

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 The ScribbleBooks Company, Inc. for the product and/or services described herein.
(Name of Person or Firm)

This is a request for (One-Time Contractor Requisition # 49185, copy attached) or _____ Term Agreement or _____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" for all contracts within the _____ Pre-Assigned Specification No. 84650 _____ Pre-Assigned Contract No. _____
(Program Name) (Attach List)

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: _____
Modification #: _____	(Attach List, if multiple) _____
<u>Sandra Scamardi</u> Originator Name	<u>747-4269</u> Telephone
_____	Signature
_____	Department
_____	Date

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

<input checked="" type="checkbox"/> PROCUREMENT HISTORY (SEE ATTACHED)	<p>S. S. R. B.</p> <p>DATE <u>4-6-10</u></p> <p>APPROVED <u>[Signature]</u></p> <p>CONDITIONALLY APPROVED _____</p> <p>RETURN TO DEPT _____</p> <p>DISAPPROVED _____</p>
<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 checked="" type="checkbox"/> OTHER	

APPROVED BY: [Signature] 3/17/10
[Signature] 4/6/10
[Signature] 4/15

[Signature] 4/6/10
[Signature] 4/6/10

NON-COMPETITIVE PROCUREMENT FOR

Musical Programs for Kids with Autism

Procurement History:

Music programming is a staple of programming for children in public libraries. Music programs for children in library settings go far beyond entertainment. These programs help stimulate interest in reading and books and help children acquire language. Librarians note that there is a direct correlation between stories told and titles checked out in any public library. Music and rhythm programs teach oral and listening skills (Groce, 2001) and promotes vocabulary development and word knowledge, all critical components to school and life success. Children with Autism or Autism Spectrum Disorders suffer from a wide range of developmental, neurological and processing challenges. These can include a difficulty controlling emotions, lack of eye contact, language delays, difficulties with social interactions such as an inability to interpret body language, gestures and facial expressions and poor motor skills. A difficulty in transitioning between activities is also a hallmark of Autism Spectrum Disorder.

The Chicago Public Library continually strives to meet the diverse and changing needs of our patrons. As the national rate of Autism and Autism Spectrum Disorders continues to rise (currently 1 in 91 children has been or will be diagnosed with Autism or Autism Spectrum Disorders which is an increase from 1 in 150 of just one year ago), more children and their families faced with this special need are using the Chicago Public Libraries. In an effort put forth in our Strategic Plan it is a goal of the Children and Young Adult Services Department to meet the specific developmental and social needs of children with autism and autism spectrum disorder. To this end, Chicago Public Library has engaged in a series of professional trainings aimed at heightening awareness and sensitivity of our staff. Conducted by The Autism Program of Illinois, Rush Neuro-Behavioral Center and the University of Illinois-Chicago, trainings have been held for System Wide Children's Librarians as well as for front-line support services staff who may encounter families with children on the spectrum at our All Staff Institute Day. It has been a goal of these trainings to raise understanding for kids on the spectrum, heighten awareness of the needs of their families and also to ameliorate any misconceptions or fears about children with autism so that we can better serve this growing population.

The next step/goal for the Chicago Public Library System is to begin providing programming in a systemic manner for this growing juvenile demographic. To do this, we will continue training our staff and scaffold the skills they are learning by teaching and modeling appropriate practice. Presenting programs by informed, professionals able to deal with the specific needs of children with Autism Spectrum Disorder is imperative. We will use these programs to assist in training our staff so that they may engage in programming themselves so as to understand key components and strategies for effectively working with this special needs population.

Scribblebooks Company is the musical home of the "ScribbleMonster" children's music/band. ScribbleMonster blends traditional children's music and improvisation with

movement, dance and play for unique concerns geared at motivating children's creative expression. They have received numerous prestigious honors and recognitions including:

- Parenting Magazine's "Parenting Pick"
- "Top 5 Kids and Family CD" by National Public Radio.
- Top downloaded children's song on Amazon.com for over 4 years
- "Best Compilation for Preschoolers by the Arts for Autism/CMW awards

Jim Dague, the founder and musical lead for ScribbleMonster provides a unique program for audiences with children on the autistic spectrum. He and his fellow musician, Jayne Saniat, are both parents of children with autism. Additionally, Jayne is a teacher in the prestigious Naperville Specialized Services Department of the Naperville School System and teaches children with autism. ScribbleMonster has created a specialized program for families of children with Autism Spectrum Disorder which includes prompts, repetition, appropriate pacing and controlled noise levels. Their band has great experiences in performing for the autistic community and they as musicians and educators are able to re-direct children and work with them appropriately. They themselves have gone through trainings, parent workshops and educational curriculum to understand and interact effectively with children with Autism Spectrum Disorders.

The Children and YA Services Department of the Chicago Public Library has researched children's performers in the Chicago region through discussion with our contacts in the Autism Program of Illinois and also by querying children's librarians through LACONI (Library Administrator's Conference of Northern Illinois). We have determined that there are no other musical programs that meet our criteria of 1). high quality children's music appropriate to a public library setting, and 2). inclusion of children's literature into the program , and 3). experience and qualifications to perform for children with Autism Spectrum Disorder.

This is a one-time request for ScribbleMonster to present a series of 4 shows in 6 branches for a total of 24 programs in participating branches.

Estimated Cost:

The total cost is \$9,600, or \$400 per show. All expenses (including travel, phone, room and board) incurred by these appearances are to be covered by the performer. Direct payment of any income or self-employment taxes due in regard to compensation paid by this program are the responsibility of the performer.

Schedule Requirements:

ScribbleMonster will be featured in all children's publicity for the stated period of programming.

In each library a meeting room or space, chairs for participants and water for two musicians, Jim Dague and Jayne Saniat, must be provided.

ScribbleMonster will conduct 24 45-minute music and story programs that are directly geared to meet the needs of social and developmental needs of children with Autism Spectrum Disorder and their families/caregivers.

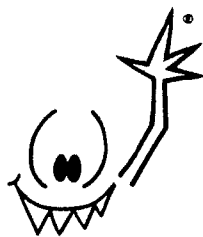
The programs will be scheduled throughout September and October, 2010. They will be scheduled as after-school, evening and Saturday programs so that families can attend these programs as well as offering them to children in our busy libraries during the after-school hours.

Exclusive or Unique Capability:

The goal of this project is to take a first step at developing public programming for children with a very specific set of special needs. ScribbleMonster is a local children's musical company with a national reputation and has extensive experience in performing before audiences of special needs/Autism Spectrum Disorder children. Because of their training, experience as a parents, experience as teachers/educators and their national reputation (named a best recording for children by National Public Radio) this makes them the successful candidate for this proposal.

The Children and YA Services staff did research into finding an appropriate programmer for this important program development. Staff consulted with area consultants through two major Universities, networked with suburban colleagues, and discussed with the schools serving children with Special Needs as well as queering vetted performers who have a reputation as renowned storyteller's musicians with programming in the Chicago region. ScribbleMonster is the only group who had a program developed that met our criteria of being: age appropriate, would work in a public library setting and was within our price range (criteria being under \$400 per program).

