

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 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 NORTHWESTERN UNIVERSITY for the product and/or services described herein.
(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. _____

COMPLETE THIS SECTION IF A 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)

VANCE HENRY 747-9976 Vance Henry Police 3/4/05
Originator Name Telephone Signature Department Date

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

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

APPROVED BY: See Above _____ DATE _____ BOARD CHAIRPERSON _____ DATE _____
DEPARTMENT HEAD

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

Procurement History:

In 1993, the City of Chicago and the Chicago Police Department initiated a new model of policing in five prototype districts. The Department's model of community policing is a fundamental shift from traditional policing methods; it is predicated on developing active partnerships among police, residents and institutional stakeholders, and other City agencies to identify conditions that can lead to crime and disorder and develop and implement strategies to address those conditions. This shift in policing philosophies has contributed to the continued decline in crime, particularly violent crime, for the last twelve years.

In order to be effective, this model of policing requires that residents both know that the Department is engaged in a different approach to policing and to understand their roles in this model. The City has accomplished these objectives in two ways; through its comprehensive outreach and education campaign and through the provision of training to both police officers and residents. The outreach and education campaign, begun in 1996, has resulted in levels of awareness of community policing among residents of the City ranging from 75-82%. Training in the Department's five-step problem solving model has also been ongoing since 1995.

As is true with any effort that relies on volunteer participation, in addition to these components, the City and the Department have recognized the need to continually recruit and train new leaders. It is the influx of new volunteers that will continue to sustain in the long-term the network of participation in local community policing activities that has been established over the past twelve years.

In order to accomplish the above objectives, the Department is proposing to establish a Community Policing Leadership Development Institute to train new leaders that will be recruited by field staff of the CAPS Implementation Office. The Institute will be designed to effectively equip new community leaders to engage in and implement local community security efforts and become active partners in community policing strategies in their communities, the City, in partnership with Northwestern University will create a leadership institute.

The Institute will be a year long training and technical assistance program for potential community leaders identified by the CAPS Implementation Office. The first training cycle will focus on community members identified as a follow-up to the September 23, 2004 citywide faith-based conference. Training will be broken into four modules, offered at three month intervals, with technical assistance in implementing each module offered at the local level by field staff of the CAPS Implementation Office. The first module will be conducted on a citywide basis, with participants broken into smaller geographic groups; subsequent modules will be conducted at a more local level. The modules will be:

Leadership Development and Neighborhood Assessment: This module, based in part on the Highlander model, and organizing philosophy methodology at the core of the civil rights

struggle, will focus on teaching an asset based methodology for assessing the strengths and weaknesses of a community and beginning the development of a community "asset map" for that area. The practical exercise of conducting the assessment through the use of one-on-ones and physical surveying will be completed before the second module. Particular attention will focus on identifying past alumni of the neighborhood.

Assessment Review and Strategy Development: This module will bring together participants to discuss their assessments and begin to identify the connections between their challenges and their resources.

Building Social Capital: This module will focus on how to develop relationships that will assist in bringing more assets to the implementation of strategies identified after the second module.

Building Sustainability: The final module will focus on ways to sustain participation in local community security strategies and how to translate community efforts into larger advocacy efforts, including legislative advocacy.

To develop the curriculum for the Institute and to assist in the delivery of the training modules in the pilot year of the Institute, the Department would propose to contract with Northwestern University's Asset Based Community Development Institute.

Estimated Cost:

\$35,990.00

Schedule Requirements:

At the direction of Mayor Daley, the Department will be initiating the Institute immediately.

Exclusive or Unique Capabilities:

As noted in the attached proposal from Northwestern University, the Asset Based Community Development (ABCD) Institute, which is attached to Northwestern's School of Education and Social Policy, was instituted based on decades of research by its Co-Directors in the area of community development. That research has led in a nationwide shift in approaches to community development from one of importing resources to spur development to one of identifying the resources within a target community, both in terms of physical and social capital, and leveraging additional resources to support those indigenous to the community. This modality has not only helped transform communities within the United States but is also being implemented worldwide. The vast research and practical experience of the Co-Directors of the ABCD Institute make them uniquely qualified to assist the Department in developing and implementing its Community Policing Leadership Development Institute.

