CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES
ROOM 403, CITY HALL, 121 N. LASALLE STREET

JNCP Form Rev ____

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 BOARD OF TRUSTEES U of I for the product and/or services described herein.
(Name of Person or Firm)

This is a request for X (One-Time Contractor Requisition # _____, copy attached) or ✓ Term Agreement or _____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" for all contracts within the CDPH EMERGENCY PREPAREDNES (Attach List)
(Program Name)

Pre-Assigned Specification No._____
Pre-Assigned Contract No. _____

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: _____	Company or Agency Name: _____
Specification # _____	Contract or Program Description: _____
Modification #: _____	(Attach List, if multiple)

Originator Name	Telephone	Signature	Department	Date
R. Rzeszutko	5-3504	[signature]	CDPH	4.22.10

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

☒ PROCUREMENT HISTORY
See ATTACHED

☒ ESTIMATED COST
$350,340 FOR 5 years
See ATTACHED Rate of Compensation

☒ SCHEDULE REQUIREMENTS
See ATTACHED

☒ EXCLUSIVE OR UNIQUE CAPABILITY
See ATTACHED

☐ OTHER

S.C.R.B.
DATE 5-4-10
APPROVED
CONDITIONALLY APPROVED [signature] 5-0
RETURN TO DEPT.
DISAPPROVED

APPROVED BY: [signature] DEPARTMENT HEAD OR DESIGNEE — 4/22/10 DATE — [signature] BOARD CHAIRPERSON — 5/4/10 DATE

[signature] CHIEF PROCUREMENT OFFICER — 5/7/10 — 517

DATE OF APPROVAL

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: 22-APRIL-2010	**Need by (estimated date):**	
Requisition No.: 49908	**Contact Person:**	**Project Manager:**
Specification No.: (if known) 85868		
PO No.: (if known)	**Telephone:**	**Telephone:**
Modification No.: (if known)	**Fax:**	**Fax:**
Previous PO No.: (if known) 14171	**Email:**	**Email:**

Project Description: SOLE SOURCE CONTRACT WITH BOARD OF TRUSTEES U OF I FOR HOSTING AND MAINTENANCE OF THE CDPH LMS SYSTEM, ASSET MANAGEMENT SYSTEM, CAN ALL DVC OPERATIONG GAMING SYSTEMS

Funding:

City:	☐ Corporate	☐ Bond	☐ Enterprise	☐ Grant*	☐ Other:
State:	☐ IDOT/Transit	☐ IDOT/Highway		☐ Grant*	☐ Other:
Federal:	☐ FHWA	☐ FTA	☐ FAA	☒ Grant*	☐ Other:

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	$ DOLLAR AMOUNT
1	09	0847	41	241332C	C140	22C140		09GL00	35C,B40

Term Estimated Value $350340

*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)

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 SUBMITTALYOU 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**
☒ Blanket/Term/DUR/Agreement	☐ Time Extension**
☐ Master Agreement (Task Order)	☐ Vendor Limit Increase
☐ Standard/One-Time Purchase	☐ Scope Change/Price Increase/Additional Line Item(s)
Forms	☐ Other (specify):
☒ Requisition	
☐ Special Approvals	
☒ Non-Competitive Review Board (NCRB)	

Contract Term: 5 YEARS

** Requested Term (Number of Months): 60

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.

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:

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** ☐ Yes ☐ No

Is this a **Revenue Producing contract?** ☐ 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: ☐ 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

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)?** ☐ Yes ☐ No

Is this a **Request for Qualifications (RFQ)?** ☐ Yes ☐ No

Is this a **Request for Proposal (RFP)?** ☐ Yes ☐ No

If RFQ or RFP, did any outside Consultant provide advice or deliverables in developing the RFQ or RFP? ☐ Yes* ☐ No

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

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.

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:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

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** ☐ Yes ☐ No

Is this a **Revenue Producing Contract?** ☐ 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:

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**	☐ Yes ☐ No
Is this a **Revenue Producing contract?**	☐ 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:

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: May 13, 2010

To: Jamie L. Rhee
Chief Procurement Officer

From: Mark J. Hands
Managing Deputy Procurement Officer

Re: Non-Competitive Procurement Review Board
May 4th, 2010 Meeting

Description: University of Illinois (CADE)

Requisition No.:	**49908**
Specification No.:	**85868**
Requesting Department:	**Chicago Department of Health**

The Non-Competitive Procurement Review Board has reviewed the submittal from the City of Chicago Department of Health dated April 23rd, 2010. After reviewing the attached documentation, this request has been conditionally approved in the amount of $350,000.40 for a five year period.