ScribbleMonster has prior experience in conducting music programs to hundreds of public libraries including the Flossmore, Roselle, Wauconda, Bartlett and Poplar Creek Libraries. They have also performed at special needs schools including Chicago Public Schools-Fredrick Stock, Beebe Elementary (Naperville), Chicago Heights (School District #802) and Ottawa Area Center (Ottawa, MI). Their other public events venues include the Chicago Cultural Center, Chicago Botanic Garden, Chicago White Sox-Cellular Field, Navy Pier, and the Naperville Park District. Their website address is www.scribblebooks.com.



The ScribbleBooks Company, Inc.

*A Headstart on Creativity!**

QUOTE CONFIRMATION Dated 2-2-2010

The following serves as a confirmation of the proposed series of creative play music performances for the autism community with ScribbleMonster. If you have any questions or foresee any problems, please let us know as soon as possible. Thanks!

The ScribbleBooks Company, Inc. will present a series of 24 performances (at six locations, four dates each - dates and locations TBD) with James Dague and Jayne Saniat (AKA - ScribbleJim and ScribbleJayne of ScribbleMonster) tentatively scheduled for the fall of 2010.

Purchaser: **Chicago Public Library, 400 S. State Street, Chicago, IL 60605**

Place of performance: **Locations TBD**

Scheduled Day(s) and time(s) of visits: **Dates and times TBD. Four, 45 to 60 minute sessions, one a month, at 6 Chicago Public Library locations TBD**

Compensation agreed upon, **\$400 per session (\$9,600 total)**. Please make payments to The ScribbleBooks Company, Inc.

Artist shall be billed as "ScribbleMonster" or "ScribbleJim & ScribbleJayne of ScribbleMonster." Promotional materials will be provided to the purchaser to use as they see fit. Performers will also be made available, if schedule allows, for press and promotional opportunities upon request.

Should a cancellation become necessary due to weather or performer's illness, the visit will be rescheduled as soon as possible at a mutually acceptable date. If agreed upon by all parties, the visit may be presented solo or with a substitute performer in order to avoid rescheduling or cancellation.

If you have any questions or requests, please do not hesitate to call us. We will attempt to incorporate your curriculum or special themes into our presentations whenever possible with special song or activity page. Our goal is for everyone to be inspired and have a good time. We look forward to working with you!

PLEASE CONFIRM ALL INFORMATION, SIGN BELOW AND MAIL FAX TO 708-887-5475. THANKS!

Signature _____

Contact name: **Elizabeth McChesney**

Address: **400 S. State Street, 10S-17**

Phone: **312-747-4784**

E-mail: **emcchesn@chipublib.org**

3000 Kathleen Court • Homewood, IL 60430
Phone 708.957.7822 • Fax 708.887.5475
mail@scribblebooks.com • **www.scribblebooks.com**





City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Jamie L. Rhee
Chief Procurement Officer

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

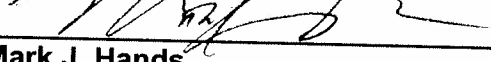
(312) 744-0010 (FAX)

(312) 744-2949 (TTY)

<http://www.cityofchicago.org>

Date: April 14, 2010

To: Jamie L. Rhee
Chief Procurement Officer

From: 
Mark J. Hands
Managing Deputy Procurement Officer

Re: Non-Competitive Procurement Review Board
April 6th, 2010 Meeting

Description: Kids with Autism Musical Program

Requisition No.: 49185

Specification No.: 84650

Requesting Department: Chicago Public Library

The Non-Competitive Procurement Review Board has reviewed the submittal from the City of Chicago Public Library dated March 17th, 2010. After reviewing the attached documentation, this request has been approved in the amount of \$9,600.00 for a two year period.

This Non-Competitive Procurement request is for the development of public programming for children with a very specific set of special needs. Scribblebooks is a local children's company with a national reputation and has extensive experience in performing before audiences of special needs/Autism Spectrum Disorder children.

The Non-Competitive Procurement Review Board approved this request 5-0 on the determination that the Kids with Autism Musical Program provides the service the Chicago Public Library needs.

....

Cc: Rich Butler





City of Chicago
Richard M. Daley
Mayor

Chicago Public Library

Administration
 Mary A. Dempsey
 Commissioner

Board of Directors
 Jayne Carr Thompson
 President

Cristina Benitez
 Paul H. Dykstra
 Melody L. Hobson
 Christina M. Tchen
 Cherryl T. Thomas
 Christopher P. Valenti
 Christopher R. Zorich

400 South State Street
 Chicago, Illinois 60605
 (312) 747-4300
 (312) 747-4314 (TTY)

chicagopubliclibrary.org

3/17/10

2010 MAR 17 AM 10:46

March 17, 2010

To: Jamie L. Rhee
 Chief Procurement Officer

Attention: Mark Hands
 Managing Deputy Procurement Officer

From: Maria Kellner Ligammari *Kelly Bial*
 Director of Procurement *of Joe*

SUBJECT: Request for Non-Competitive Procurement
Kids with Autism Musical Program
Vendor: Scribblebooks Company
Duration: 24 Sessions throughout September and
October 2010
Estimated Value: \$9,600.00

The Chicago Public Library (CPL) requests approval to proceed with a non-competitive procurement for Musical Programs for Kids with Autism. Music programming is a staple of programming for children in public libraries. Music programs for children in library settings go far beyond entertainment. These programs help stimulate interest in reading and books.

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Chicago Public Library: READ, LEARN, DISCOVER!



The next step/goal for the Chicago Public Library System is to begin providing programming in a systemic manner for this growing juvenile demographic. To do this, we will continue training our staff and scaffold the skills they are learning by teaching and modeling appropriate practice. Presenting programs by informed, professionals able to deal with the specific needs of children with Autism Spectrum Disorder is imperative. We will use these programs to assist in training our staff so that they may engage in programming themselves so as to understand key components and strategies for effectively working with this special needs population.

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Procurement Type:	Non-Competitive
Duration:	24 sessions throughout September and October 2010
Estimated Cost:	\$9,600.00
Funding:	010-0346-0912005-0123-220123
User Contact:	Maria Ligammari 747-4290

User Deputy:

Kathy Biel 747-4030

Please contact Maria K. Ligammari at 312-747-4290 if you have any additional questions. Thank you for your consideration.

**CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT
AND AFFIDAVIT**

SECTION I -- GENERAL INFORMATION

A. Legal name of Disclosing Party submitting this EDS. Include d/b/a/ if applicable:

THE SCRIBBLEBOOKS COMPANY, INC.

Check ONE of the following three boxes:

Indicate whether Disclosing Party submitting this EDS is:

1. the Applicant

OR

2. a legal entity holding a direct or indirect interest in the Applicant. State the legal name of the Applicant in which Disclosing Party holds an interest: _____

OR

3. a specified legal entity with a right of control (see Section II.B.1.b.) State the legal name of the entity in which Disclosing Party holds a right of control: _____

B. Business address of Disclosing Party:

3000 KATHLEEN CT

HOMERWOOD, IL 60430

C. Telephone: 708-957-7822 Fax: 708-887-5475 Email: MAIL@SCRIBBLEBOOKS.COM

D. Name of contact person: JAMES DAGUE

E. Federal Employer Identification No. (if you have one): 36-4414064

F. Brief description of contract, transaction or other undertaking (referred to below as the "Matter") to which this EDS pertains. (Include project number and location of property, if applicable):

SERIES OF CREATIVE PLAY MUSIC PERFORMANCES FOR THE AUSTIN COMMUNITY

G. Which City agency or department is requesting this EDS? CHICAGO PUBLIC LIBRARY

If the Matter is a contract being handled by the City's Department of Procurement Services, please complete the following:

Specification # _____ and Contract # _____

SECTION II -- DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF DISCLOSING PARTY

1. Indicate the nature of the Disclosing Party:

- | | |
|---|--|
| <input type="checkbox"/> Person | <input type="checkbox"/> Limited liability company* |
| <input type="checkbox"/> Publicly registered business corporation | <input type="checkbox"/> Limited liability partnership* |
| <input checked="" type="checkbox"/> Privately held business corporation | <input type="checkbox"/> Joint venture* |
| <input type="checkbox"/> Sole proprietorship | <input type="checkbox"/> Not-for-profit corporation |
| <input type="checkbox"/> General partnership* | (Is the not-for-profit corporation also a 501(c)(3))? |
| <input type="checkbox"/> Limited partnership* | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Trust | <input type="checkbox"/> Other (please specify) |

* Note B.1.b below.