OSR

Office of Sponsored Research

Northwestern University
Rebecca Crown Center
633 Clark Street
Evanston, Illinois 60208-1110

Phone 847-491-3003
Fax 847-491-4800



NORTHWESTERN
UNIVERSITY

March 2, 2005

Beth Ford
Chicago Alternative Policing Strategy (CAPS)
333 S. State Street
Chicago, IL 60601

Dear Ms. Ford:

This is to indicate Northwestern University's willingness to collaborate with the Chicago Alternative Policing Strategy (CAPS) on a Department of Justice project entitled "Community Policing Leadership Development Institute" for approximately \$35,990 during the period March 1, 2005 – February 28, 2006. Should this application be funded, it is Northwestern University's intention to participate as a subcontractor under the leadership of John P. Kretzmann, Co-Director of the Asset-Based Community Development Institute.

Please contact me if you need additional information or materials. I can be reached by phone at (847) 491-6424 or via email at m-trahan@northwestern.edu.

If an award is made, all financial and administrative matters should be addressed Susan G. Ross, Director, Evanston Campus, Office of Sponsored Research at the address above. Thank you.

Sincerely,

Handwritten signature of Rebecca Trahan in cursive.

Rebecca Trahan
Associate Grant and Contract Officer

Handwritten signature of Susan G. Ross in cursive.

Susan G. Ross
Director, Evanston Campus, OSR

Enclosures

Cc: John Kretzmann
Sarah Dobrowolski
Carmen Robinson
OSR file

Community Policing Leadership Development Institute

To: Chicago Alternative Policing Strategy (CAPS) Implementation Office,
Chicago Police Department - City of Chicago

Sponsor: United States Department of Justice

Re: Proposal to Partner with CAPS to Create the Community Policing Leadership
Development Institute

Submitted by:

Asset-Based Community Development Institute

Northwestern University

2120 Campus Drive . . .

Evanston, IL 60208

Tax ID: 36:2167817

Project Period: 3/1/05 – 2/28/06

Contact: John P. Kretzmann

Co-Director, Asset Based Community Development Institute

(847) 491-8711

(847) 467-4140 FAX

Proposal Summary:

The Asset Based Community Development (ABCD) Institute proposes to partner with the City's CAPS office to create a year-long Community Policing Leadership Development Institute. The Leadership Institute will equip several hundred Chicago residents from all over the city to engage in local community security efforts, to become active with local community groups and to become active partners in community policing strategies in their neighborhoods. The ABCD Institute will produce training materials and curricula for each of four half-day training events, to be held quarterly, and will transmit those materials to 20 experienced community trainers, to be chosen jointly by ABCD and CAPS. Based on the experience of designing and helping to facilitate this first year Leadership Institute, the ABCD Institute will assist CAPS in planning for future Institutes.

Why the ABCD Institute is uniquely qualified to carry out this project:

The ABCD Institute is frequently credited with changing the paradigm which defines community development. The traditional approach started with a struggling community's needs, problems and deficiencies, and advocated importing solutions from the outside. The ABCD Institute, now part of Northwestern University's School of Education and Social Policy, is built upon more than three decades of community development research conducted by Institute co-directors John Kretzmann and John McKnight, and emphasizes the critical importance of the resources, or assets, to be found in even the most challenged communities.

The Institute grew out of a project that assessed and evaluated the interrelationships of local associations—including faith-based groups—with local public sector institutions, including police, and with non-profits and businesses. Findings were reported in the widely known book *Building Communities from the Inside Out: A Path Towards Finding and Mobilizing a Community's Assets*.

