

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 Paul Schewe for the product and/or services described herein.

This is a request for: X (One-Time Contract per 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

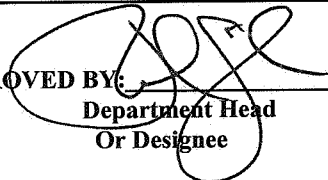
Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of 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)

_____	_____	_____	HEALTH	_____
Original Name	Telephone	Signature	Department	Date

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

<input type="checkbox"/> PROCUREMENT HISTORY See attached Request for Independent Contractor - approved. An independent contractor is required by the grantor.
<input type="checkbox"/> ESTIMATED COST \$50,000 108,000
<input type="checkbox"/> SCHEDULED REQUIREMENTS final year of a five year Department of Justice grant; the program is currently underway.
<input type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY Paul Schewe has independently evaluated CDPH's grant for the past 4 years. He has knowledge of how the program is designed to operate and it's programmatic goals.
<input type="checkbox"/> OTHER Scope is attached. Dept. contact - Peg White 7-7696

APPROVED BY: 
 Department Head
 Or Designee

11-16-2004
 Date

 Board Chairperson Date

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(Name of Person or Firm)

This is a request for: X (One-Time Contract per 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. _____

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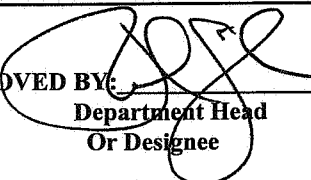
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APPROVED BY: 
Department Head
Or Designee

11-16-2004
Date

Board Chairperson

Date

SCOPE OF SERVICES LOCAL EVALUATION CONSULTATION

Chicago Safe Start, a federal demonstration project, requires an outside, independent consultant to design and implement a local evaluation of the program.

The evaluator must specialize in the issue areas of domestic violence and children's exposure to violence.

1. The evaluator will work directly and meet regularly with the Chicago Safe Start Project Director and will also meet, as needed, with the Director of the Office of Violence Prevention in the Chicago Department of Public Health.
2. The evaluator will attend all required meetings of the Chicago Safe Start initiative including the Implementation Advisory Board, key sub-committees, and funding partners, as specified.
3. The evaluator will be responsible for the following:
 - a. Developing and maintaining the **Chicago Safe Start and Tier II Evaluation** local logic models specifically detailing outcomes to be evaluated;
 - b. Checking in regularly with OJJDP's National Evaluation Team (NET)
 - c. Attending all national Safe Start cross-site and evaluation meetings
 - d. Collecting and analyzing any and all data relevant to the project's process and outcome evaluation
 - e. Preparing and writing relevant sections of reports and reapplications to OJJDP
 - f. Collecting and submitting data relevant to the NET's process evaluation
 - g. Submitting monthly evaluation reports and additional evaluation findings as needed for program support and expansion
 - h. Maintaining all reporting specific to the progress of the **Tier II Evaluation** award.
4. Specific evaluation tasks:
 - a. Survey conveners for process evaluation data - quarterly
 - b. Meet with program staff and Directors in Administrative team meetings - monthly
 - c. Develop and maintain client outcome database - ongoing
 - d. Provide current program evaluation report - monthly
 - e. Collect and analyze delegate service reports - monthly
 - f. Collect, manage, and analyze client intervention instruments from delegate agencies - monthly
 - g. Collect and reconcile data from external partners - MODV, police department, fire department, or others - monthly
 - h. Collect, manage, and analyze program sponsored training evaluations - monthly

- i. Submit quarterly written reports for the national funders/evaluation groups
- j. Clarify service intervention models across delegate and partner programs (SFS) – quarterly update
- k. Prepare specific reports for program use – as needed
- l. Convene and facilitate bi-monthly Data and Evaluation Implementation team

SAFE START INITIATIVE CONTRACT FOR TIER II - THE NATIONAL EVALUATION PLAN

This document, effective June 18, 2004 constitutes a Contract between The Chicago Department of Health (hereafter referred to as The Contractor) and the Association for the Study and Development of Community (hereafter referred to as ASDC), a corporation doing business in the state of Maryland, with respect to contracting services The Contractor will perform for ASDC as follows:

1. Services

a. The Contractor will supplement its current evaluation activities under the Safe Start Initiative funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), United States Department of Justice, according to the proposal and budget in attachment A of this contract.

b. The period of service under this contract shall be from July 1, 2004 through January 31, 2006.

c. ASDC and The Contractor agree that The Contractor shall be responsible for the services under this contract. No assignment of the obligations under this contract can be made without ASDC's written agreement.

d. The Contractor will deliver a final evaluation plan within 30 days of execution of this contract that will contain the following sections:

1. Brief summary of the evaluation enhancement and how it will enhance the knowledge in the field;
2. Brief description of the enhancement target population and expected sample size available for final analysis;
3. Brief summary of the analysis plan, including intended statistical methods (e.g., factor or cluster analysis to obtain client profiles, analysis of covariance to examine changes in outcomes over time);
4. Brief discussion of potential problems and possible solutions (e.g., clients do not take up referrals to treatment as often or as quickly as anticipated, so additional staff time must be allocated to follow up on referral status or client location); and
5. Timeline of major milestones.

e. The Contractor is required to write a final report, due on October 31, 2005 on its intervention research, following the format and standards of a referred social science journal, in addition to the general reporting required of Tier I participants. The Methods and Results sections of The Contractor's report should reflect the major sections of the final evaluation plan approved by the ASDC. Those sections are likely to include the following subsections:

1. Brief summary of the "final" individual-and/or family-level intervention evaluation approach and design (which incorporates the "enhanced" approach/features);
2. Brief description of the enhancement target population and "final" sample size available for outcome analysis;
3. Explanation of any limitations or factors influencing the general ability or validity of the study;
4. Brief summary of the analysis plan, including statistical methods used (e.g., factor or cluster analysis to obtain client profiles, analysis of covariance to examine changes in outcomes over time);
5. Results of the enhanced intervention research in terms of outcomes effectiveness; and
6. Discussion and conclusion (including implications, if any, for this specific site, other SSI sites, and future SSI replications to reduce the impact of exposure to violence on children).

All written products of this contract shall be delivered in both printed and electronic form preferably using Microsoft Word. Any report revisions requested by ASDC will be due within 30 days of the request.

2. Payment of Fee and Expenses

Upon ASDC's receipt of funds from the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and upon receipt of a completed and approved Evaluation Plan, ASDC shall pay The Contractor a fixed cost of \$38,000 for the services described in Section 1 of this contract to be paid in one lump sum payment. ASDC's obligation will be limited to this fixed cost. The Contractor agrees to indemnify ASDC from all financial and other liabilities resulting from the performance of the services under this contract.

3. Term and Termination

- a. The term of this contract shall commence upon execution and continue through the completion of the services, unless terminated as provided by the following terms:
 1. Either party may terminate this contract without cause by giving the other thirty (30) days written notice.
 2. In the case of termination, The Contractor will is obligated to account for all funds spent up to the date of termination and to return all unused funds to ASDC. The Contractor shall deliver to ASDC all data, products, and other materials collected during the course of this service upon completion or termination of this contract. This subsection shall survive the termination or expiration of this contract.

4. **Modifications**

This contract may be modified or extended only by mutual agreement in writing by the contracting parties for services and costs not identified in sections 1 and 2 of this contract.

5. **Project Direction and Responsibility**

For purposes of this contract, the primary contact at ASDC will be David Chavis. The Contractor will receive direction for all services from David Chavis and for all performance issues and interpretation of the services to be provided. David Chavis is the only person with authority to 1) direct or negotiate any changes in the services to be provided; 2) modify or extend the period of performance; 3) change the delivery schedule; 4) authorize reimbursement for any costs incurred during the performance of this contract; or 5) otherwise change the terms and conditions of this contract.

6. **Limitation of Authority**

The Contractor hereby acknowledges that it does not have any authority to make any commitment or to enter into any contracts on behalf of the ASDC or its clients, and The Contractor agrees not to represent to any third party that it has such authority.

7. **Confidentiality**

- a. The Contractor hereby acknowledges the confidential and sensitive nature of the services to be performed and the resulting documents to be produced. Therefore, The Contractor agrees to, and instructs its staff to take all reasonable precautions to ensure that the confidentiality (identification of sources) of the information is preserved when requested.