2. For legal entities, the state (or foreign country) of incorporation or organization, if applicable:

ILLINOIS

3. For legal entities not organized in the State of Illinois: Has the organization registered to do business in the State of Illinois as a foreign entity?

- Yes No N/A

B. IF THE DISCLOSING PARTY IS A LEGAL ENTITY:

1.a. List below the full names and titles of all executive officers and all directors of the entity. For not-for-profit corporations, also list below all members, if any, which are legal entities. If there are no such members, write "no members." For trusts, estates or other similar entities, list below the legal titleholder(s).

Name	Title
<u>JAMES DAGUE</u>	<u>PRESIDENT</u>
<u>PAIGE DAGUE</u>	<u>TREASURER AND SECRETARY</u>

1.b. If you checked "General partnership," "Limited partnership," "Limited liability company," "Limited liability partnership" or "Joint venture" in response to Item A.1. above (Nature of Disclosing Party), list below the name and title of each general partner, managing member, manager or

any other person or entity that controls the day-to-day management of the Disclosing Party. **NOTE:** Each legal entity listed below must submit an EDS on its own behalf.

Name	Title

2. Please provide the following information concerning each person or entity having a direct or indirect beneficial interest (including ownership) in excess of 7.5% of the Disclosing Party. Examples of such an interest include shares in a corporation, partnership interest in a partnership or joint venture, interest of a member or manager in a limited liability company, or interest of a beneficiary of a trust, estate or other similar entity. If none, state "None." **NOTE:** Pursuant to Section 2-154-030 of the Municipal Code of Chicago ("Municipal Code"), the City may require any such additional information from any applicant which is reasonably intended to achieve full disclosure.

Name	Business Address	Percentage Interest in the Disclosing Party
JAMES DAGUE	3000 KATHLEEN CT. HOMEWOOD, IL 60430	50%
PAIGE DAGUE	3000 KATHLEEN CT. HOMEWOOD, IL 60430	50%

SECTION III -- BUSINESS RELATIONSHIPS WITH CITY ELECTED OFFICIALS

Has the Disclosing Party had a "business relationship," as defined in Chapter 2-156 of the Municipal Code, with any City elected official in the 12 months before the date this EDS is signed?

Yes No

If yes, please identify below the name(s) of such City elected official(s) and describe such relationship(s):

SECTION IV -- DISCLOSURE OF SUBCONTRACTORS AND OTHER RETAINED PARTIES

The Disclosing Party must disclose the name and business address of each subcontractor, attorney, lobbyist, accountant, consultant and any other person or entity whom the Disclosing Party has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total

amount of the fees paid or estimated to be paid. The Disclosing Party is not required to disclose employees who are paid solely through the Disclosing Party's regular payroll.

“Lobbyist” means any person or entity who undertakes to influence any legislative or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2) himself. “Lobbyist” also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

If the Disclosing Party is uncertain whether a disclosure is required under this Section, the Disclosing Party must either ask the City whether disclosure is required or make the disclosure.

Name (indicate whether retained or anticipated to be retained)	Business Address	Relationship to Disclosing Party (subcontractor, attorney, lobbyist, etc.)	Fees (indicate whether paid or estimated)
ALYSON J. SANIAT	1135 THAWLEY LN, NAPERVILLE, IL 60564	SUBCONTRACTOR	\$2,500 ESTIMATED

(Add sheets if necessary)

Check here if the Disclosing party has not retained, nor expects to retain, any such persons or entities.

SECTION V -- CERTIFICATIONS

A. COURT-ORDERED CHILD SUPPORT COMPLIANCE

Under Municipal Code Section 2-92-415, substantial owners of business entities that contract with the City must remain in compliance with their child support obligations throughout the term of the contract.

Has any person who directly or indirectly owns 10% or more of the Disclosing Party been declared in arrearage on any child support obligations by any Illinois court of competent jurisdiction?

Yes No No person owns 10% or more of the Disclosing Party.

If “Yes,” has the person entered into a court-approved agreement for payment of all support owed and is the person in compliance with that agreement?

Yes No

B. FURTHER CERTIFICATIONS

1. The Disclosing Party and, if the Disclosing Party is a legal entity, all of those persons or entities identified in Section II.B.1. of this EDS:
 - a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
 - b. have not, within a five-year period preceding the date of this EDS, been convicted of a criminal offense, adjudged guilty, or had a civil judgment rendered against them in connection with: obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; a violation of federal or state antitrust statutes; fraud; embezzlement; theft; forgery; bribery; falsification or destruction of records; making false statements; or receiving stolen property;
 - c. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in clause B.1.b. of this Section V;
 - d. have not, within a five-year period preceding the date of this EDS, had one or more public transactions (federal, state or local) terminated for cause or default; and
 - e. have not, within a five-year period preceding the date of this EDS, been convicted, adjudged guilty, or found liable in a civil proceeding, or in any criminal or civil action, including actions concerning environmental violations, instituted by the City or by the federal government, any state, or any other unit of local government.
2. The certifications in subparts 2, 3 and 4 concern:
 - the Disclosing Party;
 - any "Applicable Party" (meaning any party participating in the performance of the Matter, including but not limited to any persons or legal entities disclosed under Section IV, "Disclosure of Subcontractors and Other Retained Parties");
 - any "Affiliated Entity" (meaning a person or entity that, directly or indirectly: controls the Disclosing Party, is controlled by the Disclosing Party, or is, with the Disclosing Party, under common control of another person or entity. Indicia of control include, without limitation: interlocking management or ownership; identity of interests among family members, shared facilities and equipment; common use of employees; or organization of a business entity following the ineligibility of a business entity to do business with federal or state or local government, including the City, using substantially the same management, ownership, or principals as the ineligible entity); with respect to Applicable Parties, the term Affiliated Entity means a person or entity that directly or indirectly controls the Applicable Party, is controlled by it, or, with the Applicable Party, is under common control of another person or entity;

- any responsible official of the Disclosing Party, any Applicable Party or any Affiliated Entity or any other official, agent or employee of the Disclosing Party, any Applicable Party or any Affiliated Entity, acting pursuant to the direction or authorization of a responsible official of the Disclosing Party, any Applicable Party or any Affiliated Entity (collectively "Agents").