This Non-Competitive Procurement request is for required maintenance of the existing Learning Management System, and all DVC operations, gaming simulations and virtual World training environments for the Strategic National Stockpile. This request is a contract between the Chicago Department of Health and the University of Illinois –Center for the Advancement of Distance Education (CADE).

The Non-Competitive Procurement Review Board conditionally approved this request 5-0 given the unique and exclusive skills needs under the parameters outlined in the Grant. The following items are required to satisfy the conditions of this approval:

- MBE/WBE Compliance Plan or Waiver Request
- Revise Justification to reflect appropriate execution date of Agreement

To date, all conditions have not been met.

Cc: Rich Butler

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CHICAGO WORKS TOGETHER

UNIVERSITY OF ILLINOIS
AT CHICAGO

School of Public Health (MC 923)
Center for the Advancement of Distance Education
1603 West Taylor Street, 10th Floor Chicago, Illinois 60612-4394

April 22, 2010

Re: MBE/WBE requirements

I am writing to clarify that the University of Illinois of Chicago (a state entity) is exempt from the city's MBE/WBE requirements.

Sincerely,

Colleen Monahan, DC, MPH, Director
UIC School of Public Health
Center for the Advancement of Distance Education (CADE) 312-515-1360
cmonahan@uic.edu http://www.uic.edu/sph/cade
http://www.virtualpublichealth.com
http://www.sph.umn.edu/research/u-seee/individualprojects/virtualenvironments.asp

RE: Here is the revised page. I hope this is what you need.

Hands, Mark

Sent: Friday, June 04, 2010 4:33 PM

To: Rzeszutko, Richard

Cc: Cygan, Jeanette; Browley, Theresa

Please send your original over for the file...

Thanks,

Mark

From: Rzeszutko, Richard [Rzeszutko_Richard@cdph.org]
Sent: Friday, June 04, 2010 3:57 PM
To: Hands, Mark
Cc: Cygan, Jeanette; Browley, Theresa
Subject: Here is the revised page. I hope this is what you need.

	UIC-SPH-CADE Deliverables Quote for CDPH	YR 1	YR 2	YR 3	YR 4	YR 5
		TBD	TBD	TBD	TBD	END August 8, 2015
	Hosting and Maintenance:	**$66,000**	**$67,980**	**$70,019**	**$72,120**	**$74,284**
1	**Learning Management System**	$23,000	$23,690	$24,401	$25,133	$25,887
	The learning management system ("Learning Management System") is an online system, which is utilized to track trainings both internal and external, which are taken by staff members. Uses include, but are not limited to: running reports, listing course offerings, and taking courses. UIC-CADE will continue to provide technical assistance on an ongoing basis throughout the Term of this Agreement.					
2	**Asset Management System**	$12,000	$12,360	$12,731	$13,113	$13,506
	The CDPH digital media asset management system (AMS) is a searchable database of medial assets, including photographs, videos, and other educational materials such as PowerPoint and PDF files (the "CDPH Digital Media Asset Library"). UIC-CADE will be responsible for maintaining the AMS. CDPH and/or the CDC will have the right to unscheduled audit of maintenance records. Such maintenance will include, but not be limited to, physical and network security, software related security, server maintenance and backups, scheduled server maintenance, service pack updates, and data storage. UIC-CADE will respond to all online submissions of technical problems ("AMS Technical Assistance") within twenty-four (24) hours. If the technical problem cannot be corrected within five (5) business days, UIC-CADE must contact the Emergency Preparedness Training division for approval of a revised time-line. UIC-CADE will also provide support services to CDPH upon request within twenty-four (24) hours. UIC-CADE will collaborate with the CDPH ITC Unit for CDPH server related problems.					
3	**DVC Simulation Game**	$13,000	$13,390	$13,792	$14,205	$14,632
	The Dispensing and Vaccination Center (DVC) Game is an online system that trains CDPH staff in the various roles necessary to run a DVC. The system records and tracks the choices made by users playing the game. CDPH and/or the CDC will have the right to unscheduled audit of maintenance records. UIC-CADE will respond to all online submissions of technical problems within twenty-four (24) hours. If the technical problem cannot be corrected within five (5) business days, UIC-CADE must contact the Emergency Preparedness Training division for approval of a revised time-line. UIC-CADE will also provide support services to CDPH upon request within twenty-four (24) hours. UIC-CADE will collaborate with the CDPH ITC Unit for CDPH server related problems.					

