

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 Youth Outreach Services for the product and/or services described herein.

This is a request for _____ (One-Time Contractor Requisition # 34810, 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. 59800
 _____ (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)

Kenneth Jones 744-5467 Kenneth Jones Business Affairs 8/29/07
 Originator Name Telephone Signature Department Date

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

<input checked="" type="checkbox"/> PROCUREMENT HISTORY	See Attached	S. S. R. B.
<input checked="" type="checkbox"/> ESTIMATED COST	See Attached	DATE <u>9/7/07</u>
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS	See Attached	APPROVED _____
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY	See Attached	CONDITIONALLY APPROVED <u>DWY</u>
<input type="checkbox"/> OTHER	* Conditional approval pending labor-law review of employment type for minors. Dept to revise checklist and requisition to reflect proper funding source.	RETURN TO DEPT _____
		DISAPPROVED _____

APPROVED BY [Signature] 8/31/07 _____
 DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE

Department:	Department of Business Affairs & Licensing
Description of Request:	Youth Personnel Services
Vendor/Contractor:	Youth Outreach Services
Requisition #:	34810
Requested Award Amount:	\$ 396,000
Contract Terms:	3 Years with 2-(1) Years Options
Assigned to:	Professional Services – John O'Brien
Voting Results:	4-1 Conditional Approval
*Conditional Approval:	
<ol style="list-style-type: none"> 1) Conditional approval pending labor law review of employment type for minors. 2) Dept to revised checklist requisition to reflect proper funding source. 3) Need assurances that this is a legal form of employment, 	

Please send contingencies in writing by Friday, September 21, 2007, to:

Christine Smith, Administrative Assistant III
Department of Procurement Services
121 North LaSalle, Room 403
Chicago, IL 60602

CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES
ROOM 403, CITY HALL, 121 N. LASALLE STREET

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

YOUTH OUTREACH SERVICES, INC.

PROCUREMENT HISTORY

The Department of Business Affairs and Licensing, Investigations Division in conjunction with the Illinois Liquor Control Commission (ILCC) jointly operated a Cigarette Sales to Minors Program. The program consisted of investigations that tested tobacco licensees for compliance with underage tobacco laws. Under the observation of a Revenue Investigator a youth attempted to purchase tobacco products. The Revenue Investigator issued a citation if the underage purchase was successful. The penalty for the sale of tobacco products to a minor begins at \$500.00 with a related penalty of \$200.00 if an underage tobacco warning sign is not posted. ILCC contracted with Youth Outreach Services, Inc. to provide youths between the ages of fifteen and seventeen to participate in attempted underage purchases. The joint effort ran from November 1996 through 1998. In 1999 ILCC began an autonomous program focusing on compliance testing throughout the State of Illinois and unfortunately outside of the City of Chicago. The Department of Business Affairs and Licensing has since been conducting a number of independent investigations with Youth Outreach Services, Inc. and has an immediate need to continue the program and to maintain the number of investigations at an effective level. The Department of Revenue was approved for a contract (PO #T26445) with Youth Outreach Services from June 9, 2002 to June 30, 2007. The contract and the Cigarette Sales to Minors Program were reassigned to the Department of Business Affairs and Licensing in November 2005.

Accordingly, the Department of Business Affairs and Licensing is requesting that a three year term contract be entered into with Youth Outreach Services, Inc. to provide individuals between the ages of fifteen and seventeen to participate in compliance testing with regards to underage tobacco laws.

ESTIMATED COST

Youth Outreach Services, Inc. will perform a minimum of 1000 and a maximum of 5000 investigations per year at a cost of \$22.00 per investigation. The minimum cost per year is \$22,000.00 and the maximum cost per year is \$132,000.00.

SCHEDULE REQUIREMENTS

The work is to be covered by a term agreement with an initial period of three years and with an option to extend for two additional one year periods. It is the primary goal of the Department of Business Affairs and Licensing to continue the effectiveness of this

program by maintaining the current level of investigations and to heighten awareness between license holders and the community in general.

EXCLUSIVE OR UNIQUE CAPABILITY

The Department of Business Affairs and Licensing is not aware of any other service provider that has the organization and procedures in place to support the program or is capable of providing the required youths. Youth Outreach Services, Inc., a non-for-profit organization, had the unique position of participating in the development of the City of Chicago, ILCC joint Cigarette Sales to Minors Program. They have the organization and procedures in place to provide the required services. Youth Outreach Services, Inc. also has the organization and procedures in place to protect the youths involved in their programs. Youth Outreach Services, Inc. contracts directly with the youths, provides the youth a stipend, provides funding for youth lunches during full work days, obtains and maintains records to include parental consent and birth certificates, and provides funding for the tobacco related purchases.

