over 15 years, Mr. Bowen has been the City of Chicago’s liaison to the faith-based community. In this role, he has provided the critical service of establishing alliances with churches and religious organizations throughout Chicago; established boards and commissions involving city agencies and religious leaders; worked with city departments to provide information to minority populations about social services; diffused community tensions over city actions and policies; helped develop affordable housing and a military academy; and been a leader in recruiting members of minority and faith-based communities to city employment.

As a result of his prior position, Mr. Bowen has established a unique relationship with the Chicago faith-based community. He not only has extensive contacts with the leaders and membership of religious organizations, but also has earned their unprecedented trust. This trust – and the personal knowledge he has of the needs of these communities – means that he is uniquely suited to act as a consultant on areas relating to the relationship of the Chicago Police Department to minority residents. Because Mr. Bowen has worked for the City, he understands the City’s crime-prevention needs. Because he has worked so closely with minority communities, he understands how the City’s policies and practices impact residents’ lives. In this way, he is singularly situated to help develop public safety policies that reflect the meaningful input of minority communities.

Mr. Bowen’s unique experience will allow him to provide critical advice in two particular areas: (1) a review of the Chicago Police Department’s current disciplinary procedures and processes; and (2) a review of the CAPS program and the development of additional community policing strategies. In addition, he will work with the Police Department to develop a plan to actively recruit minority men and women to join the police force. In order for a consultant to be effective in these areas, they must have a deep knowledge and working trust of the community, and be familiar with the needs of and pressures on the City. Mr. Bowen’s prior work experience has given him this dual insight and makes a sole source agreement a necessity at this time.

2. **Does the proposed firm have personnel considered unquestionably predominant in the particular field?**

See Number 1 above.

3. **What prior experience of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?**

See Number 1 above.

4. **What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature which is vital to the job?**

Does Not Apply.

5. **What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which make them the only source who can perform the work within the required time schedule without unreasonable costs to the City?**

Does Not Apply.

6. **If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features and/or functions the items have which no other brands or models, etc. possess. Is compatibility with existing equipment critical from an operational standpoint? Explain why.**

Does Not Apply.

7. **Is completion precluded because of the existence of patent rights, copyrights, trade secrets, technical data or other proprietary data?**

Does Not Apply.

MBE/WBE COMPLIANCE PLAN

1. **All submissions must contain detailed information about how the proposed firm will comply with the requirements of the City's Minority and Women Owned Business program. All submissions must include a complete C-1 and D-1 form, Which is available on the Procurement Service page on the City's intranet site.**

Non-Stated Goals is being requested.

OTHER "OTHER"

1. **Explain other related considerations and attach all applicable supporting documents (an approved Information Technology Strategy Committee (ITSC) form, an approved Request for Individual Contract Services form, etc.)**

Does Not Apply.

REVIEW AND APPROVAL "REVIEW AND APPROVAL"

This form must be signed by both the Originator of the request and approved by the Department Head or authorized designee. After review and final disposition from the Board, this form will be stamped to indicate the final disposition and signed by the Chairperson of the Board Head or authorized designee. After

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: 11/17/05 Contact Person: M. PALUMBO
 REQ No.: 23982 Tel: 5-5798 Fax: 5-6841 E-mail: _____
 Specification No.: 41111 Project Manager: _____
 PO No.: (if known): _____ Tel: 5-5794 Fax: 5-6841 E-mail: _____
 Modification No.: (if known): _____ Previous PO No. (if known): _____
 Project Description: Community Relations - January 1, 2006 - December 31, 2006

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	S DOLLAR AMOUNT
001 001	005	0100	99	94205	014D		22014D			100,000.00 (DUA)
Estimated Value \$ <u>100,000.00 (DUA)</u>										

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: 1 year Requested Term (number of months): 1 year option

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.

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

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

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/interim)

Grant document attached

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

**CITY OF CHICAGO
PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 23982 PAGE: 1 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Glenda W White Clark NEEDED: PRE-APPROVE
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REQUISITION DESCRIPTION

Community Relations-Professional Services
 SPECIFICATION NUMBER: 41111

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	91826 Community Relations	1,000	Hour	100.00	100,000.00						
SUGGESTED VENDOR:		REQUESTED BY: Glenda W White Clark									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	
1	005	0100	0992005	0140	220140	0000	00000000	000000	00000	0000	100,000.00
LINE TOTAL:											100,000.00
REQUISITION TOTAL:											100,000.00

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose. Requisitions prepared incorrectly will be returned to the using department.

SCOPE OF SERVICES:

1. Develop a recruiting and outreach program for the Chicago Police Department.

Mr. Bowen will assist the CPD in formulating proposals, assist in developing a marketing plan and using his extensive experience, evaluate the needs of the minority community to enhance the recruitment of and retention of minority police officers.

Through his long standing working relationship with the faith-based leaders, Mr. Bowen will assist the CPD in their community outreach efforts which will include the review of their disciplinary process to ascertain its effectiveness; evaluation of the CAPS program by assessing the need for revision; and advising/assisting the CPD in developing crime fighting initiatives that involve community participation .

2. Provide training for the replacement person: With over 15 years of experience in dealing with community and political leaders and several members of the religious community, Mr. Bowen's vast wealth of knowledge will enable him to train and mentor someone to take over his duties. Mr. Bowen will be responsible for ensuring that the highest quality of commitment and service are provided to both the community and members of the CPD. Mr. Bowen will also ensure an adequate amount of time is spent with this trainee prior to Mr. Bowen's departure to re-assure all involved of the continuation of the positive working relationships.