4	**Second Life** Maintain the four CDPH Islands, including paying the land use fee and making updates to each of the four islands.	$18,000	$18,540	$19,096	$19,669	$20,259
	Total for FY 11-14		**$350,403**			

City of Chicago
Richard M. Daley, Mayor

Department of Public Health

Bechara Choucair, M.D.
Commissioner

333 South State Street
Chicago, Illinois 60604-3972
(312) 747-9884
(312) 747-2374 (TTY)
www.cityofchicago.org/health

To: Jamie L. Rhee
Chief Procurement Officer
City of Chicago Department of Procurement Service

Attention: Mark Hands, Managing Deputy Procurement Officer

From: Baronica Roberson
Deputy Commissioner
City of Chicago Department of Public Health

Date: 4/23/2010

RE: Request for a Sole Source contract with The University of Illinois – Center for the Advancement of Distance Education.

The Chicago Department of Public Health (CDPH) requests a Sole Source contract with The University of Illinois-Center for the Advancement of Distance Education (CADE).

CADE will provide required maintenance of the existing Learning Management System, the Asset Management System, and all DVC operations, gaming simulations, and virtual World training environments for the Strategic national Stockpile. These environments continue to represent considerable cost savings for city-wide drilling and training as required by the Center of Disease control, the grantor.

CDPH is responsible for all relevant support materials for development of roles and content for scripts for videos and any training materials.

Requisition No. 49908 has been created in FMPS and is in Incomplete status.

We request to be placed on the schedule of the JNCP Review Board on May 4, 2010.

Thank you for your assistance in this matter. If you have any questions or need additional information, please contact Richard Rzeszutko at 312-745-3504 or Rosemary Lebron at 312-747-9657.

Cc: Rosemary Lebron

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CHICAGO WORKS TOGETHER

The Impact to the Chicago Department of Public Health
If the CDPH LMS contract is not renewed.

The CDPH LMS is a web-based application through which training content is delivered and managed. It includes functionality cataloging, launching courses, registering users, tracking user progress and assessing user learning as well as a content management system to build courses. The CDPH LMS uses a browser interface to display a public front-end for the learner and a private back-end for administrators and instructors. It has a competency-driven assessment and course associations which are integrated in the system, as are online quizzing and evaluation processes. The result is measurement and reporting of training progress that is both accurate and automated. CDPH has expended training time and financial dollars in ensuring that CDPH employees are trained on use of the CDPH LMS. If CDPH loses this asset or has to utilize a different learning management system more time and dollars would have to be invested in our employees to train them on the use of a new system.

The CDPH LMS is custom programmed to meet the specific needs of our agency. The LMS optimizes public health emergency preparedness, by categorizing and identifying public health employees who require training in particular public health competencies as identified by the Center for Disease Control. One can also instantly create a roster of those workers, storable by public health role, skill set, and training that meet a particular public health competency that may be required during an emergency. If the contract has to follow the bid process and not go through sole source, a new company could win the bid, which would require additional funding and training be provided to the new company to provide maintenance of the CDPH LMS.

Federal funding requirements stipulated that Illinois needed to ensure that 80% of its workforce had been assessed for competencies associated with their professional roles by the end of the first year of implementation. Cities receiving emergency preparedness funding were given two companies TRAIN and CADE. CDPH contracted with CADE as they were locally available and was also designated an official center for public health preparedness.

In partnership with the Illinois Center for Public Health Preparedness, CADE developed LMS's for a number of other states, cities and centers on a variety of models: New York State Department of Public Health; Chicago Department of Public Health; Illinois Department of Public Health; Mid-America Public Health Training Center. The systems share a common core, but each LMS was custom developed to meet the specific features, needs, user expectations, and public health objectives of each client. The environment also created a collaborative networking and training environment which will be lost if CDPH does not continue funding of this asset.

The CDPH LMS was also designed to include use by our other partner agencies in order to provide quick access to training for any public health emergency that should arise. The system is a hybrid system which also allows our volunteers for the Medical Reserve Corps to receive and online orientation and appropriate emergency preparedness education and training.