By using Youth Outreach Services, Inc. the Department of Business Affairs and Licensing has the unique ability to continue the Cigarette Sales to Minors Program and ensure the continuity of effective work being performed.

youth
Outreach
services

Committed to Caring. Inspiring Change.

6417 W. Irving Park Rd.
Chicago, IL 60634
773-777-7112
773-777-7611 fax
www.yos.org

Rick Velasquez
Executive Director

Board Members

Donna Blau
Marissa Bucio
Mark Dennis
Horace Hall, Ph.D.
Michael Hessling
Jaclyn Pampel
Joyce Perry
Mikki Pierce
Donald Rubin
Calvin Tillery, Jr.
Jay Wileman

Albany Park
4751 N. Kedzie
Chicago, IL 60625
773-539-7605

Austin
5910-12 W. Division
Chicago, IL 60651
773-379-3600

St. Angela's Campus
1325 N. Menard
Chicago, IL 60651
773-261-9320

Cicero
6117 Cermak Rd.
Cicero, IL 60804
708-652-5370

**New City/
Back of the Yards**
5114 S. Elizabeth
Chicago, IL 60609
773-446-6244

Leyden/Proviso
4419 W. North Ave.
Melrose Park, IL 60160
708-547-1091

July 13, 2007

Kenneth Jones
Director of Administration II
Department of Business Affairs and Licensing
Finance and Administration City Hall, Room 805
121 N. LaSalle Street
Chicago, IL 60602

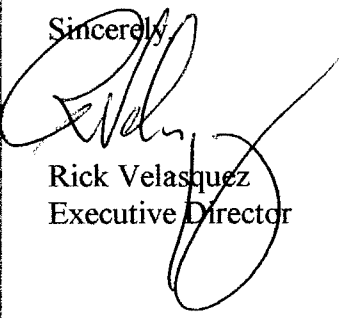
Dear Mr. Jones,

Attached please find the Tobacco Sales to Minors Program Proposal for the City of Chicago Purchase Order # T26445.

Our agency has enjoyed a long-standing working relationship with the Department of Business Affairs and Licensing successfully managing this program for several years.

If I can be of any assistance please do not hesitate to call me at 773-777-7112 ext. 225 or at

Sincerely,


Rick Velasquez
Executive Director



United Way

SCOPE OF SERVICES

Youth Outreach Services, Inc. (Service Provider) will provide the Department of Business Affairs and Licensing's Investigations Division with youths and administrative oversight for the Cigarette Sales to Minors Program, consistent with labor laws, rules, regulations, other applicable laws and in accordance with the terms and conditions of this specification and as outlined in the Service Provider's proposal dated July 13, 2007.

The Service Provider will provide the Department of Business Affairs and Licensing with youths, between the ages of fifteen and seventeen to participate in investigations testing the compliance of cigarette license holders with underage tobacco laws. The Service Provider will contract directly with the youths. The youths will not be City of Chicago (City) employees or contractors. The Service Provider will provide the youth a stipend, provide funding for youth lunches during full work days, obtain and maintain records to include properly completed parental consent documents, birth certificates and provide funding for the tobacco purchases.

The Cigarette Sales to Minors Program consists of investigations that test tobacco license holders for compliance with underage tobacco laws. Under the control and observation of a City of Chicago employee, Revenue Investigator, the youth attempts to purchase tobacco products. Regardless of the outcome of the attempted tobacco purchase, the youth exits the premises and joins a second Revenue Investigator waiting in a vehicle. The observing Revenue Investigator issues a citation if the underage purchase is successful and a second citation is issued if an underage tobacco warning sign is not posted.

The Service Provider is to be paid a fee of \$22.00 (twenty-two dollars) per investigation to provide the services as identified in the Service Provider's proposal. The total number of investigations is to include a minimum of 1,000 and a maximum of 5,000 investigations per year. The minimum annual compensation is \$22,000.00 and the maximum annual compensation is not to exceed \$132,000.00.

The Service Provider will provide a monthly invoice detailing the investigations activity for the Cigarette Sales to Minors Program. The City will process properly completed invoices approved by the Director within 60 days.