Today in hundreds of communities across five continents, ABCD initiatives focus on assessing, or “mapping,” and utilizing the assets of a community—which include the skills of local residents, the power of local associations, the resources of public, private and non-profit institutions, and the physical and economic resources of local places so the community itself can respond to its own problems and issues, including those involving security and quality of life. The Institute has produced a wide range of materials based on these initiatives—workbooks, reports, survey instruments, etc.—which will help the Leadership Institute succeed.

Work Plan:

The work plan is presented in four phases, with activities, outcomes and time frame outlined for each.

Phase One Activities: February – March, 2005.

Working with CAPS leadership, the ABCD team will design the overall flow of the Leadership Institute's curriculum, and will design the specific content of Session One, focusing on community assessment skills and leadership discovery to be introduced at a citywide half-day gathering to be held on March 5th. In addition, the ABCD team will recruit a small Core Strategy Team to work with CAPS and ABCD on ongoing planning and materials development, and to provide leadership for the 20 trainers. Before Session One, the ABCD team will meet with the trainers to discuss the overall plan and to prepare for Session One.

Outcomes for Phase One: At the conclusion of this phase, an overall plan for the curriculum will be in place. The training content for Session One will have been created and successfully delivered. The 20 trainers, including a Core Strategy Team, will be on board and will be in place to provide leadership to the Institute.

Phase Two Activities: May-June, 2005

Working with CAPS leadership and the Core Strategy Team, the ABCD team will develop further the content and materials for Session Two, focusing on problem solving. Session Two will be decentralized, with simultaneous gatherings held in each of five CPD Areas, most likely in June. This will allow local teams to begin to network and support each other. The ABCD team and Core Strategy group will monitor selected local teams' progress in fulfilling the community assessment assignment given in Session One, and will develop a format for groups' reporting in Session Two. Finally, the ABCD team will help prepare the 20 trainers for Session Two.

Outcomes for Phase Two: Local groups will have formalized a core community team with a mix of people from the church/religious institution and neighborhood, and will have completed their community assessment tasks. Trainers will be prepared for Session Two's decentralized format, materials will have been prepared and successfully delivered at Session Two.

Phase Three Activities: August-October, 2005

Working with CAPS leadership and the Core Strategy Team, the ABCD group will develop further the content and materials for Session Three, probably scheduled for October, and again to be decentralized. This session will focus on building social capital as a powerful way of enhancing community security and enhancing quality of life. Once again, the ABCD team and the Core Strategy Team will monitor selectively the assignments of the local teams, and will design a process for team reports at Session Three. In addition, the ABCD team will begin to isolate lessons learned from the Institute's year, and will assist CAPS in planning for possible future versions of the Leadership Institute.

Outcomes for Phase Three: Trainers will be prepared, and materials ready, to make Session Three a success. The possible outline of future Institutes will become clearer. The community team will have developed new relationships and networks in the community.

Activities for Phase Four: November 2005-January, 2006

Working with CAPS and the Core Strategy Team, the ABCD group will design the content and prepare materials for Session Four, likely scheduled for January, 2006, again in decentralized locations. This final session will focus on sustainability, and will encourage local team members to form attachments both to CAPS activities and local community organizations. The ABCD team will continue to assist CAPS in planning for future Institutes, and in designing some form of celebratory graduation for the hundreds of new graduates, now "Community Assessment Specialists." "Graduation" might take place in February, 2006, when the next version of the Leadership Institute kicks off.

Outcomes for Phase Four: Trainers will be prepared, and materials ready, to make Session Four a success. Plans for Year Two of the Institute will be finalized, as will a graduation event. Local team members will be active participants in CAPS activities and in local community organizations.

Proposed Budget:

The budget on the following page outlines the expected costs of completing the four phases (described above), spanning March 2005 through February 2006. John Kretzmann will assume the lead role, committing approximately 25% of his time, to meet the training and curriculum objectives. The project coordinator will also commit about 25% of her time to assist in the design and development of the curriculum for each of the 4 sessions, to prepare and co-facilitate the training preparation sessions and to direct communication amongst the master trainers.