Neither the Disclosing Party, nor any Applicable Party, nor any Affiliated Entity of either the Disclosing Party or any Applicable Party nor any Agents have, during the five years before the date this EDS is signed, or, with respect to an Applicable Party, an Affiliated Entity, or an Affiliated Entity of an Applicable Party during the five years before the date of such Applicable Party's or Affiliated Entity's contract or engagement in connection with the Matter:

- a. bribed or attempted to bribe, or been convicted or adjudged guilty of bribery or attempting to bribe, a public officer or employee of the City, the State of Illinois, or any agency of the federal government or of any state or local government in the United States of America, in that officer's or employee's official capacity;
- b. agreed or colluded with other bidders or prospective bidders, or been a party to any such agreement, or been convicted or adjudged guilty of agreement or collusion among bidders or prospective bidders, in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
- c. made an admission of such conduct described in a. or b. above that is a matter of record, but have not been prosecuted for such conduct; or
- d. violated the provisions of Municipal Code Section 2-92-610 (Living Wage Ordinance).

3. Neither the Disclosing Party, Affiliated Entity or Applicable Party, or any of their employees, officials, agents or partners, is barred from contracting with any unit of state or local government as a result of engaging in or being convicted of (1) bid-rigging in violation of 720 ILCS 5/33E-3; (2) bid-rotating in violation of 720 ILCS 5/33E-4; or (3) any similar offense of any state or of the United States of America that contains the same elements as the offense of bid-rigging or bid-rotating.

4. Neither the Disclosing Party nor any Affiliated Entity is listed on any of the following lists maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury or the Bureau of Industry and Security of the U.S. Department of Commerce or their successors: the Specially Designated Nationals List, the Denied Persons List, the Unverified List, the Entity List and the Debarred List.

5. The Disclosing Party understands and shall comply with (1) the applicable requirements of the Governmental Ethics Ordinance of the City, Title 2, Chapter 2-156 of the Municipal Code; and (2) all the applicable provisions of Chapter 2-56 of the Municipal Code (Office of the Inspector General).

6. If the Disclosing Party is unable to certify to any of the above statements in this Part B (Further Certifications), the Disclosing Party must explain below:

NA

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Disclosing Party certified to the above statements.

C. CERTIFICATION OF STATUS AS FINANCIAL INSTITUTION

For purposes of this Part C, under Municipal Code Section 2-32-455(b), the term "financial institution" means a bank, savings and loan association, thrift, credit union, mortgage banker, mortgage broker, trust company, savings bank, investment bank, securities broker, municipal securities broker, securities dealer, municipal securities dealer, securities underwriter, municipal securities underwriter, investment trust, venture capital company, bank holding company, financial services holding company, or any licensee under the Consumer Installment Loan Act, the Sales Finance Agency Act, or the Residential Mortgage Licensing Act. However, "financial institution" specifically shall not include any entity whose predominant business is the providing of tax deferred, defined contribution, pension plans to public employees in accordance with Sections 403(b) and 457 of the Internal Revenue Code. (Additional definitions may be found in Municipal Code Section 2-32-455(b).)

1. CERTIFICATION

The Disclosing Party certifies that the Disclosing Party (check one)

[] is is not

a "financial institution" as defined in Section 2-32-455(b) of the Municipal Code.

2. If the Disclosing Party IS a financial institution, then the Disclosing Party pledges:

"We are not and will not become a predatory lender as defined in Chapter 2-32 of the Municipal Code. We further pledge that none of our affiliates is, and none of them will become, a predatory lender as defined in Chapter 2-32 of the Municipal Code. We understand that becoming a predatory lender or becoming an affiliate of a predatory lender may result in the loss of the privilege of doing business with the City."

If the Disclosing Party is unable to make this pledge because it or any of its affiliates (as defined in Section 2-32-455(b) of the Municipal Code) is a predatory lender within the meaning of Chapter

2-32 of the Municipal Code, explain here (attach additional pages if necessary):

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Disclosing Party certified to the above statements.

D. CERTIFICATION REGARDING INTEREST IN CITY BUSINESS

Any words or terms that are defined in Chapter 2-156 of the Municipal Code have the same meanings when used in this Part D.

1. In accordance with Section 2-156-110 of the Municipal Code: Does any official or employee of the City have a financial interest in his or her own name or in the name of any other person or entity in the Matter?

Yes No

NOTE: If you checked "Yes" to Item D.1., proceed to Items D.2. and D.3. If you checked "No" to Item D.1., proceed to Part E.

2. Unless sold pursuant to a process of competitive bidding, or otherwise permitted, no City elected official or employee shall have a financial interest in his or her own name or in the name of any other person or entity in the purchase of any property that (i) belongs to the City, or (ii) is sold for taxes or assessments, or (iii) is sold by virtue of legal process at the suit of the City (collectively, "City Property Sale"). Compensation for property taken pursuant to the City's eminent domain power does not constitute a financial interest within the meaning of this Part D.

Does the Matter involve a City Property Sale?

Yes No

3. If you checked "Yes" to Item D.1., provide the names and business addresses of the City officials or employees having such interest and identify the nature of such interest:

Name	Business Address	Nature of Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. The Disclosing Party further certifies that no prohibited financial interest in the Matter will be acquired by any City official or employee.

E. CERTIFICATION REGARDING SLAVERY ERA BUSINESS

The Disclosing Party has searched any and all records of the Disclosing Party and any and all predecessor entities for records of investments or profits from slavery, the slave industry, or slaveholder insurance policies from the slavery era (including insurance policies issued to slaveholders that provided coverage for damage to or injury or death of their slaves) and has disclosed in this EDS any and all such records to the City. In addition, the Disclosing Party must disclose the names of any and all slaves or slaveholders described in those records. Failure to comply with these disclosure requirements may make the Matter to which this EDS pertains voidable by the City.

Please check either 1. or 2. below. If the Disclosing Party checks 2., the Disclosing Party must disclose below or in an attachment to this EDS all requisite information as set forth in that paragraph 2.

1. The Disclosing Party verifies that (a) the Disclosing Party has searched any and all records of the Disclosing Party and any and all predecessor entities for records of investments or profits from slavery, the slave industry, or slaveholder insurance policies, and (b) the Disclosing Party has found no records of investments or profits from slavery, the slave industry, or slaveholder insurance policies and no records of names of any slaves or slaveholders.

2. The Disclosing Party verifies that, as a result of conducting the search in step 1(a) above, the Disclosing Party has found records relating to investments or profits from slavery, the slave industry, or slaveholder insurance policies and/or the names of any slaves or slaveholders. The Disclosing Party verifies that the following constitutes full disclosure of all such records:

SECTION VI -- CERTIFICATIONS FOR FEDERALLY-FUNDED MATTERS

NOTE: If the Matter is federally funded, complete this Section VI. If the Matter is not federally funded, proceed to Section VII.

A. CERTIFICATION REGARDING LOBBYING

1. List below the names of all persons or entities registered under the federal Lobbying Disclosure Act of 1995 who have made lobbying contacts on behalf of the Disclosing Party with respect to the Matter: (Begin list here, add sheets as necessary):

(If no explanation appears or begins on the lines above, or if the letters "NA" or if the word "None" appear, it will be conclusively presumed that the Disclosing Party means that NO persons or entities registered under the Lobbying Disclosure Act of 1995 have made lobbying contacts on behalf of the Disclosing Party with respect to the Matter.)

2. The Disclosing Party has not spent and will not expend any federally appropriated funds to pay any person or entity listed in Paragraph A.1. above for his or her lobbying activities or to pay any person or entity to influence or attempt to influence an officer or employee of any agency, as defined by applicable federal law, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the award of any federally funded contract, making any federally funded grant or loan, entering into any cooperative agreement, or to extend, continue, renew, amend, or modify any federally funded contract, grant, loan, or cooperative agreement.

