



MEMORANDUM

City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Eric J. Griggs
Chief Procurement Officer

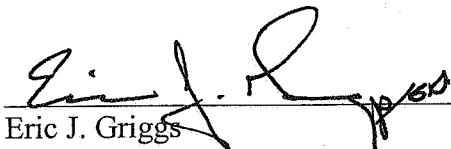
City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)

<http://www.cityofchicago.org>

Date: April 5, 2004

To: Carmelo Vargas, Commissioner
Department of Human Services

Attn: Jenny Schuler

From: 
Eric J. Griggs
Chief Procurement Officer

Re: Emergency Request Head Start Program

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Nulinx International, Inc. Based upon information received from members of your staff, I have determined that this procurement is necessary to meet bona fide operating emergencies.

You are hereby authorized to purchase Setup Costs and Subscription Fees in the amount of \$39,000.00 as requested in your letter of March 31, 2004. Any amount in excess of the \$39,000.00 approved here shall be subject to additional authorization and shall be limited so as not to exceed the \$40,000 limit established by statute.

cc:S. Geocaris





City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Human Services

Carmelo Vargas
Commissioner

Executive Office
Suite 350
1615 West Chicago Avenue
Chicago, Illinois 60622

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<http://www.cityofchicago.org>

MEMORANDUM

TO: Eric J. Griggs
Chief Procurement Officer

ATTN: Steve Geocaris
Managing Deputy Procurement Officer

FROM: *for* Carmelo Vargas, Commissioner *[Signature]*

DATE: March 31, 2004

RE: Emergency Contract Request for Head Start Program
Nulinx International, Inc.

On November 26, 2003, the final area of non-compliance for CDHS' Head Start Program was corrected and the Deficiency status lifted. This was due to the development of a HSEV (Head Start Eligibility Verification) form and a MER (Monthly Enrollment) form to determine eligibility and number of children in the program. It was intended that the HSEV Paradox database system would be reconfigured to an Oracle, internet accessible system to be fully functional at this time. It is going to take longer. In addition, our Compliance Division has reported that the paradox system developed to correct our deficiency has not been updated by our Delegate Agencies to maintain our compliant status.

The Department requires an "interim solution" which is a fully automated system for the upcoming Head Start program year beginning in August. Also, training of Delegate Agency staff would be required before summer program closures at the end of May.

Working with the Department of Business Information Systems (BIS), we have identified the only source which would meet all of our tracking needs for family and child data in addition to eligibility and enrollment for this interim solution.

CDHS is requesting an emergency contract in the amount of \$39,000 to cover \$15,000 for net setup costs and \$24,000 for four months of subscription fees (\$6,000 per month) based on 20,000 children in the system. The four months will allow for the full development of the Oracle system.

If CDHS cannot report an accurate, verifiable number of children in the Head Start Program and demonstrate consistent efficient electronic record keeping, the risk of losing the \$108 million grant is great.

If you should have any questions regarding this request, please contact Jenny Schuler at 746-8853.

Concurrence:

Mary Ellen Carron
Mary Ellen Carron, Commissioner
Children & Youth Services

