

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT(S)

For contract(s) in this request, answer applicable questions in each of the 4 major subjects 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 Harold Washington College for the product and/or services described herein.

(Name of Person or Firm)

This is a request for: One-Time Contract per Requisition # 29467 copy attached) or xxx **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) Food Protection
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)

Frances M. Guichard

312-746-8030

Frances Guichard

HEALTH

5-9-06

Original Name

Telephone

Signature

Department

Date

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

() PROCUREMENT HISTORY

SEE ATTACHE

() ESTIMATED COST

SEE A

() SCHEDULED REQUIREMENTS

SEE ATTA

() EXCLUSIVE OR UNIQUE CAPABILITY

SEE ATTACHED

() OTHER

ROUTING - REQUEST

Please

READ

HANDLE

APPROVE

and FORWARD

RETURN

KEEP OR DISCARD

REVIEW WITH ME

Date 8/21/06

To Christine

Please schedule for next Sole Source Board agenda.

From John O'Brien

APPROVED BY: Sunny Mann

Department Head

Or Designee

Date

8/10/06

Board Chairperson

Date

Procurement History
(Including Future Procurement Objectives)

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

The Food Protection Program is responsible for the Food Service Sanitation Program for the City of Chicago. As per ordinance of the *Food Service Sanitation City of Chicago Municipal Code and the Rules and Regulation Chapter 7-38-012* "All food establishments, and all theaters at which food is prepared or served, shall employ and have present on the premises at all times that potentially hazardous food is being prepared or served, a person who holds a department of health certificate of registration in food handling and sanitation. Certification shall be achieved by successfully completing a department approved course and monitored examination offered by a department approved provider and payment of a 35.00 certificate fee to the department of health. Each certificate shall expire five years from the date that the individual successfully completes the examination."

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 previous procurement. This program has been in place for 30 years.

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

Not Applicable.

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.)**

The State of Illinois provides the services for the Food Sanitation Managers program.

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

A request will be made to procure this vendor yearly as long as the Food Service Sanitation program is in effect.

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

We are requesting no further bidding on this contract for several reasons.

- The information that is collected and maintained in the Harold Washington College database is confidential. It contains years of information of students' social security numbers and addresses. This information should be protected from misuse and handling.
- Each student's record must be maintained historically in order to process requests from students for replacement or renewal certificates. For the past 30 years, Harold Washington College has been the organization recognized for providing the Food Service Sanitation Managers certificates. Harold Washington College is the one-stop shop for students to receive their certificates timely and without error.
- There are approximately 69 Food Service Sanitation Manager course providers who teach the classes throughout Illinois. These providers have always sent their

request for certificates to Harold Washington College as the one-stop shop. The certificates are processed and returned to the providers by Harold Washington College and their records are always available. There is a \$35.00 fee for each original, renewal and duplicate certificate.

Estimated Cost {tc "Estimated Cost"}

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

Current contract amount	\$ 7,878.00 Revenue
	<u>\$78,779.00 Corporate</u>
	\$86,657.00

15% increase	\$12,998.00 Corporate
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Total	\$99,655.00
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2. What is the estimated cost by fiscal year, if the job project or program covers multiple years?

3 years @ 99,655 x 3 = 298,965

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

The cost is based on the previous cost and the increase cost to operate the Food Service Sanitation program.

a. Salaries Program Secretary	\$32,000
b. Program Assistant	\$30,000
c. Director,	\$13,000
Reprographics	\$10,000
Postage	\$1,500
Supplies and materials	<u>\$13,057</u>
Total	\$99,557

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 were considered. Describe cost savings or other measurable benefits to the City, which may be achieved.

Harold Washington College has been the repository of the Food Service Manager Certificate records and provides the service of processing Food Sanitation Manager Certificates since 1974. All of the records are maintained at their location. They have the ability to retrieve valuable historical information.

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

Harold Washington has a review process to choose the lowest bidder. If the contract were to be awarded to another vendor, there would be the cost of moving all of the records and informing the thousands of food service managers and providers each time a move was made.

Schedule Requirements {tc "Schedule Requirement"}

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

No drawings or Specifications are necessary.

- 2. Is lack of drawings and/or specification 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.**

Not applicable.

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

Not applicable.

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

Not applicable.

Exclusive or Unique Capabilities {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, qualification, other factors make this person or firm exclusively or uniquely qualified for the project. Attached copy of cost proposal and scope of services.**

Effective December 21, 1988, the City of Chicago Municipal Code 7-38-012 required that all food establishments have a person who has taken food safety and sanitation training and who holds a valid Chicago Foodservice Sanitation Managers Certificate, present in the establishment at all times food is being handled. The City of Chicago arranged for Harold Washington College to work with the providers of the Food Service Sanitation Managers Certification course to receive student rosters, ensure validity of the courses offered, record scores and approve certificates. Once the approval is granted, Harold Washington College sends certificates to the providers, on behalf of the City of Chicago. They also collect the \$35.00 fee for each certificate processed.