8. **Assignment**

Neither party may assign its rights or delegate its duties under the contract without prior written consent of the other party.

9. **Nondiscrimination Generally**

In performing services under this contract, The Contractor will not discriminate against any agency or person on account of race, creed, religion, sexual orientation, physical ability, or national origin.

10. **Disputes**

Both parties agree to first engage in arbitration according to the standards of the American Arbitration Association, before seeking legal action, should there be a dispute over the terms of this contract. The cost of arbitration shall be shared equally. In the event of any legal action relating to this contract, each party will be responsible for its own attorney's fees. Any action brought by either party against the other party shall be brought in the State of Maryland. The laws of the State of Maryland will be applicable.

This contract contains the entire contract of the parties hereto, and cancels and supersedes any previous understandings or contracts related to this work, whether written or oral. All changes to this contract must be agreed to in writing and appropriately witnessed by the parties hereto.

IN WITNESS WHEREOF, ASDC has caused this instrument to be duly executed on its behalf by David M. Chavis, President, and The Contractor on its behalf by The Chicago Department of Public Health, as of the date stated above.

David M. Chavis
David M. Chavis
President

7/28/04
(Date)

ASDC

312 South Frederick Ave

Gaithersburg, MD 20877

E-Mail: asdc@capablecommunity.com

Phone: (301) 519-0722 Ext. 109

Fax: (301) 519-0724

John L. Wilhelm
Contractor Signature

7-1-04
(Date)

Name: John L. Wilhelm, M.D., MPH

Title: Commissioner, Chicago Dept. of
Public Health

EIN/SSN: _____

Address: 333 South State Street

Room 200

Chicago, IL 60604

E-Mail: _____

Phone: _____

Fax: _____

ATTACHMENT A

Chicago Safe Start's Tier II Proposal

Overview of Evaluation Enhancement

Chicago Safe Start (CSS) has a unique opportunity to collaborate with the Illinois Violence Prevention Authority's (IVPA) *Safe from the Start (SFS)* project to expand the evaluation of direct services provided to children exposed to violence and their families. Beginning in FY 05, IVPA will begin to provide some level of funding to CSS for direct services. By establishing a collaborative evaluation, data from as many as 9 different interventions for children exposed to violence from across Illinois can be analyzed simultaneously. The three CSS direct services sites are currently in their second year of implementation, three SFS sites are currently in their third year of implementation, and the final three SFS sites will begin their second year of implementation in FY 05.

In addition to potentially increasing our ability to add to the available knowledge about best intervention practices for children exposed to violence, this enhanced evaluation will strategically focus increased statewide attention on the issue of children's exposure to violence at a time when Chicago Safe Start is beginning to focus on a city and statewide 'roll-out' of CSS policies and practices and working towards long-term sustainability. Coordinating the CSS outcome evaluation with a state-funded initiative will not only enhance the current evaluation, but will help to sustain the CEV evaluation efforts beyond the OJJDP funding period.

Funds from the OJJDP Tier II Enhancement Grant will be used to fund collaborative activities including developing common evaluation methods and measures, completing necessary IRB amendments, and coordinating data sharing, analysis, and report writing. Approximately \$40,000 is being requested to hire an evaluation assistant for the CSS Project and to hire the evaluator from SFS as a collaborator and consultant to this collaborative project.

Proposed Measurement/Assessment Tools

Potential measures include the SFS Background Information Form, the TSCYC, the CBCL (1 ½ - 5), Ages and Stages, the CSS Questionnaire, and the CSS Professional Summary Report. A likely subset of common measures includes the CBCL and the CSS Professional Summary Report.

Proposed Program Elements/Components Service Provision Coding Scheme

The basic idea is that for each family seen, the service provider will complete a form that describes the services provided to that family. A final scheme will incorporate salient input from all 9 service providers and be dictated by the types of services the each agency provides to make sure that the form captures all of the diversity among the interventions. The final form will be

Items included in such a form are likely to contain:

- Length and number of each type of service provided (individual; group, family, multiple family, PCIT)
- Total number of service hours provided

Total number of sessions provided
Number of sessions missed
Location of services (agency, home, other)
Theoretical orientation of services (if any)
Curricula used (if any)
Educational videos used (if any)
Counselor characteristics (age, education, experience, and racial match with family)
Additional referrals provided (we'll probably use the CSS "family referrals" form).

