

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: 10.14.2005
 REQ No.: _____
 Specification No.: _____
 PO No.: (if known): _____
 Modification No.: (if known): _____
 Project Description: Online Court Docket System

Contact Person: Scott Burgh
 Tel: 771.7632 Fax: _____ E-mail: 1000366@cityofchicago.org
 Project Manager: NA
 Tel: _____ Fax: _____ E-mail: _____
 Previous PO No. (if known): _____

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>2006</u>	<u>100</u>	<u>31</u>	<u>2005</u>	<u>0138</u>					<u>74,400</u>
	<u>2007</u>	<u>100</u>	<u>31</u>	<u>2005</u>	<u>0138</u>					<u>74,400</u>
	<u>2008</u>	<u>100</u>	<u>31</u>	<u>2005</u>	<u>0138</u>					<u>74,400</u>

Estimated Value \$

*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: Requested Term (number of months): _____

PRE BID/SUBMITTAL REQUIREMENTS:

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

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: 031-2005 30 LASALLE 30 N. LA SALLE ST. ROOM 1720 Chicago, IL 60602	REQUISITION: 24002 PAGE: 1 DEPARTMENT: 31 - DEPARTMENT OF LAW PREPARER: Anita E Johnson NEEDED: APPROVED: 1/11/2006
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REQUISITION DESCRIPTION

NEW SOLE SOURCE CONTRACT-LAW BULLETIN PUBLISHING COMPANY 2006, 2007 & 2008
 SPECIFICATION NUMBER: 41143

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	96652 Online Docketing System	223,200.00	USD	0.00	0.00						
SUGGESTED VENDOR: LAW BULLETIN PUBLISHING CO		REQUESTED BY: Anita E Johnson									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0312005	0138	220138	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
REQUISITION TOTAL:											0.00

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 Law Bulletin for the product and/or services described herein.

This is a request for ____ (One-Time Contractor Requisition # 23970 for PO # T26457, 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 ____ (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)

Scott Burgh 312-744-7632 Scott Burgh Law 14 October 2005
Originator Name Telephone Signature Department Date

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

<p>() PROCUREMENT HISTORY</p> <p>SEE ATTACHED</p>
<p>() ESTIMATED COST</p> <p>SEE ATTACHED</p>
<p>() SCHEDULE REQUIREMENTS</p> <p>SEE ATTACHED</p>
<p>() EXCLUSIVE OR UNIQUE CAPABILITY</p> <p>SEE ATTACHED</p>
<p>() OTHER</p>

APPROVED BY: _____
DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE

**JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT OF RENEWAL OF
LAW BULLETIN INFORMATION NETWORK SERVICES FOR THE LAW
DEPARTMENT**

REQUISITION NUMBER 23970 for PO NUMBER T26457

PROCUREMENT HISTORY

On September 19, 1989, the Law Department contracted with Law Bulletin Information Network to provide the DM2000 Advanced Docket Manager. A new service, Access Plus, was added by LBIN in July 1989. This contract has been renewed every year. The new contract should be awarded renewal on an annual basis effective the first day of the current year, ex. 1/1/2000 through 12/31/2000.

ESTIMATED COST

The total cost for these two services for calendar year 2006 for the following departments: Appeals Division, Labor, Individual Defense, Torts, Commercial and Policy, Regulatory and Aviation is \$74,400; \$52,800 (\$4,400/month) for the DM2000 Advanced Docket Manager and \$21,600 (\$1800/month) for Access Plus. With the new contract being effective starting the first day of the current year, it will make it easier to budget for funds within one budget year rather than two as in the past.

SCHEDULE REQUIREMENTS

In order to prevent any interruptions in these important information services, we need to renew this contract as soon as possible. The existing contract will expire on 12/31/2005.

EXCLUSIVE OR UNIQUE CAPABILITY

The Law Bulletin Information Network provides two valuable services to the Department of Law that no other vendor is capable of providing to the same degree.

DM2000 Advanced Docket Manager provides the department with the earliest possible verification and notification of our court calls. Court call lists are produced daily by matching our calls with the Law Bulletin and the Municipal Record prior to their publication and printed directly in our offices.

Access Plus on-line computer service links our offices directly to the Daley Center's Law Division and to computer data from the 1st through 6th Municipal Districts and Chancery Division. It gives us direct on-line access to public records, realty sales, the Cook County Jury Verdict Reporter, a complete reference index of the Chicago Municipal Code, a Cook County judicial directory and full text of Illinois court opinions.

Law Bulletin

Information Network



415 NORTH STATE STREET
CHICAGO, ILLINOIS 60610-4674
312.644.7800 FAX 312.527.2890
www.lawbulletin.com

October 13, 2005

Scott Burgh
City of Chicago
City Law Department
121 N. LaSalle Street
Chicago, Illinois 60602

Dear Mr. Burgh:

Pursuant to your request for a proposal, I outlined the monthly flat rate cost for Law Bulletin Publishing's on-line research Docket Manager DM2000 and Access Plus services for the City of Chicago.

