



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 Software and Database License
Subscription

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Pearson Education. 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 Subscription Services in the amount of \$24,475.00 as requested in your letter of March 31, 2004. Any amount in excess of the \$24,475.00 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





MEMORANDUM

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

(312) 746-8545
(312) 746-8973 (FAX)
(312) 744-6189 (TTY)

<http://www.cityofchicago.org>

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
Pearson Education, Inc.

CDHS is requesting an Emergency Contract for the above-referenced vendor in the amount of \$24,475 for current software and database license subscription use until the contract is finalized. Current subscription ended January 6, 2004. The request will cover the subscription period through March 24, 2004.

The Law Department noted a discrepancy in the vendor's Economic Disclosure Statement (EDS) which was not noticed during initial review. The vendor is submitting additional EDS forms totaling 12 and a corrected EDS which should be received later this week.

The vendor is suggesting that the system may be "turned off" if they do not receive payment for current subscription use. This would be catastrophic for the Head Start Program. This contract is for licenses for an assessment tool to be used for Head Start participants. Any break in the assessment would virtually cancel assessment of the entire program year. An assessment tool is required by the Grantor.

CDHS is requesting authorization to use the remaining \$24,475 of the previous emergency request to cover additional subscription service. Please refer to attached previous authorization.

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