UNIVERSITY OF ILLINOIS AT CHICAGO

School of Public Health (MC 923)
Center for the Advancement of Distance Education
1603 West Taylor Street, 10th Floor
Chicago, Illinois 60612-4394

Theresa Browley
Chicago Department of Public Health
Email: Browley_Theresa@cdph.org
333 S. State 2nd Fl
Chicago, Illinois 60604

March 16, 2010

RE: Request for a sole source contract to UIC-SPH-CADE for Emergency Preparedness Training and Education

Dear Theresa,

The Center for Advancement of Distance Education (CADE) in the School of Public Health at the University of Illinois at Chicago has provided public health and emergency preparedness training and support to the Chicago Department of Public Health (CDPH) since 2002. We believe that a new sole source contract to CADE should be offered because:

1. It is mutually beneficial to both the City of Chicago and the University of Illinois to have a formal agreement in place to provide disaster and emergency preparedness education, training and consultation services. During an actual disaster, University staff expertise and resources can be tapped to supplement the City's resources.
2. With shrinking financial resources, contracting out for these services provides more flexibility than hiring staff to perform these tasks especially since the Center for Disease Control (CDC) grants fund all of these activities and funding fluctuates each year.
3. The Center for Disease Control (CDC) provides grant funding to the city each year to meet specific targeted training goals and objectives, CADE (or other UIC units) can supplement existing Chicago Dept of Public Health staff and help them meet all of their objectives, assuring that funding for subsequent years will be received.
4. During the recent H1N1 outbreak, public health workers at every level were working to capacity (city, county and state). The outbreak turned out to be relatively mild and CDPH were well prepared because of the mass vaccination drills we helped them develop and implement. We can help keep the city trained and ready for all types of emergencies including developing and launching training materials during the event. Without an agreement already in place, it could take months to execute a formal agreement between both parties.
5. The Learning Management System (LMS) which CADE hosts and maintains for the city includes a secure database that provides administrators with the names of all staff who have successfully completed certain courses. CDPH management will then know which staff to deploy in the event of an emergency. For example, should a bioterrorism event occur, you can search the LMS and quickly get a list of all CDPH staff who have completed core courses related to this topic and direct the rest of the staff to complete the training ASAP.
6. The virtual worlds developed by CADE provide 3D learning environments for CDPH staff to test out various emergency preparedness plans before running full scale drills. Using virtual worlds to develop plans and train staff is significantly less costly than implementing a full scale drill involving thousands of people and thousands of hours of their time to run the drill.
7. CADE is the only vendor which can provide all of these services. You would have to contract with up to 7 vendors to receive all of the services CADE currently provides in one contract.
8. CADE has successfully worked with CDPH since 2002 and has completed all assigned tasks on time and within budget.
9. CDPH has spent a significant amount of money to develop custom training applications (Learning Management System and Virtual World Training Environment) - access to these systems will end without continued support.
10. CDPH spent a significant amount of money to have all their training tapes inventoried, catalogued and archived on our media servers - access to these systems will end without continued support.

School of Public Health (MC 923)
Center for the Advancement of Distance Education
1603 West Taylor Street, 10th Floor
Chicago, Illinois 60612-4394

11. CADE is the only Public Health Training Center currently developing public health simulations and the only one doing this in Chicago.
12. CADE has an extensive background in developing, hosting and maintaining technology applications related to public health. (See attachment for more detail on resources and services)
13. CADE employs highly skilled technical staff along with public health professionals. Staff includes simulation programmers, LMS programmers, epidemiologists, multimedia professionals, information architecture specialists, instructional designers, online game designers, and web developers. (Credentials will be provided upon request.)
14. CADE has worked with the Center for Disease Control since 1997 and CADE's Director, Dr. Colleen Monahan is a Co-Principle Investigator on the CDC funded Illinois Public Health Preparedness Center (2002 to the present) one of the first four Centers funded to address preparedness training.
15. CADE is familiar with CDC reporting requirements for funded activities.

CADE currently hosts, maintains and provides access to following services and technologies for CDPH staff. In good faith CADE has allowed uninterrupted access to these since 9/1/2009 to allow time for a contract amendment to be processed. The University will not allow us to continue providing services without an active contract so effective 4/30/10 access to the following will end:

16. Learning Management System (LMS): There are currently over one thousand users who access training through this system. They have access to over one hundred and thirty courses. CDPH administrators report staff training compliance to the CDC via this interface.
17. Asset Management System/Library: CADE manages and houses CDPH's video training asset library. CADE copies and ships training videos to CDPH staff upon request.
18. UIC Library Access: A small group of CDPH staff receive access to UIC's library which includes access to all of our electronic journals and periodicals including Medline. Electronic library access is vital for staff to keep up with the newest research on H1N1 and other urgent public health issues that may arise.
19. Virtual Worlds: CADE has developed a wide array of virtual spaces and assets that are available to CDPH for training, tabletops and plan development. If license agreements are not kept current these environments developed with CDPH funds, might have to be rebuilt from scratch (doubling the cost of access).