Proposed Analysis Plan

We anticipate that each of the nine sites will be able to contribute 50 cases to this analysis, for a total of 450 cases. Data will be recorded at the level of the individual child so we can look at characteristics across agencies that are associated with success (more sessions, home visitation, etc). Multivariate methods such as regression with time covariates will be used to assess child and parent outcomes over time, using (newly developed) Provider/Program Characteristics profiles as additional predictors/covariates.

We will also simply look at differences in outcomes between agencies in order to identify which agency was most successful at achieving positive outcomes, so that other agencies can examine their practices and possibly modify their interventions.

Please note: At this point it may not be possible to share raw data from the IVPA sites to OJJDP.

Proposed Timeline for the CSS/SFS Collaboration

- April 2004 - SFS and CSS staff and evaluators meet to discuss collaborative outcome measures and develop a recommended set of measures. These conversations have already begun. Consult with OJJDP's National Evaluation Team (NET) regarding these recommendations.
- May 2004 - SFS and CSS evaluators will convene a direct services/evaluation meeting to present the recommended set of outcome measures to direct service staff for their input and recommendations.
- Upon sites' approval, submit IRB amendments under expedited approval procedures for changes that do not alter the risk-benefit analysis of the research.
- June 2004 - Train sites in the use of new measures, as applicable.
- Upon IRB approval, distribute new measures to sites and instruct them to begin using them.
- Modify existing databases to incorporate new outcome measures and to accommodate data from additional sites.
- Sept. '04 – Aug. '05 - Collect and enter data from sites. Periodic reporting of data to CSS and SFS staff and direct service providers.
- Aug. '05 – Oct. '05 - Conduct final data analysis and develop final reports.
-

Proposed Budget for the CSS/SFS Collaboration

Chicago Safe Start (CSS)

Personnel

PI, Paul Schewe	\$15,000
Graduate Research Assistant	\$ 5,000

Supplies

Purchasing copyrighted assessment measures	\$ 1000
--	---------

Safe From the Start (SFS)

Personnel

PI, Kathleen Kostelny	\$15,000 ←
-----------------------	------------

Supplies

Purchasing copyrighted assessment measures	\$ 1000
Phone, mail, meeting incentives	\$ 1000

Total	<u>\$38,000</u>
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Justification

Funds are being requested to support the CSS PI and one graduate assistant, and to support the SFS PI and a collaboration facilitator. Activities supported by these funds will include site meetings and collaborative meetings to select a common subset of outcome measures, developing a measure for sites to use to describe their CEV interventions, completing all necessary IRB amendments and advancing them through the approval process, training direct service providers in data collection procedures, modifying databases, entering and analyzing data, providing feedback to direct service providers, and developing reports for service providers and funding agencies (IVPA and OJJDP). Phone, mail, and meeting incentives are included in the SFS budget due to the larger geographic area covered by SFS sites.

AMENDMENT #1

Per the revised budget (attached); upon ASDC's receipt of funds from the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and upon receipt of a completed and approved Evaluation Plan, ASDC shall pay The Contractor a fixed cost of \$41,545 for the services described in Section 1 of this contract to be paid in one lump sum payment. ASDC's obligation will be limited to this fixed cost. The Contractor agrees to indemnify ASDC from all financial and other liabilities resulting from the performance of the services under this contract.

David M. Chavis (Date)
President

ASDC
312 South Frederick Ave
Gaithersburg, MD 20877
E-Mail: asdc@capablecommunity.com
Phone: (301) 519-0722 Ext. 109
Fax: (301) 519-0724

John L. Wilhelm 8-9-04

Contractor Signature (Date)

Name: John L. Wilhelm, M.D., MPH
Title: Commissioner, Chicago Dept. of
Public Health

EIN/SSN: _____

Address: 333 South State Street

Room 200

Chicago, IL 60604

E-Mail: _____

Phone: _____

Fax: _____

Proposed Budget for the CSS/SFS Collaboration

This grant is sought in addition to the existing contract **Chicago Safe Start (CSS)** that the Chicago Department of Public Health, Office of Violence Prevention has with the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The funder, the Association for the Study and Development of Community (ASDC), is a sub-contractor of OJJDP and is responsible for managing the National Evaluation across all of the national Safe Start initiatives. Chicago Safe Start is requesting funds to support the coordination and merging of the Chicago Safe Start program evaluation with that of the Illinois **Safe From the Start (SFS)** program evaluation.