3. The Disclosing Party will submit an updated certification at the end of each calendar quarter in which there occurs any event that materially affects the accuracy of the statements and information set forth in paragraphs A.1. and A.2. above.

If the Matter is federally funded and any funds other than federally appropriated funds have been or will be paid to any person or entity for influencing or attempting to influence an officer or employee of any agency (as defined by applicable federal law), a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the Matter, the Disclosing Party must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The form may be obtained online from the federal Office of Management and Budget (OMB) web site at <http://www.whitehouse.gov/omb/grants/sflllin.pdf>, linked on the page http://www.whitehouse.gov/omb/grants/grants_forms.html.

4. The Disclosing Party certifies that either: (i) it is not an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; or (ii) it is an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 but has not engaged and will not engage in "Lobbying Activities".

5. If the Disclosing Party is the Applicant, the Disclosing Party must obtain certifications equal in form and substance to paragraphs A.1. through A.4. above from all subcontractors before it awards any subcontract and the Disclosing Party must maintain all such subcontractors' certifications for the duration of the Matter and must make such certifications promptly available to the City upon request.

B. CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY

If the Matter is federally funded, federal regulations require the Applicant and all proposed subcontractors to submit the following information with their bids or in writing at the outset of negotiations.

Is the Disclosing Party the Applicant?

Yes

No

If "Yes," answer the three questions below:

1. Have you developed and do you have on file affirmative action programs pursuant to applicable federal regulations? (See 41 CFR Part 60-2.)

Yes

No

2. Have you filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance Programs, or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements?

Yes

No

3. Have you participated in any previous contracts or subcontracts subject to the equal opportunity clause?

Yes

No

If you checked "No" to question 1. or 2. above, please provide an explanation:

SECTION VII -- ACKNOWLEDGMENTS, CONTRACT INCORPORATION, COMPLIANCE, PENALTIES, DISCLOSURE

The Disclosing Party understands and agrees that:

A. By completing and filing this EDS, the Disclosing Party acknowledges and agrees, on behalf of itself and the persons or entities named in this EDS, that the City may investigate the creditworthiness of some or all of the persons or entities named in this EDS.

B. The certifications, disclosures, and acknowledgments contained in this EDS will become part of any contract or other agreement between the Applicant and the City in connection with the Matter, whether procurement, City assistance, or other City action, and are material inducements to the City's execution of any contract or taking other action with respect to the Matter. The Disclosing Party understands that it must comply with all statutes, ordinances, and regulations on which this EDS is based.

C. The City's Governmental Ethics and Campaign Financing Ordinances, Chapters 2-156 and 2-164 of the Municipal Code, impose certain duties and obligations on persons or entities seeking City contracts, work, business, or transactions. The full text of these ordinances and a training program is available on line at www.cityofchicago.org/Ethics, and may also be obtained from the City's Board of Ethics, 740 N. Sedgwick St., Suite 500, Chicago, IL 60610, (312) 744-9660. The Disclosing Party must comply fully with the applicable ordinances.

D. If the City determines that any information provided in this EDS is false, incomplete or inaccurate, any contract or other agreement in connection with which it is submitted may be rescinded or be void or voidable, and the City may pursue any remedies under the contract or agreement (if not rescinded, void or voidable), at law, or in equity, including terminating the Disclosing Party's participation in the Matter and/or declining to allow the Disclosing Party to participate in other transactions with the City. Remedies at law for a false statement of material fact may include incarceration and an award to the City of treble damages.

E. It is the City's policy to make this document available to the public on its Internet site and/or upon request. Some or all of the information provided on this EDS and any attachments to this EDS may be made available to the public on the Internet, in response to a Freedom of Information Act request, or otherwise. By completing and signing this EDS, the Disclosing Party waives and releases any possible rights or claims which it may have against the City in connection with the public release of information contained in this EDS and also authorizes the City to verify the accuracy of any information submitted in this EDS.

F. The information provided in this EDS must be kept current. In the event of changes, the Disclosing Party must supplement this EDS up to the time the City takes action on the Matter. If the Matter is a contract being handled by the City's Department of Procurement Services, the Disclosing Party must update this EDS as the contract requires.

The Disclosing Party represents and warrants that:

G. The Disclosing Party has not withheld or reserved any disclosures as to economic interests in the Disclosing Party, or as to the Matter, or any information, data or plan as to the intended use or purpose for which the Applicant seeks City Council or other City agency action.

For purposes of the certifications in H.1. and H.2. below, the term "affiliate" means any person or entity that, directly or indirectly: controls the Disclosing Party, is controlled by the Disclosing Party, or is, with the Disclosing Party, under common control of another person or entity. Indicia of control include, without limitation: interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; or organization of a business entity following the ineligibility of a business entity to do business with the federal government or a state or local government, including the City, using substantially the same management, ownership, or principals as the ineligible entity.

H.1. The Disclosing Party is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, nor are the Disclosing Party or its affiliates delinquent in paying any fine, fee, tax or other charge owed to the City. This includes, but is not limited to, all water charges, sewer charges, license fees, parking tickets, property taxes or sales taxes.

H.2. If the Disclosing Party is the Applicant, the Disclosing Party and its affiliates will not use, nor permit their subcontractors to use, any facility on the U.S. EPA's List of Violating Facilities in connection with the Matter for the duration of time that such facility remains on the list.

H.3 If the Disclosing Party is the Applicant, the Disclosing Party will obtain from any contractors/subcontractors hired or to be hired in connection with the Matter certifications equal in form and substance to those in H.1. and H.2. above and will not, without the prior written consent of the City, use any such contractor/subcontractor that does not provide such certifications or that the Disclosing Party has reason to believe has not provided or cannot provide truthful certifications.

NOTE: If the Disclosing Party cannot certify as to any of the items in H.1., H.2. or H.3. above, an explanatory statement must be attached to this EDS.

CERTIFICATION

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this EDS on behalf of the Disclosing Party, and (2) warrants that all certifications and statements contained in this EDS are true, accurate and complete as of the date furnished to the City.

THE SCRIBBLEBOOKS COMPANY, INC
(Print or type name of Disclosing Party)

Date: 3/5/2010

By: [Signature]
(sign here)



JAMES DAGUE
(Print or type name of person signing)

PRESIDENT
(Print or type title of person signing)

Signed and sworn to before me on (date) 3-5-2010, by James L Dague,
at COOK County, IL (state).

Marilyn Blackmon Notary Public.

Commission expires: 10-12-2011.

**CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT
APPENDIX A**

**FAMILIAL RELATIONSHIPS WITH ELECTED CITY OFFICIALS AND
DEPARTMENT HEADS**

This Appendix is to be completed only by (a) the Applicant, and (b) any legal entity which has a direct ownership interest in the Applicant exceeding 7.5 percent. It is not to be completed by any legal entity which has only an indirect ownership interest in the Applicant.

Under Municipal Code Section 2-154-015, the Disclosing Party must disclose whether such Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof currently has a "familial relationship" with any elected city official or department head. A "familial relationship" exists if, as of the date this EDS is signed, the Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof is related, by blood or adoption, to the mayor, any alderman, the city clerk, the city treasurer or any city department head as parent, child, brother or sister, aunt or uncle, niece or nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister or half-brother or half-sister.

