

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 Law Bltn for the product and/or services described herein.
(Name of Person or Firm)

This is a request for (One-Time Contractor Requisition # 40404, copy attached) or extension/ Term Agreement or _____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" for 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 #: <u>12782</u>	Company or Agency Name: <u>Law Bulletin</u>		
Specification # <u>41143</u>	Contract or Program Description: <u>Online Docket Manager Database Access</u> (Attach List, if multiple)		
Modification #: _____	<u>Scott Burgh</u> Originator Name	<u>312.744.7632</u> Telephone	<u>[Signature]</u> Signature
		<u>Law</u> Department	<u>10/10/2008</u> Date

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

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

S. S. R. B.
DATE 11/04/08
APPROVED 3-0
CONDITIONALLY APPROVED _____
RETURN TO DEPT. _____
DISAPPROVED _____

APPROVED BY: [Signature] DEPARTMENT HEAD OR DESIGNEE 10.10.2008 DATE [Signature] BOARD CHAIRPERSON 11/04/08 DATE
[Signature] CHIEF PROCUREMENT OFFICER 12/15/08 DATE OF APPROVAL

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT OF RENEWAL OF LAW BULLETIN INFORMATION NETWORK SERVICES FOR THE LAW DEPARTMENT

REQUISITION NUMBER 40404 for PO NUMBER 12782 PROCUREMENT HISTORY

On September 19, 1989, the Law Department contracted with Law Bulletin Information Network (LBIN) to provide the DM2000 Advanced Docket Manager. A new service, Access Plus, was added by LBIN in July 1989. This contract has been renewed every year, with the current contract scheduled to expire December 31, 2008. We are requesting that the one year extension option be exercised for the period January 1 – December 31, 2009.

ESTIMATED COST

These two services will be utilized by the following divisions: Appeals Division, Aviation, Environmental & Regulatory Litigation, Constitutional & Commercial Litigation, Federal Civil Rights Litigation, Labor Litigation and Torts Litigation. Costs are estimated at \$80,000; \$52,800 (\$4,400/month) for the DM2000 Advanced Docket Manager and \$27,200 for Access Plus.

SCHEDULE REQUIREMENTS

In order to prevent any interruptions in these important information services, we need to renew this contract as soon as possible. The existing contract will expire on December 31, 2008.

EXCLUSIVE OR UNIQUE CAPABILITY

LBIN provides these two valuable services to the Department of Law that no other vendor is capable of providing to the same degree.

DM2000 Advanced Docket Manager provides the department with the earliest possible verification and notification of our court calls. Court call lists are produced daily by matching our calls with the Law Bulletin and the Municipal Record prior to their publication and printed directly in our offices.

Access Plus on-line computer service links our offices directly to the Daley Center's Law Division and to computer data from the 1st through 6th Municipal Districts and Chancery Division. It gives us direct on-line access to public records, realty sales, the Cook County Jury Verdict Reporter, a complete reference index of the Chicago Municipal Code, a Cook County judicial directory and full text of Illinois court opinions.

SCOPE OF SERVICES

Law Bulletin Information Network ("LBIN") will provide on-line access to various databases through two on-line information services: DM2000® Advanced Docket Manager and AccessPlus®.

Access to Services

LBIN will make these services available for the City's access twenty-four (24) hours per day, seven days a week, excepting:

1. Unavailability of Services due to circumstances beyond the control of LBIN, and
2. Eight (8) preventive maintenance hours per week which will occur between 6:00 p.m. and 6:00 a.m. or such hours between 6:00 p.m. and 6:00 a.m. as are required to do system maintenance, Advance notification of such system maintenance will be given to the City via e-mail prior to such maintenance when possible.

Security System

LBIN has developed and will at all times during the term of this Agreement maintain in operation, a security password access control system whose key elements and passwords will be controlled by and changed at the direction of the City. This control system will include both a City password and the password of the individual seeking access to the services.

Unauthorized Access

LBIN will use its best efforts to prevent unauthorized access to the information the City places in its services.

Availability of Additional Services

In addition to the services provided here, the City may require LBIN to supply other services, documentation or equipment which, when agreed to by LBIN, will be supplied at its then current standard rates.

Software Installation

LBIN will provide to the City, via web site download and/or CD, application software that will reside and operate on the City's computer hardware and will be user-installable. LBIN will make available to the City the list of necessary minimum requirements for the equipment running the application software. The City is responsible for the installing the software and updating the software to the most current version as LBIN makes such new versions available to the City.

Reports

The services to be provided include standard reports containing specified data in established formats. LBIN may agree to modify the standard reports or to program custom reports to meet the City's needs or specifications. The City agrees to pay LBIN for any programming and installation performed and provided by LBIN at rates mutually agreeable to the parties. The City further agrees to pay LBIN for any required maintenance on installed custom reports at LBIN's then current maintenance fee rates.

**LAW BULLETIN INFORMATION NETWORK
ON-LINE SERVICE AGREEMENT**

DM2000 - ADVANCED Fee

Schedule - A.1 - City of Chicago

DM2000 Advanced Service Fee \$4,400.00 per month

Service Description Entries/Usage

Case & Calendar Management System unlimited
Unlimited data entry of current, future and historical data for Chicago, Illinois downtown office all pending, future and disposed matters by City of Chicago's personnel. Separate DM accounts for the City of Chicago include City General Litigation; City Appeals; City Affirmative; City Labor; and City Torts.

Newspaper Court Call Matching unlimited to jurisdictions provided
Newspaper Court Calls provided by Law Bulletin Information Network ("LBIN") and merged into City of Chicago's file. Entries are based upon publications and data sources provided by the Law Bulletin Publishing Company. List of matching court calls and jurisdictions with through-dates is available online in DM2000.