The Community Policing Leadership Development Institute targets a citywide audience, with expected participation of over 300 churches/ faith-based organizations, with 20 trainers, a core team of 5 master trainers, the CAPS office and regional CAPS organizers. Maintaining communication with these stakeholders throughout the city will be done primarily via phone and requires an exceptional amount of time. The ABCD Institute has requested \$500 for local telephone expenses to cover the cost of this extensive communication.

The ABCD Institute will host about 4-5 core strategy sessions with the master trainers, to plan and execute the curriculum objectives and to strategize for upcoming training sessions. Therefore, \$400, or 1.1% of the total budget, is allocated to cover the costs of these meetings.

Supplies, approximately 1.4% of the budget, will be purchased and used for preparation of the training sessions and other related Project activities. In total, operational expenditures compose about 6.3% of the total budget.

Employee benefits have been calculated based on the following DHHS approved rates: 22.10 % for 9/1/04 – 8/31/05; 22.50% (estimated) for 9/1/05 – 8/31/06.

Indirect costs are not allowed (please see attached sheet).

ABCD Institute Budget

Title: Community Policing Leadership Development Institute
PI: John P. Kretzmann
Sponsor: United States Department of Justice
Subcontract: Chicago Alternative Policing Strategy, City of Chicago

Date: March, 2005 - February , 2006

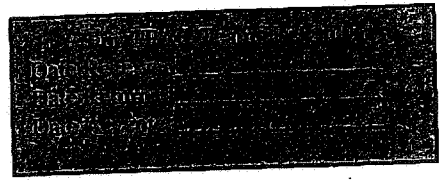
Northwestern Object Codes	Personnel Expenses	3/05 -2/06
0030	P.I. John (Jody) Kretzmann	\$ 18,771
0180	P.I. fringe benefits	\$ 4,186
0100	Project Coordinator	\$ 8,817
0180	Fringe benefits	\$ 1,966
Total personnel		\$ 33,740

Operating Expenses		
3475	Supplies	\$ 500
6725	Meeting Expenses	\$ 400
5525	Mail	\$ 100
6920, 6940	Phones/Fax	\$ 500
6765	Travel	\$ 250
5120	Copies	\$ 500
Total operating expenses		\$ 2,250

Total Costs \$ 35,990

* Please note: Indirect Costs are not allowed on this grant. Please see attached sheet for further information.

CPAC PROJECT CHECKLIST



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
 Date: April 18, 2005
 ID No (Spec, RX, Project): _____
 Department: Police
 Bureau: CAPS
 Contract No (if known): N/A
 Project Title/Description: Northwestern University Training

Contact Person: Mike Palumbo
 Tel: 35794 Fax: 5-6241 E-mail: _____
 Project Manager: Seems
 Tel: _____ Fax: _____ E-mail: _____
 Estimated Value \$: 35,990.00

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

F-25* (add line item) F-10* (special approvals) SSRB** (sole source approval)
 F-26* (new term agreement) RX (one-shot requisition) OBM Authorization
 F-27* (time extension) APRF (all purpose request form)

** 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): 004-573-0571005-0140-220140
 * Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: _____ Requested Contract Term (y/m/d): _____

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



Richard M. Daley
Mayor

Department of Police • City of Chicago
3510 S. Michigan Avenue • Chicago, Illinois 60653

Philip J. Cline
Superintendent of Police

April 14, 2005

Mary A. Dempsey
Interim Chief Procurement Officer
Department of Procurement Services
City Hall Room 403

ATTN: STACY STEWART
**SUBJECT: SOLE SOURCE DOCUMENTATION FOR
NORTHWESTERN UNIVERSITY**

Please ensure that the above stated Sole Source requirement be slated for the Sole Source Review Board agenda for the April meeting. The current sole source expires on June 30, 2005 and the new one must be initiated. Attached please find:

1. One Scope of Work.
2. One quote, which this department approves.

Please verify with this department this requirement's scheduling.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael P. Palumbo".

Michael P. Palumbo
Supervisor of Contracts

cc: Beth Ford, CAPS
File