"Applicable Party" means (1) all corporate officers of the Disclosing Party, if the Disclosing Party is a corporation; all partners of the Disclosing Party, if the Disclosing Party is a general partnership; all general partners and limited partners of the Disclosing Party, if the Disclosing Party is a limited partnership; all managers, managing members and members of the Disclosing Party, if the Disclosing Party is a limited liability company; (2) all principal officers of the Disclosing Party; and (3) any person having more than a 7.5 percent ownership interest in the Disclosing Party. "Principal officers" means the president, chief operating officer, executive director, chief financial officer, treasurer or secretary of a legal entity or any person exercising similar authority.

Does the Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof currently have a "familial relationship" with an elected city official or department head?

Yes

No

If yes, please identify below (1) the name and title of such person, (2) the name of the legal entity to which such person is connected; (3) the name and title of the elected city official or department head to whom such person has a familial relationship, and (4) the precise nature of

such familial relationship.

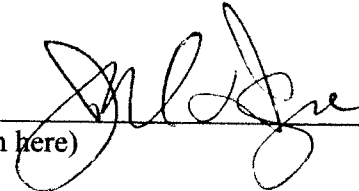
CERTIFICATION

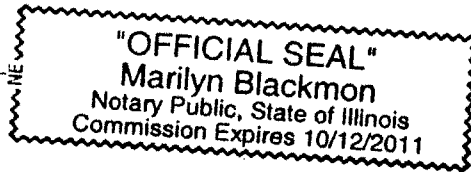
Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this EDS on behalf of the Disclosing Party, and (2) warrants that all certifications and statements contained in this EDS are true, accurate and complete as of the date furnished to the City.

THE SCRIBBLEBOOKS COMPANY, INC.
(Print or type name of Disclosing Party)

Date: 3/5/2010

By:


(Sign here)



JAMES DAGUE
(Print or type name of person signing)

PRESIDENT
(Print or type title of person signing)

Signed and sworn to before me on (date) 3-5-2010, by James L Dague
at COOK County, IL (State).

Marilyn Blackmon Notary Public.

Commission expires: 10-12-2011.

Specification No. _____
Contract No. _____
Contract Description _____

ACKNOWLEDGMENT

Contractor, THE SCRIBBLEBOOKS COMPANY, INC. acknowledges that the following provision is incorporated into the Contract as if fully set forth in the body of the Contract.

Office of Compliance

Contractor understands and will abide by all provisions of Chapter 2-26 of the Municipal Code pertaining to the Office of Compliance.

I have authority to execute this Acknowledgement on behalf of Contractor and do so:

Contractor: THE SCRIBBLEBOOKS COMPANY, INC.

By: [Signature]
Signature of Authorize Officer*

Name: JAMES DAEGE

Title: PRESIDENT

Date: 3/5/2010

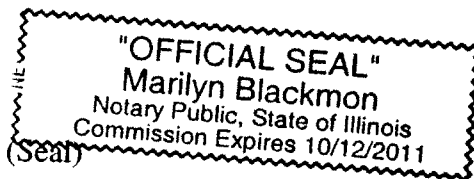
*Note: In the even that this Acknowledgment is signed by other than the President of the Contractor, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization, such as a resolution by the Board of Directors, which permits the person to sign this Acknowledgment for the Contractor.

State of ILLINOIS
County of COOK

This instrument was acknowledged before me on this 5th day of MARCH, 2010, by JAMES DAEGE as President (or other authorized officer) of THE SCRIBBLEBOOKS COMPANY, INC. (Corporation Name).

Marilyn Blackmon
Notary Public Signature

Commission Expires: 10-12-2011





CERTIFICATE OF LIABILITY INSURANCE

OP ID JT
SCRIB-1

DATE (MM/DD/YYYY)

03/04/10

PRODUCER
MVP Insurance Agency
10763 W. 163rd Place, Suite 4-
Orland Park IL 60467
Phone: 708-460-6183 Fax: 708-460-6173

INSURED
SCRIBBLEBOOKS CORPORATION, Inc
3000 KATHLEEN COURT
HOMEWOOD IL 60430-2850

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	Indiana Insurance	
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	X	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	53634883	05/15/09	until cancelled	EACH OCCURRENCE	\$ 1000000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100000
						MED EXP (Any one person)	\$ 10000
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$ 1000000
						PRODUCTS - COMP/OP AGG	\$
						CSL	1000000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 The City of Chicago is named Additional Insured with respects to the General Liability on a primary non-contributory basis.

CERTIFICATE HOLDER

CITYCHI
City of Chicago
121 N LaSalle Street
403 Dept of Procurement Servic
Chicago IL 60602

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE
 Jerome Thompson



The ScribbleBooks Company, Inc.
Children's books, music and live entertainment inspiring you to draw outside the lines.™

3000 Kathleen Court
Homewood, IL 60430
Phone 708.957.7822
Fax 708.887.5475
mail@scribblebooks.com
www.scribblebooks.com

March 8, 2010

Elizabeth McChesney
Assistant Director
Chicago Public Library
System Wide Children and YA Services
400 S. State Street, 10S-17
Chicago, IL 60605

Elizabeth,

The ScribbleBooks Company is an S corporation with no employees and, as such, carries no workers compensation insurance. Band members are self-employed and contracted as needed on a per job basis as independent contractors. Please let me know if you have any questions or require any additional information.

Thanks,

James Dague

read sing think play dance draw



City of Chicago
Richard M. Daley
Mayor

Chicago Public Library

Administration

Mary A. Dempsey
Commissioner

Board of Directors

Jayne Carr Thompson
President

Cristina Benitez
Paul H. Dykstra
Susan S. Hassan
Melody L. Hobson
Judith C. Rice
Cherryl T. Thomas
Christopher P. Valenti
Julia Zhu

400 South State Street
Chicago, Illinois 60605
(312) 747-4300
(312) 747-4314 (TTY)
chicagopubliclibrary.org



Date: March 17, 2010

To: Jamie L. Rhee
Chief Procurement Officer

From: Maria Kellner Ligammari
Director of Procurement

Kathy Buel
for

Re: NON-COMPETITIVE PROCUREMENT REQUEST
FOR PROGRAM TOUR WITH SCRIBBLEBOOKS
AT THE CHICAGO PUBLIC LIBRARY

The Chicago Public Library requests that a new contract be initiated for a program tour with Scribblebooks for children with autism and their families.

Attached are the DPS Project Checklist and the Detailed Specifications.

Thank you for your attention to this request. If further information is required, please contact Olivia Boyd at 747-4296.

Chicago Public Library: READ, LEARN, DISCOVER!

DPS PROJECT CHECKLIST

For DPS Use Only

Date Received

Date Returned

Date Accepted

CA/CN's Name

IMPORTANT: ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR ROUTING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602, ATTENTION: CHIEF PROCUREMENT OFFICER.