Software Installations unlimited
DM2000 Software Application AutoUpgrades as released
New releases of the DM2000 software applications will update automatically, dependent upon user's system security setup.

Oracle® Database Upgrades/Maintenance ongoing
Support:
Training (telephone and on-site) unlimited
Customer Support (telephone and on-site) unlimited
Technical Support (telephone and on-site) unlimited
During regular business hours (8:30 a.m. to 5:00 p.m. CST).

Data Backup nightly
Secured in off-site storage.

**LAW BULLETIN INFORMATION NETWORK
ON-LINE SERVICE AGREEMENT**

**ACCESS PLUS
Fee Schedule AD.2**

Subscription Fee for AccessPlus databases listed below is \$ 30.00 per month	
AccessPlus Databases Cook County Court Docket Suits, Liens & Judgments/UCC Cook County (name searches) Jury Verdict (case number searches) LBIN Publication Index Municipal Code – Chicago Court Call Lookup	1 to 500... \$6.25 each 501 to 1,000... \$ 6.00 each 1,001/more ... \$ 5.75 each
Case Load Search (3 options: Attorney Id Search; Judge Name Search; Combo Search)	\$ 25.00 each
Lawyer/Firm Comparison Search	\$ 25.00 each
Per Transaction Jury Verdict (name/index) Search	\$65.00 each
Per Transaction Judicial Profiles Search	\$10.00 each
UCC Cook County (name searches)	\$6.25 each
UCC Copies 1 to 5 pages	\$5.00 each
UCC Copies over 5 pages	\$ 1.00 each
Circuit Court Document Retrieval Image or Fax Service	
Fax or image copy 1 to 4 page document	\$10.00
Documents over 4 pages in length, add	\$ 1.00/page

BILLING PERIODS. All fees are billed monthly and will commence upon execution of this Agreement. The Subscription Fee (\$30.00) is billed regardless of the level of on-line use of the services by the Customer.



DEPARTMENT OF LAW

MEMORANDUM

Subject: Law Bulletin Online Docketing System

To: Altha Riley, Contract Administrator

EC: Scott Burgh, Chief Librarian; Department of Law

From: Patrick J. Ryan, Director of Administration

Date: October 10, 2008

The Law Department requests that a one-year extension be granted to Law Bulletin Publishing for Online Docket Services PO12782. I have included the following documents to facilitate this request.

- Project Checklist
- Requisition #40404
- Justification for Non-Competitive Procurement
- Scope of Service
- Fee Schedule

A hard copy of this information has been forwarded to your attention.

Please contact Scott Burgh at 744.7632 for any specific information regarding required services or review board meeting attendance. I may be reached at 744.7375 to answer any general questions you may have or to help facilitate this process as needed.

08 OCT 15 11:51:03

DPS PROJECT CHECKLIST

For DPS Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____
CA/CN's Name	_____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, 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.

GENERAL INFORMATION:

Date: 10/10/2008	Contact Person: Scott Burgh
REQ No.: 40404	Tel: 744.7632 Fax: 742.0664 E-mail: lw00366@cityofchicago.org
Specification No.: (if known): 41143	Project Manager: NA
PO No.: (if known): 12782	Tel: NA Fax: NA E-mail: NA@cityofchicago.org
Modification No.: (if known): NA	Previous PO No.: (if known): 12782

Project Description: One Year Contract Extension for Online Docket System PO 12782

FUNDING:

City:	<input checked="" type="checkbox"/> Corporate	<input type="checkbox"/> Bond	<input type="checkbox"/> Enterprise	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other
State:	<input type="checkbox"/> IDOT/Transit	<input type="checkbox"/> IDOT/Highway	<input type="checkbox"/> FAA	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other
Federal:	<input type="checkbox"/> FHWA	<input type="checkbox"/> FTA	<input type="checkbox"/> Grant*	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
1	009	0100	031	2005	0138	220138				80000

Estimated Value \$80000

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

SCOPE STATEMENT:

Attached is a Detailed Scope of Services and/or Specification

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

The following is a general description of what should 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):

NEW REQUEST

- Blanket Agreement
- Standard Agreement
- Small Orders

MOD/AMENDMENT

- Time Extension
- Vendor Limit Increase
- Scope Change/Price Increase/Additional Line Item(s)
- Other (specify):

FORMS: Requisition Special Approvals Non-Competitive Review Board (NCRB)

CONTRACT TERM: 1 YR **Requested Term (number of months):** 12

PRE BID/SUBMITTAL REQUIREMENTS:

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

**CITY OF CHICAGO
PRE-APPROVED
MODIFICATION / OVERRIDE REQUISITION**

Copy (Department)

DELIVER TO: 031-2005 30 LASALLE 30 N. LA SALLE ST. ROOM 1720 Chicago, IL 60602	REQUISITION: 40404 For PO Number: 12782 PAGE: 1 DEPARTMENT: 31 - DEPARTMENT OF LAW PREPARER: Patrick J Ryan NEEDED: PRE-APPROVED 10/10/2008
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REQUISITION DESCRIPTION

Contract Extension for Law Bulletin Online Docket System
 SPECIFICATION NUMBER: 69412
 Mod Reason: TIME EXTENSION

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	96652	1.00	Unit	0.00	0.00						
Contract Extension for Law Bulletin Online Docket System PO 12782											
SUGGESTED VENDOR: LAW BULLETIN PUBLISHING CO			REQUESTED BY: Patrick J Ryan								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	
1	008	0100	0312005	0138	220138	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:										0.00	
REQUISITION TOTAL:										0.00	