Chicago Police Department Liaison Interview Outline

Duties will include, but not be limited to: evaluation/assessment of the CPD's disciplinary review process; participate in the development of strategies and revision of policies (specifically to address the Traffic Stop Study); evaluation and review of CAPS; assist in a diversity recruiting program; enhance community involvement with CPD.

- I. Written and oral communication skills
 - a. Ability to write comprehensive reports
 - b. Ability to effectively communicate ideas
- II. Experiences with researching or studying disciplinary review processes
- III. Experience in community involvement
 - a. Leadership roles or level of participation in community organizations
 - b. Knowledge of Chicago's CAPS program or similar type community related programs.
- IV. Experience with recruiting
 - a. Affiliations with diverse populations (both locally and nationwide)
 - b. Knowledge of local community, corporate and political leaders (established contacts)
- V. Ability to confer and converse with a variety of religious and community members
 - a. Church affiliation (if any)
 - b. Knowledge of (and current contact with) local religious communities
 - c. Knowledge of (and current contact with) well-known community leaders
- VI. Experience in developing and implementing programs
 - a. Knowledge of Illinois laws relating to Traffic Stops
 - b. Managerial/Administrative experience
- VII. Previous relevant employment history
- VIII. Educational experiences
 - a. Highest level of education
 - b. Seminars/specialized classes attended
 - c. Other relevant acquired skills



City of Chicago
Richard M. Daley, Mayor

Office of the Mayor

Charles R. Bowen
Executive Assistant to the Mayor

City Hall, Room 406
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-1605
(312) 744-8045 (FAX)

<http://www.ci.chi.il.us>

October 14, 2005

Listed below is quote for services rendered at a \$100 per hour for the total of 1,000 hours per year.

This quote is for services rendered as a liaison between the Mayor's Office and all phases of the community at large and the Interfaith Community.

Please contact me at the above number if you need further information regarding the scope of my duties in the Mayor's Office.

Thanks,

Charles R. Bowen



• CITY OF CHICAGO •

Aileen,
per my email, here is
the original cost proposal.

Thanks.

Lynette
3/3/06

06 MAR --7 AM 10:39



Richard M. Daley, Mayor

Charles R. Bowen
Consultant
3127 South Calumet Avenue
Chicago, Illinois 60616
(312) 320 - 1506

March 1, 2006

Listed herein is a cost proposal for services provided at a rate of \$100 per hour for the period of February 1 – September 30, 2006.

This quote is for services rendered to provide consultation for the Chicago Police Department on the development of a recruiting program to attract and retain minority police officers from minority communities and neighborhoods.

Please contact me at the number listed above if you need further information regarding the scope of my duties on behalf of the Chicago Police Department.

Sincerely,


Charles R. Bowen



Richard M. Daley
Mayor

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

Philip J. Cline
Superintendent of Police

March 6, 2006

Barbara A. Lumpkin
Chief Procurement Officer
Department of Procurement Services
City Hall Room 403

ATTN: AILEEN VELAZQUEZ

**SUBJECT: NON-STATED GOAL APPROVAL
FOR CHARLES BOWEN SOLE SOURCE**

In the matter of the above stated subject, this department requests that Non-Stated Goals language be inserted in the approved Sole Source contract.

Your attention to this matter is greatly appreciated.

Sincerely,

Michael P. Palumbo
Contract Administrator

cc: File

Palumbo, Michael

From: Carol Simbler [carol.simbler@cityofchicago.org] **Sent:** Fri 2/24/2006 3:52 PM
To: Palumbo, Michael
Cc: Aileen Velazquez
Subject: Sole Source: Chuck Bowen
Attachments:

Good Afternoon,

The Non-Competitive Procurement Review Board has conditionally approved the justification for the Chuck Bowen Contract. The contract will not be processed until we receive the following:

1. Cost proposal from vendor outlining work to be done on behalf of the Police Department.
2. Change contract period to: 2/1/06 through 9/30/06
3. Concurrence letter from user department on "no stated goals"

You have until March 3, 2006 to submit your paperwork for final approval by the Chief Procurement Officer. If you have any questions feel free to contact Aileen Velazquez at 4-4923.

Thank you,

Carol M. Simbler
Assistant to the Commissioner
Department of Procurement Services
121 North LaSalle Street, Room 403
Chicago, Illinois 60602
(312) 744-2096

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.

23982
O'Brien

DPS PROJECT CHECKLIST

For DPS Use Only

Date Received _____
 Date Returned _____
 Date Accepted _____
 CA/CN's Name _____

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GENERAL INFORMATION:

Date: 11/17/05
 REQ No.: 2392
 Specification No.: 4111
 PO No.: (if known):
 Modification No.: (if known):
 Project Description: Community Relations - January 1, 2006 - December 31, 2006

Contact Person: M. PALUMBO
 Tel: 5-5799 Fax: 5-6841 E-mail: Michael Palumbo
 Project Manager:
 Tel: 5-5799 Fax: 5-6841 E-mail: 3/3/06
 Previous PO No. (if known): September 30

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
001 <u>001</u>	005 <u>006</u>	<u>0100</u>	<u>99</u>	<u>94205</u>	<u>011D</u>		<u>220140</u>			<u>100,000.00 (DUA)</u>
Estimated Value \$										<u>100,000.00 (DUA)</u>

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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: 1 YEAR

Requested Term (number of months): 1 YEAR OPTION 2/1/06 - 9/30/06

PRE BID/SUBMITTAL REQUIREMENTS:

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