

CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES
ROOM 403, CITY HALL, 121 N. LA SALLE ST.

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 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 KARL PRODUCTION 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 R. PALUMB 745-5794 Michael R. Palumb Police 4/14/05
Originator Name Telephone Signature Department Date

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

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

APPROVED BY: Michael R. Palumb 4/14/05 _____ DATE
DEPARTMENT HEAD OR DESIGNEE BOARD CHAIRPERSON DATE

JUSTIFICATION OF NON-COMPETITIVE PROCUREMENT

Procurement History

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

Over a decade ago the Department began an aggressive and innovative method of reaching out to the various communities of Chicago to better enhance the relationship with the Police Department and the citizens it protects. From this beginning, the Chicago Alternative Policing Strategies (CAPS) was initiated. The most integral aspect for success of this policy was being able to reach as many citizens as possible. Due to this, the City entered into a Sole Source contract with Karl Productions to help promote and reach out to the citizens. Presently this company produces a television show, known as CrimeWatch that airs on the City's cable access television station (CAN-TV).

Over the years, due to the success of this program and the advancements in technology, the department began to use this service to produce better training productions that have grown from the production of tapes to the institution of streaming videos. Throughout the years Karl Production has been had been invaluable in their assistance through these training videos to help establish our current form of video training.

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 continuation of previous sole source contracts.

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

Due to Karl Productions vast knowledge of the procedures and practices of the Police Department no attempts have been made to competitively bid this contract.

4. **If an RFP/RFQ or other application was issued, attach a) List of firms notified and list of Respondents; b) copy of RFP/RFQ and Newspaper Ads; c) List of Selection/Evaluation Criteria used; d) Evaluation Committee Members and e) Evaluation Summary which compares the proposals and explains the reason for the selection(s). For Delegate Agencies, attach list of all agencies to be funded, description of program goals and a narrative of the solicitation and evaluation process used to make the selection(s) including specific reasons for funding some agencies and not others.**

Does Not Apply

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

See Number 3 above.

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

This will be an on-going requirement.

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

See Number 3 above.

Estimated Cost

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

This service will be funded through our corporate funding. During the initial three (3) year contract period, it is estimated that this contract will be in excess of seven million dollars.

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

This DUR contract is estimated at approximately 2.3 million dollars annually.

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.)**

This estimate was based on past usage and an estimation of expansion of need.

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 attached quote is reasonable. Karl Productions has not raised his prices from the last contract which began in 2001.

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

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

This is not a consulting contract; does not apply.

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

See Number 3 below.

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?

Karl Productions has worked with the Police Department for over a decade. With both the television show and the training videos it is paramount that no footage that is not procedurally correct inadvertently be aired. Due to Karl Productions vast knowledge of the department they are able to correctly edit or reshoot any footage that may be erroneously filmed. This departmental trust is invaluable as it allows us to not have Police personnel present for the production process. During these budgetary times, we can not reassign a sworn officer to oversee these projects to ensure they are procedurally correct. Any other vendor would require this assistance, as they cannot have the expertise that Karl Productions has honed over thier years of experience producing projects for the Police Department.

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 makes them the only source who can perform the work within the required time schedule without unreasonable costs to the City?**

See Number 3 Above.

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? Attach documentation verifying such.**

Does Not Apply.

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.**

Does Not Apply

Other

1. **Explain other related considerations and attach all applicable supporting documents (MIS Steering Committee Approval form, etc.)**

Does Not Apply

2. **Explain what opportunities of direct/indirect involvement of Minority or Women Business Enterprises have been discussed and/or are available on this contract.**

MBE/WBE negotiations is on going. Karl Production has historically met or exceeded the City's participation goals.

SCOPE OF WORK

GENERAL SCOPE OF WORK:

The vendor will provide the following services:

- Production of any assigned video projects.
- Production of training videos.
- Production of marketing videos and commercials, including radio and television commercials.
- Production of video graphics and animation for inclusion in other video products.
- Production of other audio or video products as necessary.

Locations:

Location will be determined on where any production is required.

Site Visit/Pre-Bid Meeting:

Does not apply.

Contractor Qualifications:

Sole Source. Does not apply.

Employee Qualifications:

Sole Source. Does not apply.

Insurance and Safety:

Use standard City language for professional service contracts.

Price List/Catalogs:

Does not apply. Pricing based on attached quote.

Warranty/Guarantee:

Use standard City language for professional service contracts.

Diagrams/technical Drawings:

Does not apply.

Performance Standards:

Sole Source. Does not apply

Compensation and Increases:

Use standard City language to allow for price increase after initial twelve month period.