**Youth Outreach Services
Tobacco Sales to Minors Program Proposal
For
City of Chicago Department Of Business Affairs and Licensing**

Description of Services/Supplies to Be Provided

Youth Outreach Services proposes to provide the following to the City of Chicago Department of Business Affairs and Licensing in conducting the Tobacco Sales to Minors Program.

1. Youth Outreach Services will recruit youths between the ages of fifteen and seventeen to participate in investigations testing the compliance of license holders with underage tobacco laws. Youth Outreach Services will contract directly with the youths and obtain all necessary documents from the minor including parent/guardian consent and birth certificates. Youth Outreach Services will retain the original set of forms of the Youth Participants with a copy being retained for the Department of Business Affairs and Licensing. The forms will be provided by Youth Outreach Services.
2. Youth Outreach Services will provide supplies during the contract period for a minimum of 1000 investigations and a maximum of 6000 investigations.
3. Youth Outreach Services will pay Youth Participants a stipend of \$50 per day.
4. Youth Outreach Services will establish and monitor record keeping procedures to account for use of all funds expended for this program. The Department of Business Affairs and Licensing will verify by signature on the Youth Participant Time Sheet form the date, time frame and number of investigations conducted. The time sheet will be forwarded to Youth Outreach Services via fax. Upon receipt of the verified Youth Participant Time Sheet, Youth Outreach Services shall in a timely manner generate and mail a stipend payment to the Youth Participant.
5. Youth Outreach Services will provide petty cash funds to the Department of Business Affairs and Licensing at the beginning of the contract period. The petty cash will be used for purchases of tobacco products and meal allowances for Youth Participants.
6. Youth Outreach Services understands that the purchase of tobacco products may occur and that the Department of Business Affairs and Licensing will secure and retain the tobacco products.
7. Youth Outreach Services will make Petty Cash funds available to Department of Business Affairs and Licensing investigators who will record petty cash

expenditures on a Petty Cash Log to be provided by Youth Outreach Services. A copy of the log will be submitted to Youth Outreach Services on a weekly basis. Cash funds will be replenished in a timely manner as it is requested from the Department of Business Affairs and Licensing. Any unused petty cash funds will be returned to Youth Outreach Services at the end of the contract.

8. A monthly invoice will be submitted by Youth Outreach Services to the Department of Business Affairs and Licensing indicating payment for service provided during the period.
9. In the case of accident or injury to a Youth Participant during the course of the investigations specified above, Youth Outreach Services will follow the procedures specified in the attached Exhibit A. " Automobile Accident Procedure".

WHERE SERVICES WILL BE PROVIDED

Services to be conducted under this program will be performed throughout the City of Chicago.

TERM OF CONTRACT

July 1, 2007 through June 30, 2008.

PRICE QUOTATION

Cost per inspection completed - \$22.00

Minimum Cost for Contract Period: \$22,000

Maximum Cost for Contract Period: \$132,000

EXHIBIT A.

Youth Outreach Services Tobacco Sales to Minors Program

Automobile Accident Procedure

- 1) In the event of an automobile accident that results in an injury of a minor participating in the Tobacco Sales to Minors Program,
 - a. the driver of the vehicle involved in the accident or the City of Chicago Department of Business Affairs and Licensing (DBAL) supervisor shall call 911 and request immediate emergency medical attention and,
 - b. notify the Youth Outreach Services (YOS) Program Coordinator (or designated YOS representative) of the accident and provide any pertinent information (location of the accident, nature of injury, and hospital in which the minor is being transported).
 - c. YOS will immediately notify the parent/guardian of the accident and dispatch the designated YOS personnel to meet the minor at the hospital.
 - d. The designated YOS personnel shall remain with the minor at the hospital until which time
 - i. The parent/guardian arrives at the hospital or provides verbal authorization (witnessed) for YOS to return the minor to their home or a mutually agreed upon location.
 - e. In the event of an injured minor refusing emergency medical attention, YOS shall present to the emergency medical technician (EMT) the signed Parent/Guardian Consent Form authorizing YOS to seek immediate medical care for the minor.
 - f. If minor refuses treatment, YOS personnel will have the minor sign and date the Refusal of Treatment Form. The Department of Business Affairs and Licensing Investigator will also sign off on the form. The YOS Program Coordinator will then contact the parents/legal guardians (if unable to contact, the emergency contact will be called) to inform them that the minor has refused medical attention and that the minor will be taken to a YOS location until the parents/legal guardian pick the minor up.
 - i. The original signed and dated Refusal of Treatment Form will be kept on file at Youth Outreach Services. In addition, a YOS Incident Report will be completed and kept on file.
 - g. At no time will YOS transport an injured minor to a hospital for immediate care.
- 2) In the event of a slight automobile accident that does not result in any apparent injury of a minor participating in the Tobacco Sales to Minor Program
 - a. the driver of the vehicle involved in the accident or the City of Chicago Department of Business Affairs and Licensing (DBAL) supervisor shall notify the Youth Outreach Services (YOS) Program Coordinator (or designated YOS representative) of the accident and provide any pertinent information (location of the accident, nature of any injury sustained by the minor.