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

Eligible managers receive free monthly re-certification testing at the College. These re-certification exams are provided and metrically evaluated by an instructional designer provided by the college. The exams are maintained and secured by Harold Washington College. This

agency also is the main record keeper for the Foodservice Sanitation Managers Certification program under the direction of the Chicago Department of Public Health. They maintain and secure confidential record for Foodservice Sanitation Manager Certification.

A database is maintained in order to provide for record keeping and can be accessed at anytime. Payments are collected and certificates are processed and forward to the Chicago Department of Public Health.

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

There are specialized personnel trained in food safety and the sciences. Harold Washington College is also a provider of the Food Service Sanitation Managers course Harold Washington processes Food Service Sanitation Manager Certificates and maintains records for 69 providers of the Food Service Sanitation Course, and has done so since 1974. This non-profit sister city agency has a continuous professional partnership with the Chicago Department of Public Health for over 30 years. Harold Washington College, being a student oriented business, adds a great benefit and provides support to students through the use of other services, e.g. the library, proofing of documents, testing experts, grading machines, computer labs, etc. The services are provided continuously, regardless of the administrator. The classes taught by Harold Washington College are taught in four languages – English, Spanish, Chinese and Korean. Classes are offered at locations throughout the city from Monday to Friday and on weekends. Harold Washington College recognizes that Chicago is a city of diverse communities and provides classes to serve those communities.

Harold Washington College works well with the needs of the Chicago Department of Public Health and the Food Protection Program. They offer the Foodservice Sanitation Courses, certification and re-certification, to Sanitarians of the Chicago Department of Public Health and also conduct seminars for vendors who participate in outdoor festivals.

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

The program is located in an accessible public building. There are classrooms and audio/visual equipment available for training, computers loaded with the software to maintain the Food Sanitation Managers course information and certificate distribution.

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

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?

Harold Washington College maintains a confidential database. It contains years of information of students' social security numbers, addresses and phone numbers, grades and testing materials and scores. This information should be protected from miss-use and handling.

- There is historical information maintained for the 30 years. It is a one-stop shop for students to receive their certificates timely and without error.

- There are approximately 69 Food Service Sanitation Manager course providers who teach the classes throughout Illinois. Harold Washington College is also the one-stop shop for certificate to be processed and returned to the providers. It also aids in the accountability of collecting the fee of \$35.00 for each original, renewal and duplicate certificate.

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

Not Applicable

7. Is competition precluded because of the existence of patent rights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.

Not Applicable

8. If procuring replacement parts/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 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.

The Harold Washington College is a sister agency and a governmental body exempt from the requirement of the City's Minority and Women Owned Business program.

Other {tc "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.)

Not applicable.

SCOPE OF SERVICES
AND
DESCRIPTION OF DELIVERABLES

During the term of this Agreement, Consultant must perform the following Services:

1. Consultant must record and maintain the records of the persons who receive CDPH Certificates for the courses taught by the Consultant and other providers of the Food Service Sanitation Classes. Upon meeting the criteria for receiving a certificate the consultant must provide, prepare, seal and mail the Certificates to students.
2. Consultant must retain confidential computerized records of the Certificates, both original and renewed, issued by the Chicago Department of Public Health (CDPH) in conjunction with the above stated programs. Certificates are good for 5 years. Records have been retained to provide historical information on each student.
3. Consultant must grade and maintain confidential records of Recertification exams. Consultant will provide monthly Recertification exams to the certified instructors and proctor exams for eligible Food Service Sanitation Manager's taking the renewal exam.
4. Consultant must provide the CDPH with the locations of the classes for the Food Service Manager Certification courses, Recertification courses and Professional Sanitation Seminar for Summer Festival Food Vendors held during the quarters covered by this Agreement.
5. As needed, Consultant must provide educational programs for the professional development of the Food Protection staff of the CDPH.
6. The consultant will purchase and maintain the contract with the agency supplying the certificates. Consultant will keep track and monitor the supply of certificates.
7. Consultant must maintain records on all providers approved by CDPH and instructors of the Food Service Sanitation Manager's Certification and Recertification courses.
8. Each month, Consultant must collect and forward to the Department of Public Health a \$35.00 Certificate Fee from each participant who receives a certificate.
9. Consultant must conduct the Food Service Manager Certification course for the quarters covered by the Agreement.
10. Consultant must conduct the Food Service Manager Recertification course for the quarters covered by the Agreement.