Contract Term and Extension:

Three year initial with two one-year options.

MBE/WBE/DBE Compliance

Use standard City language for professional service contracts. Compliance will be met.

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 20258 PAGE: 2 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Michael P Palumbo NEEDED: APPROVED: 4/1/2005
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REQUISITION DESCRIPTION
 VIDEO PRODUCTION SERVICES
 SPECIFICATION NUMBER: 35102

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
5	91542 ASSOCIATED PRODUCTION COSTS	768.00	Day	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
6	91542 DOORWAY DOLLY	60.00	Day	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
7	91542 UPGRADED LIGHT KIT	60.00	Day	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
8	91542 WIRELESS MIC	60.00	Day	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

**CITY OF CHICAGO
 PURCHASE REQUISITION**

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DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 20258 PAGE: 3 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Michael P Palumbo NEEDED: APPROVED: 4/1/2005
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REQUISITION DESCRIPTION
 VIDEO PRODUCTION SERVICES
 SPECIFICATION NUMBER: 35102

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
9	91542 MATTE BOX AND FILTERS	60.00	Day	0.00	0.00

SUGGESTED VENDOR: _____ **REQUESTED BY:** Michael P Palumbo

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
10	91542 C-STANDS/SAND BAGS/FLAGS	60.00	Day	0.00	0.00

SUGGESTED VENDOR: _____ **REQUESTED BY:** Michael P Palumbo

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
11	91542 TELEPROMPTER/OPERATOR	150.00	Day	0.00	0.00

SUGGESTED VENDOR: _____ **REQUESTED BY:** Michael P Palumbo

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
12	91542 MAKE-UP ARTIST	60.00	Hour	0.00	0.00

SUGGESTED VENDOR: _____ **REQUESTED BY:** Michael P Palumbo

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

**CITY OF CHICAGO
 PURCHASE REQUISITION**

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DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 20258 PAGE: 4 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Michael P Palumbo NEEDED: APPROVED: 4/1/2005
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REQUISITION DESCRIPTION
 VIDEO PRODUCTION SERVICES
 SPECIFICATION NUMBER: 35102

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
13	91542 STUDIO RENTAL	60.00	Day	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
14	91542 GAFFER/GRIP/LIGHTING TRUCK	60.00	Day	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
15	91542 PRODUCER	2,838.00	Day	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
16	91542 RESEARCH	540.00	Day	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00
LINE TOTAL:											0.00

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 20258 PAGE: 5 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Michael P Palumbo NEEDED: APPROVED: 4/1/2005
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REQUISITION DESCRIPTION
 VIDEO PRODUCTION SERVICES
 SPECIFICATION NUMBER: 35102

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
17	91542 TALENT- VOICE OVER/ON CAMERA	582.00	Day	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
18	91542 DIRECTOR	156.00	Day	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
19	91542 GRAPHIC-CREATION GRAPHIC/ANIMATION	2,460.00	Hour	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
20	91542 EDIT- ON-LINE SYMPHONY SYSTEM	2,700.00	Hour	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

**CITY OF CHICAGO
 PURCHASE REQUISITION**

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DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 20258 PAGE: 6 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Michael P Palumbo NEEDED: APPROVED: 4/1/2005
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REQUISITION DESCRIPTION
 VIDEO PRODUCTION SERVICES
 SPECIFICATION NUMBER: 35102

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
21	91542 EDIT- ON-LINE AVID SYSTEM	6,240.00	Hour	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
22	91542 EDIT- AVID 400	1,350.00	Hour	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P025	00000000	000000	000000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
23	91542 EDIT- FILM LOOK SPECIAL EFFECTS	60.00	Hour	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
24	91542 EDIT- MEDIA LOGGING	60.00	Hour	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00
LINE TOTAL:											0.00

**CITY OF CHICAGO
 PURCHASE REQUISITION**

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DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 20258 PAGE: 7 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Michael P Palumbo NEEDED: APPROVED: 4/1/2005
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REQUISITION DESCRIPTION
 VIDEO PRODUCTION SERVICES
 SPECIFICATION NUMBER: 35102

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
25	91542	30.00	Hour	0.00	0.00
AUDIO- ORIGINAL MUSIC, COMPOSITION AND LICENSE FEE					

SUGGESTED VENDOR:											REQUESTED BY: Michael P Palumbo	
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00	
LINE TOTAL:											0.00	

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
26	91542	675.00	Each	0.00	0.00
AUDIO- NEEDLEDROP MUSIC					