Personnel		<u>rate</u>	<u>time</u>	
	Paul Schewe – Chicago Safe Start Consultant - Evaluator (site 1)	\$100	150 hr	15,000
	<i>Personnel sub-total</i>			15,000
Supplies	Assessment measures (copyrighted) - site 1			1,000
	Assessment measures (copyrighted) - site 2			1,000
	Office and meeting supplies - site 2			1,000
	<i>Supplies sub-total</i>			3,000
Sub-contract				
	Kathleen Kostelny – Illinois Safe From the Start Evaluator (site 2)	\$100	150 hr	15,000
	Graduate Assistant – UIC/Chicago Safe Start (site 1)	\$25	200 hr	5,000
	<i>Sub-contract sub-total</i>			20,000
	<i>Direct total</i>			38,000
Indirect	City of Chicago rate, 9.33%			3,545
	<i>Indirect total</i>			3,545
TOTAL BUDGET				41,545

Justification:

Funds will support Paul Schewe, the CSS Principal Investigator (PI), one graduate assistant, and the sub-contract with the Kathleen Kostelny, the Illinois SFS PI. Activities supported by the funds will include site meetings and collaborative meetings to select a common subset of outcome measures, developing a measure for sites to use to describe their CEV interventions, completing all necessary IRB amendments and advancing them through the approval process, training direct service providers in data collection procedures, modifying databases, entering and analyzing data, providing feedback to direct service providers, and developing reports for service providers and funding agencies (IVPA and OJJDP). Phone, mail, and meeting incentives are included in the Illinois SFS budget due to the larger geographic area covered by SFS sites.

FY 1999



• **Application Package** •

.....

**Safe Start
Demonstration Project**

**Evaluation of
Safe Start Initiative**

.....

Application Deadline: June 14, 1999

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process evaluation, is intended to document and analyze the process of effective implementation of the Safe Start initiative to provide information to strengthen and refine the initiative within and across sites. It is important to identify factors that contribute to or impede the successful implementation of the initiative in each community. The second, the cross-site impact evaluation, is intended to assess the extent to which the initiative is meeting its goals and measure the amount of change that is taking place. Finally, the national evaluator is responsible for providing technical assistance to local evaluators in designing local evaluation plans. These plans must focus on conducting more rigorous evaluations that use experimental or quasi-experimental designs. These plans will be reviewed by the national evaluator and OJJDP. OJJDP will approve local evaluation plans.

Local Evaluation Requirements

Each Safe Start grantee must select and set aside ample funds (no less than 10 percent) of the project budget to fund a local evaluator to provide evaluation support throughout the life of the initiative. In subsequent years of the initiative, the percentage of the project budget allocated to the local evaluator may increase. Safe Start applicants must make a strong and demonstrated commitment to incorporating evaluation activities into their planning and implementation activities. The overall evaluation effort is intended to document and assess the initiative as it develops in each community and becomes an integral component of the initiative by measuring progress, suggesting adjustments, and keeping the initiative outcome focused.

The process of selecting a local evaluator will vary across jurisdictions according to each jurisdiction's policies. That is, some jurisdictions may be required to competitively select a local evaluator while others may have different mechanisms. Applicants should describe the requisite process in their jurisdictions and incorporate this selection process into their Phase I (planning and initial development) timeline. Applicants are encouraged to reach out to universities and other local organizations to fulfill this responsibility. The national evaluator will develop a common set of criteria to use in selecting a local evaluator. This guidance is intended to convey the same set of expectations to all potential local evaluators.