Other factors that strengthen this partnership between CDPH and CADE are related to the fact that CADE is housed at the School of Public Health at the University of Illinois at Chicago (UIC). The attachment to this letter includes a brief description of UIC and CADE's resources. It is followed by a more detailed description of all related CADE services.

We look forward to our continued partnership. If you require any additional information, please contact us.

Sincerely,

Colleen Monahan, DC, MPH, Director
UIC-SPH-Center for the Advancement of Distance Education (CADE)
http://www.uic.edu/sph/cade
312-515-1360
cmonahan@uic.edu

cc Mary Jo Kuffner, Director of HR and Finance
University of IL at Chicago School of Public Health
Center for Advancement of Distance Education

UNIVERSITY OF ILLINOIS
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Attachment follows

UIC AND CADE RESOURCES

University of Illinois at Chicago and the Illinois Medical District

The University of Illinois at Chicago (UIC) is the largest institution of higher learning in the Chicago area and one of the top seventy Research 1 universities in the United States. The UIC campus comprises more than seventy buildings on approximately 187 acres. UIC has 25,000 students, 12,000 faculty and staff, and 15 colleges. UIC is recognized nationally and internationally for its research strength and its first-rate student education. UIC offers 88 bachelor's, 86 master's and 58 doctoral degree programs.

CADE is located at the eastern edge of the Illinois Medical District, the world's largest concentration of advanced public and private health care facilities. The District includes 560 acres of medical research facilities, labs, biotech business incubator, raw development area, universities, and over 40 healthcare related facilities. The IMD generates approximately $220 million in research annually and is the nation's largest urban medical district. It holds the nations' largest college of medicine (UIC's College of Medicine) and is the State of Illinois' largest biotechnology/medical complex.

Center for the Advancement of Distance Education (CADE)

CADE develops distance learning solutions to facilitate and improve training, communication, and collaboration among health professionals, students, and members of the general public. CADE provides expertise across the full spectrum of development processes to support successful online learning and research data initiatives. Our flexibility and breadth ensures that we deliver the right combination of system features and services to meet the strategic interests of our clients. CADE specializes in services and development activities in seven core categories.

1. Distance Learning Development
2. Webcasting and Multimedia Production
3. Web Site Design and Development
4. Information and Administrative Systems Development
5. Research Data Management
6. Public Health Workforce Development
7. Computers, Servers and Data Integrity

Computers, Servers and Data Integrity

Computers and Servers

CADE's web servers host web sites, online databases, asynchronous conferencing, live synchronous conferencing, audio and video streaming, online survey deployment, web site statistical tracking and analysis software. In addition to the applications developed internally, we also support a host of third-party applications. These include Helix Universal Server (media streaming), SSL using Thawte Server Certificates, ActivePDF (generating

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PDF files from active databases), Browserhawk (user system detection and analysis), FogBugz (issue tracking), and SAS/IntrNet (data analysis). CADE primarily uses UIC's OC-3 (155mbps) connection for Internet connectivity but still maintains complete operational control over its internal network infrastructure.

To protect the privacy of database records and the integrity of our network, CADE servers are firewall protected and are stored in a locked server room. The server room has three sources of air conditioning to provide redundancy and maintain optimal temperature. Monitoring software automatically notifies the Network and Server Administration staff via telephone and e-mail if temperature, humidity or power thresholds are exceeded.

All CADE servers are constantly scanned for the presence of any viruses. A complete virus scan of all workstations also takes place once a week. Server system log files are scanned for unusual activity, which is immediately investigated. Network and Server Administration staff applies critical and non-critical patches as needed.

Data Integrity
CADE employs extensive data backup and server redundancy procedures. We perform full backups to tape weekly of all servers, along with incremental and daily backups.

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CADE SERVICES

Distance Learning Development

Services and applications that support the delivery of training by integrating instructional design principles and adult learning theory.