SUGGESTED VENDOR:											REQUESTED BY: Michael P Palumbo	
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00	
LINE TOTAL:											0.00	

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
27	91542	60.00	Each	0.00	0.00
AUDIO- MUSIC MIXING AND PLAYBACK					

SUGGESTED VENDOR:											REQUESTED BY: Michael P Palumbo	
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00	
LINE TOTAL:											0.00	

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
28	91542	300.00	Hour	0.00	0.00
NARRATION RECORDING					

SUGGESTED VENDOR:											REQUESTED BY: Michael P Palumbo	
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00	
LINE TOTAL:											0.00	

**CITY OF CHICAGO
 PURCHASE REQUISITION**

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DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 20258 PAGE: 8 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Michael P Palumbo NEEDED: APPROVED: 4/1/2005
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REQUISITION DESCRIPTION
 VIDEO PRODUCTION SERVICES
 SPECIFICATION NUMBER: 35102

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
29	91542 AVID MASTER TAPE	582.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
30	91542 BETA SP FIELD TAPE	3,009.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
31	91542 SUB-MASTER TAPE FOR DUPLICATION	582.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
32	91542 VHS- TIME CODE DUB	1,872.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

**CITY OF CHICAGO
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DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 20258 PAGE: 9 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Michael P Palumbo NEEDED: APPROVED: 4/1/2005
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REQUISITION DESCRIPTION
 VIDEO PRODUCTION SERVICES
 SPECIFICATION NUMBER: 35102

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
33	91542 APPROVAL TAPE	1,434.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
34	91542 ELEMENT TAPE	60.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
35	91542 TAPE BACK, STORAGE AND OPTICAL DISK	60.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
36	91542 TV SPOT REEL	60.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	000000	0000	0.00
LINE TOTAL:											0.00

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 20258 PAGE: 10 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Michael P Palumbo NEEDED: APPROVED: 4/1/2005
------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

REQUISITION DESCRIPTION
 VIDEO PRODUCTION SERVICES
 SPECIFICATION NUMBER: 35102

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
37	91542 TAPE- RADIO SPOT REEL	60.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
38	91542 TAPE- BETA PLAYBACK DECK	60.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
39	91542 TAPE- BETA 90	60.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
40	91542 TAPE- VHS 120	600.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 20258 PAGE: 11 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Michael P Palumbo NEEDED: APPROVED: 4/1/2005
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REQUISITION DESCRIPTION
 VIDEO PRODUCTION SERVICES
 SPECIFICATION NUMBER: 35102

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
41	91542 CD DUPLICATION	60.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
42	91542 BETA TO CD CONVERSION	60.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
43	91542 TRANSCRIPTS	40.00	Hour	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
44	91542 DUBBING	606.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: P25 FINANCE DIVISION 3510 S. MICHIGAN - RM 3060 Chicago, IL	REQUISITION: 20258 PAGE: 12 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Michael P Palumbo NEEDED: APPROVED: 4/1/2005
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REQUISITION DESCRIPTION
 VIDEO PRODUCTION SERVICES
 SPECIFICATION NUMBER: 35102

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
45	91542 TAPE- DUPLICATION 30 MINUTE TAPE	120.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
46	91542 FILM PRODUCTION	1,650.00	USD	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
47	91542 CW DUBS W/ CASE	3,900.00	Each	0.00	0.00

SUGGESTED VENDOR:							REQUESTED BY: Michael P Palumbo				
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0572605	0140	220140	P001	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

REQUISITION TOTAL: 0.00

Karl Productions, Inc.
 110 Cottage Hill, Suite 230
 Elmhurst. IL 60126

Estimate

Date	Estimate No.
03/10/05	KP-340

Name / Address
Chicago Police Department Attn:Mike Palumbo 3510 S. Michigan Ave. Department of Finance

Project
Services List

Item	Description	Qty	Rate	Total
36	VHS Time Code Dubs (32)		25.00	25.00
37	Approval Copies (33)		25.00	25.00
38	Matte Box (46)		125.00	125.00
41	Camera Pre-Pro		350.00	350.00
42	Audio Mix (44)		250.00	250.00
43	Audio Record (44)		125.00	125.00
44	Talent Fee (17)		500.00	500.00
45	Special Equipment (46)		100.00	100.00
46	Radio Spot Reel (44)		15.00	15.00
47	Doorway Dolly (46)		110.00	110.00
48	Audio layback (44)		125.00	125.00
49	Archive Search (15)		100.00	100.00
50	Misc. Costs (46)		75.00	75.00
51	Scripting per/min w/ 3 changes (15)		125.00	125.00
53	Teleprompter & Sticks/Half-day (11)		550.00	550.00
54	Teleprompter & Sticks/Full day (11)		625.00	625.00
55	Wireless Mics & Transmitter (46)		125.00	125.00
56	Beta SP Playback Deck (46)		200.00	200.00
57	Wide Angle Lens (46)		150.00	150.00
58	Tape Back up (46)		450.00	450.00
60	CD Dups (44)		10.00	10.00
61	Beta-to-CD Conversion (44)		50.00	50.00
62	AVID Medialogging (20)		75.00	75.00
64	Film Look (20)		250.00	250.00
			Total	\$15,154.00