Local evaluators have six areas of responsibility: (1) developing a Safe Start logic model for their community, (2) participating in cross-site process evaluation activities, (3) participating in cross-site impact evaluation activities, (4) designing and conducting local Safe Start impact evaluations, (5) providing technical assistance to the local Safe Start initiative, and (6) contributing to report writing. These are described in more detail below.

Develop a Logic Model for the Local Safe Start Initiative. During the planning phase, Safe Start projects and their respective local evaluators will be required to work collaboratively with the national evaluator to develop a local Safe Start logic model. A logic model is a description of how project inputs, activities, and outputs are expected to accomplish the goals and objectives of a project. In other words, a logic model maps out the activities that will occur over the life of the initiative and ties these to the outcomes desired by the project staff.

Participate in Cross-Site Process Evaluation Activities. Local evaluators will work closely with the national evaluator to complete cross-site process evaluation activities. As discussed

Chicago Safe Start Total Evaluation Budget, 2004 - 2005

Item	Detail	Total for the Program	Source of Funds	
			Tier I*	Tier II**
Supplies	Assessment measures (two sites)	2,000	0	2,000
	Postage, copying, paper supplies	2,500	2,500	
Supplies sub-total		4,500	2,500	2,000
Office costs	Telephone and internet, mail	1,000		1,000
Other Office sub-total		1,000	0	1,000
Travel	Mandatory cross-site Program and Evaluator meetings, local travel	6,498	6,498	0
Travel sub-total		6,498	6,498	0
Consultants and Contracts - Evaluation	Paul Schewe Direct Comp.	55,402	40,402	15,000
	Evaluation Insurance	2,600	2,600	
	Sub-contract, Kathleen Kostelny, IL Safe from the Start Evaluator (site 2 - Tier II only)	15,000		15,000
	Research Support, Chicago Safe Start (Tier I)	15,000	15,000	
	Research Support UIC/Chicago Safe Start (Tier II)	5,000		5,000
Consultants and Contracts sub-total		93,002	58,002	35,000
DIRECT COSTS sub-total		105,000	#REF!	#REF!

Program	Funding Source	Type of Funding	Duration	Start period
Tier I*	Office of Juvenile Justice and Delinquency Prevention (OJJDP)	Evaluation portion of Chicago Safe Start grant to CDPH	Year 5/5	1-Nov-04
Tier II**	Association for the Study and Development of Community	Direct award for evaluation only	Year 1/1	1-Jan-05

Chicago Safe Start Total Evaluation Budget, 2004 - 2005

Item	Detail	Total for the Program	Source of Funds	
			Tier I*	Tier II**

FY 05 IVPA SAFE FROM THE START IMPLEMENTATION GRANT
Submitted by Chicago Safe Start/Chicago Department of Public Health

End period

31-Dec-05

31-Dec-05

FY 05 IVPA SAFE FROM THE START IMPLEMENTATION GRANT
Submitted by Chicago Safe Start/Chicago Department of Public Health

CPAC PROJECT CHECKLIST

For CPAC Team Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____

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 Safe Start Program Evaluation - Paul Schewe
 Date: 12/1/04
 ID No (Spec, RX, Project): _____
 Department: CPPH
 Bureau: Family Violence
 Contract No (if known): REQ 17886
 Project Title/Description: local independent evaluator required by grant for program

Contact Person: Peg White
 Tel: 7-7696 Fax: 7-8393 E-mail: white - peg @ cdph.org
 Project Manager: Marlita White
 Tel: 7-9396 Fax: _____ E-mail: white - marlita @ cdph.org
 Estimated Value \$ 100,000

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

<input type="checkbox"/> F-25* (add line item)	<input type="checkbox"/> F-10* (special approvals)	<input type="checkbox"/> SSRB** (sole source approval)
<input type="checkbox"/> F-26* (new term agreement)	<input type="checkbox"/> RX (one-shot requisition)	<input type="checkbox"/> OBM Authorization
<input type="checkbox"/> F-27* (time extension)	<input type="checkbox"/> APRF (all purpose request form)	
<input type="checkbox"/> 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): 04-847-413041-220140-P39
04-847-413041-0100 220140 BN70
 * Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: 12/1/04 Requested Contract Term (y/m/d): 10/1 - 104-9/30/05

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