Description of Service:	Monthly Cost:	Year:
DM2000	\$4,400	2006
DM2000	\$4,400	2007
DM2000	\$4,400	2008
Access Plus	\$1,800	2006
Access Plus	\$1,800	2007
Access Plus	\$1,800	2008

Thank you very much for your business and we look forward to servicing the City of Chicago over the years to come.

Sincerely,

Charles Allen Cotton IV
Director of LBIN

SCOPE OF SERVICES

Law Bulletin Publishing Company ("LBPC") will provide on-line access to various databases through two on-line information services: DM2000® Advanced Docket Manager and AccessPlus®.

Access to Services

LBPC will make these services available for the City's access twenty-four (24) hours per day, seven days a week, excepting:

1. unavailability of Services due to circumstances beyond the control of LBPC, and
2. eight (8) preventive maintenance hours per week which will occur between 6:00 p.m. and 6:00 a.m. or such hours between 6:00 p.m. and 6:00 a.m. as are required to do system maintenance. Advance notification of such system maintenance will be given to the City via e-mail prior to such maintenance when possible.

Security System

LBPC has developed and will at all times during the term of this Agreement maintain in operation a security password access control system whose key elements and passwords will be controlled by and changed at the direction of the City. This control system will include both a City password and the password of the individual seeking access to the services.

Unauthorized Access

LBPC will use its best efforts to prevent unauthorized access to the information the City places in its services.

Availability of Additional Services

In addition to the services provided here, the City may require LBPC to supply other services, documentation or equipment which, when agreed to by LBPC, will be supplied at its then current standard rates.

Software Installation

LBPC will provide to the City, via web site download and/or CD, application software that will reside and operate on the City's computer hardware and will be user-installable. LBPC will make available to the City the list of necessary minimum requirements for the equipment running the application software. The City is responsible for the installing the software and updating the software to the most current version as LBPC makes such new versions available to the City.

Reports

The services to be provided include standard reports containing specified data in established formats. LBPC may agree to modify the standard reports or to program custom reports to meet the City's needs or specifications. The City agrees to pay LBPC for any programming and installation performed and provided by LBPC at rates mutually agreeable to the parties. The City further agrees to pay LBPC for any required maintenance on installed custom reports at LBPC's then current maintenance fee rates.

10/13/2005 3:35 PM

**Law Bulletin Publishing Company
CONFIDENTIAL**

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Schedule Of Compensation

The City will process payment within sixty (60) days after receipt at the Department of invoices and of all supporting documentation necessary for the City to verify that the products or services have been delivered based upon the following monthly flat-rate costs:

Description of Service	Monthly Cost	Year
DM2000®	\$4,400	2006
DM2000®	\$4,400	2007
DM2000®	\$4,400	2008
AccessPlus®	\$1,800	2006
AccessPlus®	\$1,800	2007
AccessPlus®	\$1,800	2008

INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT FORM (Rev. 5/04)

If a City Department has determined that the purchase of supplies, equipment, work and/or services can not be done on a competitive basis, a sole source justification must be prepared on this "Justification for Non-Competitive Procurement Form" in which procurement is requested on a non-bid or non-competitive basis in accordance with 65 ILCS 5/8-10-4 of the Illinois Compiled Statutes. All applicable questions in each Subject Area below must be answered. The information provided must be complete and in sufficient detail to allow for a decision to be made by the Non-Competitive Procurement Review Board. Also attach a complete CPAC Project Checklist, and any other required forms (see Other #1, below). The Board will not consider justifications with incomplete information documentation

PROCUREMENT HISTORY (INCLUDING FUTURE PROCUREMENT OBJECTIVES)

1. Describe the requirement and how it evolved from initial planning to its present status.
2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.
3. Explain attempts made to competitively bid the requirement. (Attach copy of notices and list of sources contacted)
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).
5. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?
6. Explain whether or not future competitive bidding is possible. If not, why not?

ESTIMATED COST (tc "ESTIMATED COST")

(tc ""')

1. What is the estimated cost for this requirement (or for each contract, if multiple awards contemplated)? What is the funding source?
2. What is the estimated cost by fiscal year, if the job project or program covers multiple years?
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).
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.
5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

SCHEDULE REQUIREMENTS (tc "SCHEDULE REQUIREMENTS")

1. Explain how the schedule was developed and at what point the specific dates were known.
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.
3. Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.
4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.

EXCLUSIVE OR UNIQUE CAPABILITY (tc "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.
2. Does the proposed firm have personnel considered unquestionably predominant in the particular field?
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?
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?
5. What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which makes them the only source who can perform the work within the required time schedule without unreasonable costs to the City?
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.
7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.
8. If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources? If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach letter from manufacturer.

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 Services page on the City's intranet site.

OTHER (tc "OTHER")

(tc ""')

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.)

REVIEW AND APPROVAL (tc "REVIEW AND APPROVAL")

(tc ""')

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 of authorized designee. (tc "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 of authorized designee."}