Karl Productions, Inc.
 110 Cottage Hill, Suite 230
 Elmhurst. IL 60126

Estimate

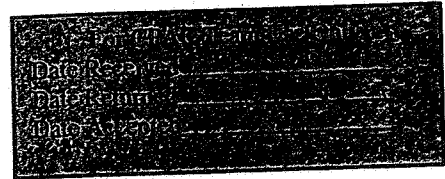
Date	Estimate No.
03/10/05	KP-340

Name / Address
Chicago Police Department Attn:Mike Palumbo 3510 S. Michigan Ave. Department of Finance

Project
Services List

Item	Description	Qty	Rate	Total
01	AVID On-Line Symphony (20)		225.00	225.00
02	AVID 1000 On-Line (20)		185.00	185.00
03	AVID 400 Off-Line (20)		110.00	110.00
04	Producer (15)		500.00	500.00
04	Director (15)		750.00	750.00
05	Graphics Creation (19)		125.00	125.00
06	Graphics Rendering/CLOSED CAPTIONING(19)		125.00	125.00
07	Camera Crew/2-man (1)		1,350.00	1,350.00
08	Camera/one man (1)		1,100.00	1,100.00
09	1/2 day Camera crew/2-man (1)		750.00	750.00
10	Beta -10 (30)		25.00	25.00
11	Beta-30 (30)		30.00	30.00
12	Beta-60 (39)		45.00	45.00
13	VHS-10 (45)		2.00	2.00
14	VHS-30 (45)		3.50	3.50
15	VHS-60 (45)		4.00	4.00
16	VHS-120 (45)		4.50	4.50
17	DVD-Authoring (20)		225.00	225.00
17	Video Compression (20)		225.00	225.00
18	CD Authoring (19)		185.00	185.00
21	Transcription (44)		50.00	50.00
25	Dubbing (44)		125.00	125.00
27	DVC Master (31)		75.00	75.00
28	Production Ass't. (15)		200.00	200.00
29	Music/Needledrop (26)		125.00	125.00
31	Beta SP Submaster (31)		75.00	75.00
32	Studio Rental (13)		1,500.00	1,500.00
34	Karl Service Fee (46)		2,500.00	2,500.00
			Total	

CPAC PROJECT CHECKLIST



IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE TEAM LEADER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED INCLUDING THE SUPPLEMENTAL CHECKLIST REQUIRED BY THE SPECIFIC CPAC TEAM. 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.

PROJECT

Date: April 14, 2005
 ID No (Spec, RX, Project): FMPS# 20257
 Department: Police
 Bureau: Training
 Contract No (if known): _____
 Project Title/Description: Video Production Services

Contact Person: Michael Palumbo
 Tel: 5-5794 Fax: 5-6871 E-mail: _____
 Project Manager: Jam
 Tel: _____ Fax: _____ E-mail: _____
 Estimated Value \$ OUR

SCOPE STATEMENT

attached is a detailed scope of services and/or specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR A TEAM TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE ALL TEAM SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT TEAM.

The following is a general description of what would 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)

Competitive Bid RFQ/RFP/RFS/RFI Sole Source* Term Agreement One Shot
 Mod/Amendment Time Extension Additional Funding Small Order S/O Emergency

FORMS F-25* (add line item) F-10* (special approvals) SSRB** (sole source approval)
 F-26* (new term agreement) RX (one-shot requisition) OBM Authorization
 F-27* (time extension) APRF (all purpose request form)
 F-29* (change vendor limit)

** Sole source requests must include vendor quotes/proposal and MBE/WBE compliance requirements

FUNDING

City: Corporate Bond Enterprise Grant* Other _____
 State: IDOT/Transit IDOT/Highway Grant* Other _____
 Federal: FHWA FTA FAA Grant* Other _____
 Funding Strip(s): 005-0100-0572605-0140-0140