General Information:

Date: 3/17/10	Need by (estimated date):	
Requisition No.: 49185	Contact Person:	Project Manager:
Specification No.: (if known) 84650	Olivia Boyd	Maria Kellner Liganmari
PO No.: (if known)	Telephone: -7474296	Telephone: -7474290
Modification No.: (if known)	Fax: -7474522	Fax: -7474522
Previous PO No.: (if known)	Email: oboyd@chipublib.org	Email: liganmar@chipublib.org

Project Description: PROGRAM TOUR WITH SCRIBBLERBOOKS AT THE CHICAGO PUBLIC LIBRARY

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"/> Grant*	<input type="checkbox"/> Other:
Federal:	<input type="checkbox"/> FHWA	<input type="checkbox"/> FTA	<input type="checkbox"/> FAA	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other:

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	\$ DOLLAR AMOUNT
01	010	0346	91	2005	0123				\$9,600.00

*IF GRANT FUNDED, ATTACH COPY OF THE APPROVED GRANT AND APPLICATION AND ANY OTHER TERMS AND CONDITIONS OF FUNDING SOURCE THAT MAY APPLY. GRANT FUNDS MUST BE _____ COMMITTED OR _____ SPENT BY DEADLINE: _____ (DATE) Term Estimated Value \$9600.00

Scope Statement:

Attached is a Detailed Scope of Services and/or Specification. E-mail softcopy in Microsoft Word to DPS Unit Manager

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.

Purchase Order Type (Check All That Apply):

New Request	Modification/Amendment
<input type="checkbox"/> Blanket/Term/DUR/Agreement	<input type="checkbox"/> Time Extension**
<input type="checkbox"/> Master Agreement (Task Order)	<input type="checkbox"/> Vendor Limit Increase
<input checked="" type="checkbox"/> Standard/One-Time Purchase	<input type="checkbox"/> Scope Change/Price Increase/Additional Line Item(s)
Forms	<input type="checkbox"/> Other (specify):
<input checked="" type="checkbox"/> Requisition	
<input type="checkbox"/> Special Approvals	
<input checked="" type="checkbox"/> Non-Competitive Review Board (NCRB)	

Contract Term:

** Requested Term (Number of Months):

Pre-Bid/Submittal Requirements:

Mandatory Pre Bid/Submittal Conference? Yes* No

Requesting Site Visit? Yes No

*If yes, explain reasons why mandatory attendance is necessary.

DPS PROJECT CHECKLIST

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.

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

Required Attachments: Scope of Services, including location, description of project, services required, deliverables, and other information as required

Risk Management

Current Insurance Requirements prepared/approved by Risk Management:

Yes No

Will services be performed within 50 feet of CTA train or other railroad property?

Yes No

Will services be performed on or near a waterway?

Yes No

If applicable, Pre-Qualification Category No.

Category Description:

For Pre-Qualification Program, attach list of suggested firms to be solicited

Other Agency Concurrence Required: None State Federal Other

If Amendment request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Yes No

AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents:

Yes No

Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications

Risk Management:

Current Insurance Requirements prepared/approved by Risk Management:

Yes No

Will work be performed within 50 feet of CTA or ATS structure or property?

Yes No

Will work be performed airside?

Yes No

*NOTE: Any non-construction Aviation request, complete the applicable section.

Do bid documents contain Sensitive Security Information (SSI)?

Yes* No Redacted

*If yes, attach Confidentiality Statement

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Yes No

If Amendment request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

DPS PROJECT CHECKLIST

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments:

- Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations
- Bidder's qualification, contract term and extension options
- Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards
- Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

Attach Recommendation of **MBE/WBE/DBE Analysis Form**
Is this a **Revenue Producing contract**?

- Yes No
 Yes No

If **Modification request**, please verify and provide the following:

Contractor's Name:
Contractor's Address:
Contractor's e-mail Address:
Contractor's Phone Number:
Contractor's Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:

Copy of Draft (80% Completion), Contract Documents and Detailed Specifications

Risk Management

Current Insurance Requirements prepared/approved by Risk Management:

Will services be performed within 50 feet of CTA train or other railroad property?

Will services be performed on or near a waterway?

- Yes No
 Yes No
 Yes No

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

- Yes No

If **Modification request**, please verify and provide the following:

Contractor's Name:
Contractor's Address:
Contractor's e-mail Address:
Contractor's Phone Number:
Contractor's Contact Person:

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

If **New Request** (Check applicable boxes):

Is this a **Request for Information (RFI)**?

Is this a **Request for Qualifications (RFQ)**?

Is this a **Request for Proposal (RFP)**?

If RFQ or RFP, did any outside Consultant provide advice or deliverables in developing the RFQ or RFP?

*If yes, Company Name: **PO#**

- Yes No
 Yes No
 Yes No
 Yes* No

Attach a narrative explaining the consulting services and deliverables provided.

Is this a **Non-Competitive Procurement**?

- Yes* No

*If yes, attach completed Non-Competitive Justification form, vendor proposal and completed MBE/WBE compliance plan (Schedules C-1 and D-1) submitted to the Non-Competitive Review Board.

Is this a request for **Individual Contract Services**?

- Yes* No

*If yes and you seek a sole source contract to hire a person as a Consultant, attach completed Office of Compliance "Request for Individual Contract Services" approval form signed by Department Head, Office of Compliance & OBM.

Is this a **Revenue Producing contract**?

- Yes No

Does this request involve the **purchase of Software**?

- Yes* No

*If yes, is City required to sign a software license?

- Yes* No

*If yes, attach descriptions of software and software license agreement.

DPS PROJECT CHECKLIST

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST (continued)

Required Attachments (IF RFP/RFQ OR SOLE SOURCE):

Statement of Work (SOW), Deliverables or Scope of Services defined

Does SOW involve any work in the public way?

Yes* No

*If yes, attach list of locations.

Does SOW involve any public improvement to property that requires performance bond or prevailing wage?

Yes* No

*If yes, attach list of locations.

Is City Council approval required?

Yes No

Project or Program Background Information

Project Goals and Objectives

Qualifications or Licenses/Certifications required for any disciplines

Evaluation Criterion desired in RFP or RFQ

Evaluation Committee (EC) members recommended. Attach list of names, titles and departments

Technical and/or Functional Requirements, if applicable

Cost Proposal/Schedule of Compensation structure (If Sole Source, over Contract Term by Milestone Deliverables)

If an Information Technology (IT) project valued at \$100,000.00 or more, attach approval transmittal sheet from Information Technology Governance Board (ITGB)

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Yes No

If **Amendment request**, please verify and provide the following:

Contractor's Name: The ScribbleBooks Company, Inc.

Contractor's Address: 3000 Kathleen Court, Homewood, IL 60430

Contractor's e-mail Address: mail@scribblebooks.com

Contractor's Phone Number: (708) 957-7822

Contractor's Contact Person: James Dague

VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

Required Attachments:

Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories

Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)

Delivery Location(s)

Technical Literature

Drawings, if any

Part Number List (Manufacturer, or Dealer, or Other Source)

Current Price List(s)/Catalog(s)

Special Approval Form

Exhibits and Attachments

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Is this a **Revenue Producing Contract**?

Yes No

Yes No

If **Modification request**, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

DPS PROJECT CHECKLIST

WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

Required Attachments:

- Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations
- Bidder's qualification, contract term and extension options
- Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards
- Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate
- If an Information Technology (IT) project valued at \$100,000.00 or more, attach approval transmittal sheet from Information Technology Governance Board (ITGB)

Risk Management:

Will services be performed within 50 feet (50') of CTA train or other railroad property?

Yes No

Will services be performed on or near a waterway?

Yes No

Will services require the handling of hazardous/bio-waste material?

Yes No

Will services require the blocking of streets or sidewalks which may affect public safety?

Yes No

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Is this a **Revenue Producing contract**?