11. Consultant must conduct the Professional Sanitation Seminar for the Summer Festival Food Vendors for the quarters covered by the Agreement.

12. 09/05

Harold Washington College
Non-Competitive Procurement
May 9, 2006

Estimated Cost
\$99,557.00

Budget		
Salaries	Program Secretary	\$32,000
	Program Assistant	\$30,000
	Director,	\$13,000 (20%)
Reprographics		\$10,000
Postage		\$1,500
Supplies and materials		\$13,057
Total		\$99,557

Letter of Uniqueness

This agency has a continuous professional partnership with the Chicago Department of Public Health for over 30 years. This institution is a non-profit sister city agency. Harold Washington College is a public building accessible at all times. Because the program is housed in a public building, we are able to offer free monthly Recertification testing for eligible managers. This agency is the record keeper for the Foodservice Sanitation Certification program under the Chicago Department of Public Health. We maintain and secure confidential records for Foodservice Sanitation Managers Certification. A database is maintained in order to provide better service to sanitarians for quick verification. We collect payments for certificates processed and forward all monies to the Chicago Department of Revenue. The fact that we are a college, students and program staff have the benefit and support of other services eg. the library, editing & proofing of documents, testing experts, grading machines, computer labs, etc. Services will be provided continuously regardless of administrator.

To better serve the diverse population of Chicago, Harold Washington College provides certification and recertification classes in four languages: English, Spanish, Chinese and Korean. This is the only institution that offers services based upon the needs of the Chicago Department of Public Health/ Food Protection Division. Classes are offered at locations throughout the city from Monday to Friday and on weekends.

Budget

Estimated cost: \$99,557.00

Salaries	Program Secretary	\$32,000
	Program Assistant	\$30,000
	Director	\$13,000 (20%)
Reprographics		\$10,000
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Supplies and materials		\$13,057
Total		\$99,557

Total for 3 years: \$298,671.00

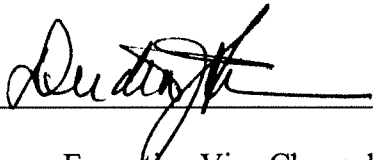


Method of Payment:

An annual invoice will be submitted for services rendered.

WBE/MBE Certification

The City Colleges of Chicago is a government entity and therefore Women/Minority Business Enterprises will not apply. Please refer to page 3 of the Economic Disclosure Statement and Affidavit.



Executive Vice Chancellor
City Colleges of Chicago

Date: 5/15/06

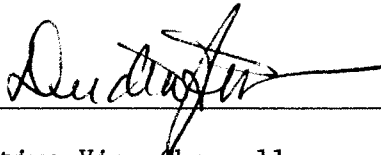
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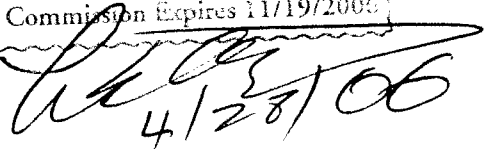
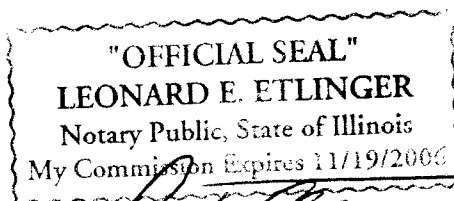


Date: _____

4/28/06

Executive Vice Chancellor

City Colleges of Chicago



4/28/06

HAROLD WASHINGTON COLLEGE
FOOD SERVICE SANITATION PROGRAM

RATIONALE FOR INCREASE IN CONTRACT AGREEMENT WITH CDPH
(The following increases occurred during the last contractual period 2002-2006)

1. 3% Annual increase in salary according to union contract agreement for clerical staff.
2. 10% Increase in reprographic cost due to recertification testing for all providers of the Chicago Recertification class.
3. 5% Increase in postage cost due to monthly mailing of recertification examination via traceable mail to all approved providers of the Recertification class.
4. 15% Increase in cost for the printing of Summerfest Certificates. Harold Washington College provides certificates for private providers of this seminar.
5. 84% Increase in cost of printing the Food Service Manager's Certificates on fraud proof customized paper – as agreed upon by the Food Protection Division of the CDPH.

Due to the above reasons the Food Service Sanitation Program is requesting for an increase of 15% which is equal to \$12,998.00.

Current contract amount	\$86,657.00
15% increase	<u>\$12,998.00</u>
Total	\$99,655.00