- b. YOS will immediately notify the parent/guardian of the accident and dispatch the designated YOS personnel to meet the minor and City of Chicago Department of Business Affairs and Licensing Investigators at the location of the accident.
- c. Upon arrival at the site of the accident, the YOS personnel shall assess the situation with the minor and notify the parent/guardian of the condition of the minor and seek the parent/guardian's approval for-
 - i. YOS to return the minor to their home or a mutually agreed upon location, or
 - ii. Seek immediate medical attention.
- d. If the Parent/Guardian instructs YOS to seek medical care for the minor, the YOS personnel shall call 911 and remain with the minor until an EMT arrives. At no time will YOS transport the minor to a hospital for immediate care.
 - i. The designated YOS personnel shall meet the minor at the hospital and remain with the minor at the hospital until which time the parent/guardian arrives at the hospital or provides verbal authorization (witnessed) for YOS to return the minor to their home or a mutually agreed upon location.
- e. If minor refuses treatment, YOS personnel will have the minor sign and date the Refusal of Treatment Form. The Department of Business Affairs and Licensing Investigator will also sign off on the form. The YOS Program Coordinator will then contact the parents/legal guardians (if unable to contact, the emergency contact will be called) to inform them that the minor has refused medical attention and that the minor will be taken to a YOS location until the parents/legal guardian pick the minor up.
 - i. The original signed and dated Refusal of Treatment Form will be kept on file at Youth Outreach Services. In addition, a YOS Incident Report will be completed and kept on file.

Youth Outreach Services contact information:

Program Coordinator – Ellen Sausser Office # 773-777-6377 (Answered by Receptionist)
Cell # 773-895-2794


Alternate designated YOS representative – Charley Smith Cell # 847-962-2470



DEPARTMENT OF BUSINESS AFFAIRS & LICENSING

MEMORANDUM

To: Barbara A. Lumpkin
Chief Procurement Officer

From: 
Scott V. Bruner
Director of the Department of Business Affairs & Licensing

Date: August 31, 2007

Subject: Request for New Contract for Youth Personnel Services
Requisition #34810
Specification #59800

The Department of Business Affairs and Licensing is requesting a new contract for youth personnel services for our Cigarette Sales to Minors Program.

I have attached all of the following:

- 1) FMPS Requisition
- 2) DPS Project Checklist
- 3) Detailed Scope of Services
- 4) Justification for Non-Competitive Procurement
- 5) Service Provider Proposal
- 6) Schedule C-1
- 7) Schedule D-1

If you have any questions or require any additional information, please contact Mr. Kenneth Jones at 744-5467. Your assistance in this matter is greatly appreciated.

Cc: John O'Brien (DPS)
Nathan Norasith (DBA)
Sherri Cianciarulo (DBA)
Kenneth Jones (DBA)



**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: 076- BUS AFF & LIC 121 N LASALLE CITY HALL ROOM 805 Chicago, IL 60602	REQUISITION: 34810 PAGE: 1 DEPARTMENT: 76 - DEPARTMENT OF BUSINESS AFFAIRS PREPARER: Kenneth L Jones NEEDED: APPROVED: 8/30/2007
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REQUISITION DESCRIPTION

YOUTH PERSONNEL SERVICES FOR CIGARETTE SALES TO MINORS PROGRAM, NEW 3 YEAR REQUIREMENT BEGINNING 7/1/07 AND ENDING 6/30/10 WITH (2) 1 YEAR EXTENSION OPTIONS.
 SPECIFICATION NUMBER: 59800

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST							
1	96162.10 PERSONNEL SERVICES	396,000.00	USD	0.00	0.00							
SUGGESTED VENDOR: YOUTH OUTREACH SERVICES INC		REQUESTED BY: Kenneth L Jones										
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	007	0100	0762005	0140	220140	0000	00000000	000000	00000	0000	0.00	
LINE TOTAL:											0.00	
REQUISITION TOTAL:											0.00	

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.