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: 7/1/05

Requested Contract Term (y/m/d): 3 year & extension

PRE BID/SUBMITTAL REQUIREMENTS

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



PROJECT CHECKLIST

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

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

CAPITAL EQUIPMENT (VEHICLES) 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: _____)

Copy of current Price List(s)/Catalog(s)

Form F-10 or other authorization document

Any other exhibits and attachments

COMMODITIES SUPPLEMENTAL CHECKLIST

Required attachments:

Copies of price lists, catalogs, drawings, variations of part numbers

Any other exhibits or attachments

CONSTRUCTION SUPPLEMENTAL CHECKLIST (LARGE & SMALL)

Required attachments: Copy of Draft (80% Completion)

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

CPAC PROJECT CHECKLIST

DELEGATE AGENCY SUPPLEMENTAL CHECKLIST

Required attachments:

Attach Scope of Services that includes the following information 1) Program background & objectives; 2) Type of services for which proposals are sought; 3) Location and time line for delivery of services; 4) Qualifications, skills, and/or experience necessary; 5) Special licenses or certifications required; 6) Evaluation process (if known).

Other Attachments (please submit all that apply)

1. Copy of grant application and/or grant agreement
2. Evidence of award authority (DAAC agenda with agency name highlighted; City Council ordinance with agency name highlighted; or OBM letter)
3. Modification information (Copy of Form F-8A; screen print of EPS AWDS table)

Does program require Executive Order 91-1 clearance?
Is boilerplate from Law available or in production?
Would your department benefit from technical assistance?

Yes No
 Yes No
 Yes No

HARDWARE/SOFTWARE SUPPLEMENTAL CHECKLIST

ITSC (approved by BIS)

OBM (approved by Budget form/memo)

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

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

Detailed scope of services as described on page 1.

The Schedule of Compensation

Deliverables

Request for individual contract services (if applicable)

The appropriate EPS form

* If this is a Telecommunications/Utilities project, please also address the following:

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

CPAC PROJECT CHECKLIST

SMALL ORDERS SUPPLEMENTAL CHECKLIST

Yes No

- 1. Special Approval Form/Justification Letter.
e.g. (Emergency Contract, Telecommunication Back-up documents, Proposals, EPS Form F-10, etc..).
- 2. Suggested Vendor.
- 3. Commodity Code, Manufacturer, Catalog Information, Model No., Quantity, Unit Cost/Measure, Color etc..
- 4. Detailed Specification or Scope of Work.

ATTACHMENT REQUIRED FOR EACH SMALL ORDERS PROCUREMENT TYPE

(Check Appropriate Group)

1. ONE SHOT (PN)

- YES () NO () Detailed Specifications
- YES () NO () Suggested Vendor
- YES () NO () Support Documentation

3.

EMERGENCY CONTRACT

- YES () NO () Justification Letter
- YES () NO () Vendor Proposal
- YES () NO () Pre-assigned Requisition (RX)

4. TELEPHONE/FAX BIDS

- YES () NO () Justification Letter

2. SOLE SOURCE REQUIREMENTS

- YES () NO () Vendor Proposal
- YES () NO () Disclosure Affidavit
- YES () NO () Letter of Exclusive or Unique Capability
- YES () NO () Support Documentation from Vendor/Manufacturer.
- YES () NO () Signature(s) of Originator or Departmental Head/Designee.

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, contract term and extension options, contractor 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 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/biowaste material? __Yes __No
- Will services require the blocking of streets or sidewalks in any way?
Which may affect public safety? __Yes __No



Richard M. Daley
Mayor

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

Philip J. Cline
Superintendent of Police

April 14, 2005

Mary A. Dempsey
Interim Chief Procurement Officer
Department of Procurement Services
City Hall Room 403

ATTN: STACY STEWART

**SUBJECT: SOLE SOURCE DOCUMENTATION FOR
VIDEO PRODUCTION SERVICES
FMPS REQUISITION NUMBER 20258**

Please ensure that the above stated Sole Source requirement be slated for the Sole Source Review Board agenda for the April meeting. The current sole source expires on June 30, 2005 and the new one must be initiated. Attached please find:

1. One CPAC Project Checklist, requesting a 5 year DUR contract.
2. One copy of FMPS Purchase Requisition Number 20258.
3. One Justification for Non-Competitive Procurement.
4. One Scope of Work.
5. One quote, which this department approves.

Please verify with this department this requirement's scheduling.

Sincerely,

Handwritten signature of Michael P. Palumbo in cursive.

Michael P. Palumbo
Supervisor of Contracts

cc: File