Yes No

Yes No

If Modification or Amendment request, please verify and provide the following:

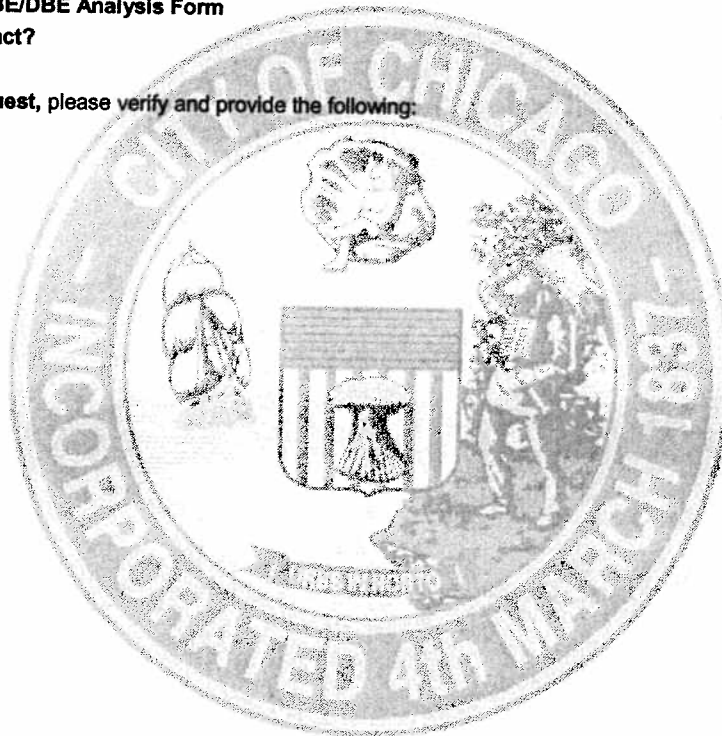
Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:



Number **49185**

Type **Purchase Reqr**

Preparer **BOYD, OLIVIA E**

Description **PROGRAM TOUR**

Status **Incomplete**

Total **USD 9,600.00**

[.84]

Lines Source Details Details Currency

Num	Rev	Category	Description	UOM	Quantity	Price	Need-By
1		96205.	AMUSEMENT AND ENT	Each	1	9600	

Destination Type **Expense**
Requester **BOYD, OLIVIA E**
Organization **CITY OF CHICAGO-INVENTOR**
Location **L11**
Subinventory

Source **Supplier**
Supplier
Site
Contact
Phone

Catalog...

Distributions

Approve...

Number **49185** Type **Purchase Requi** Preparer **BOYD, OLIVIA E**
Description **PROGRAM TOUR** Status **Incomplete** Total **USD 9,600.00**

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Lines	Source Details	Details	Currency				
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Location **L11**
Subinventory

Source **Supplier**
Supplier
Site
Contact
Phone

Catalog... **Distributions** **Approve...**

Musical Programs for Kids with Autism

DETAILED SPECIFICATIONS

1. SCOPE

The Contractor must provide Musical Programs for Kids with Autism, F.O.B., City of Chicago, Chicago Public Library, various locations throughout the City, as described herein and in accordance with the terms and conditions of this specification.

The maximum compensation under this Agreement cannot exceed \$10,000.00.

2. INTENT

The Chicago Public Library intends to procure Musical Programs for Kids with Autism and continually strives to meet the diverse and changing needs of our patrons. As the national rate of Autism and Autism Spectrum Disorders continues to rise, more children and their families faced with this special need are using the Chicago Public Libraries.

3. SCOPE OF SERVICES

The Contractor must plan and conduct four (4) shows in six (6) branches for a total of twenty-four (24) programs in participating branches. These programs conducted by the ScribbleMonster band must be geared towards children with Autism Spectrum Disorder and blend traditional children's music and improvisation with movement, dance and play for unique concerns geared at motivating children's creative expression. They will include prompts, repetition, appropriate pacing and controlled noise levels.

The Contractor must develop all material for the programs. The Contractor must secure his own travel to the various locations and will be provided with a parking space where possible.

The Contractor must provide twenty-four (24) Musical Programs for Kids with Autism throughout September and October 2010 at various Chicago Public Library branch locations. The programs will be approximately forty-five (45) minute long.

Library locations will be determined closer to program dates and according to branch availability. They will be scheduled as after-school, evening and Saturday programs.

This is a one (1) time request for ScribbleBooks Company to present twenty-four (24) sessions in participating branches.

Estimated Cost:

The total cost is nine thousand nine hundred dollars (\$9,900), or four hundred dollars (\$400) per show. All expenses (including travel, phone, room and board) incurred by these appearances must to be covered by the performer. Direct payment of any income or self-employment taxes due in regard to compensation paid by this program are the responsibility of the performer.

Schedule Requirements:

ScribbleMonster will be featured in all children's publicity for the stated period of programming.

In each library a meeting room or space, chairs for participants and water for two (2) musicians, Jim Dague and Jayne Saniat, must be provided.

ScribbleMonster must conduct twenty- four (24), forty-five (45) minute music and story programs that are directly geared to meet the needs of social and developmental needs of children with Autism Spectrum Disorder and their families/caregivers.

The programs will be scheduled throughout September and October, 2010. They will be scheduled as after-school, evening and Saturday programs so that families can attend these programs as well as offering them to children in our busy libraries during the after-school hours.

Musical Programs for Kids with Autism

Exclusive or Unique Capability:

The goal of this project is to take a first step at developing public programming for children with a very specific set of special needs. ScribbleMonster is a local children's musical company with a national reputation and has extensive experience in performing before audiences of special needs/Autism Spectrum Disorder children. Because of their training, experience as a parents, experience as teachers/educators and their national reputation (named a best recording for children by National Public Radio) this makes them the successful candidate for this proposal.

The Children and YA Services staff did research into finding an appropriate programmer for this important program development. Staff consulted with area consultants through two (2) major Universities, networked with suburban colleagues, and discussed with the schools serving children with Special Needs as well as queering vetted performers who have a reputation as renowned storyteller's musicians with programming in the Chicago region. ScribbleMonster is the only group who had a program developed that met our criteria of being: age appropriate, would work in a public library setting and was within our price range (criteria being under \$400 per program).

ScribbleBooks Company has prior experience in conducting music programs to hundreds of public libraries including the Flossmore, Roselle, Wauconda, Bartlett and Poplar Creek Libraries. They have also performed at special needs schools including Chicago Public Schools-Fredrick Stock, Beebe Elementary (Naperville), Chicago Heights (School District #802), Ottawa Area Center and (Ottawa, MI). Their other public events venues include the Chicago Cultural Center, Chicago Botanic Garden, Chicago White Sox-Cellular Field, Navy Pier, and the Naperville Park District. Their website address is www.scribblebooks.com.

4. EXCEPTIONS

Boiler plate language.

SPECIAL CONDITIONS

BASIS OF AWARD

One (1) Contract

MINORITY AND WOMEN BUSINESS ENTERPRISE COMPLAINE REQUIREMENTS

Boiler plate under \$10,000 language

PERFORMANCE OF SERVICES

As after-school, evening and Saturday programs so that families can attend these programs as well as offering them to children in our busy libraries during the after-school hours.

INVOICES

Chicago Public Library, 400 South State Street, Chicago, Illinois 60605

CONTRACT PERIOD

Standard one shot