- Web-based Training Modules
- Learning Management Systems
- Registration Systems
- Online Quiz and Survey Composer
- Courseware Development
- Distance Learning Training and Consulting

CADE has extensive experience developing distance learning modules and applications. Our approach is customized to the specific training objectives of each project, but rooted more generally in learning sciences theory and cognitive approaches to human-computer interaction. CADE has developed web-based training on subjects ranging from pediatric oral health management, to BMI-for-age growth charts, to bioterrorism and emergency outbreak risk assessment, to genetics and family medicine, to women's health and retail pharmacy. Our modules strategically blend text, graphics, multimedia, activities and self-assessment for users with varying learning styles. Constructing user pathways and interweaving instructional topics underlies our methodology for optimizing learning sequences.

CADE's Learning Management Systems are web-based applications through which training content is delivered and managed. They provide functionality for cataloging and launching courses, registering users, tracking user progress and assessing user learning. CADE also builds registration systems—complete with personal logins and certification—and online quiz and survey composer applications.
For greater stand-alone portability, we develop self-starting CD-ROM training modules that don't require internet connectivity. These CD-ROMs can contain graphics, video, self-assessment and resource toolkits and can be custom printed to match the branded identity of the learning campaign.

Learning Management Systems
How can you quickly and effectively prepare a public health workforce for bioterrorist attacks or unexpected emergency health incidents?

An LMS is a web-based application through which training content is delivered and managed. It includes functionality for cataloging and launching courses, registering users, tracking user progress and assessing user learning. The LMS uses a browser interface to display a public front-end for the learner and a private back-end for administrators and instructors. It seamlessly displays real-time information, drawn from a secure database, within a graphically attractive and user-friendly interface. Competency-driven assessment and course associations are integrated in the system, as are online quizzing and evaluation processes. The result is measurement and reporting of training progress that is both accurate and automated.

The LMS can be custom programmed to meet the specific needs of the agency. To optimize the learning value of the system, an agency may want to identify workers who required training in particular competencies. One can also instantly create a roster of those workers, sortable by public health role, to determine what targeted training to provide to specific groups based upon need.

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Federal funding requirements stipulated that Illinois needed to ensure that 80% of its workforce had been assessed for competencies associated with their professional roles by the end of the first year of implementation. As evidenced in the LMS's extensive administrative reporting features, over 85% of the 5,500 local health department workforce had been assessed by that benchmark. To help meet that objective, CADE provided face-to-face training and consultation sessions with all county and local health departments on how to use the system and optimize tasks. These meetings also generated valuable client feedback, which is being incorporated into future upgrades and feature enhancements.

"The CADE LMS has provided us with the opportunity to gather information about the learning needs of the public health workforce from both the state agency perspective and the broader public health system in local communities," says Gina M. Swehla, Chief of the Division of Human Resources at IDPH.

In partnership with the Illinois Center for Public Health Preparedness, CADE has developed LMS's for a number of states, cities and centers on a variety of models: New York State Department of Public Health; Chicago Department of Public Health; Illinois Department of Public Health; Mid-America Public Health Training Center. While they share a common core, each LMS is custom developed to meet the specific feature needs, user expectations, and public health objectives of the client.

Features

Browser-based interface, available over the web
SQL server databasing, ASP.NET programming
Scalable and stable
Secure data
Supports online and face-to-face training options
Centralizes course and learner administration
Convenient reporting and learner assessment
Course recommendations linked to competencies and assessment results
Intuitive and user-friendly
Fully developed and tested
Built-in certification, quizzing, evaluation
Course sharing with other systems
For the learner: E-mail confirmation, view history, self-assessment by competency
Calendars, FAQs, mass e-mails to subgroups and customized e-mails
Multiple levels of administration permit customization beyond standard course administrator and global administrator; cascading system of read/modify/approve rights based on administrative level
Asynchronous dialogue course approval process for administrators
Individually branded interface
SCORM compliant
Section 508 compliant

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Webcasting and Multimedia Production
Engaging real-time and on-demand learning experiences and customized interactive communications opportunities.

- Live Interactive Webcasting
- On-Demand Webcasts and Presentations
- Web conferencing, Videoconferencing and Audio conferencing
- Conference Recording and Online Archiving
- Audio and Video Production and Editing

CADE has been streaming video and audio over the web since 1997. We bring a wealth of expertise and creative and technical insight to our webcasting and multimedia projects. Our webcast services are performed by premier media specialists using state-of-the-art digital production facilities.

Production Studio
CADE's production studio is fully equipped for live video production and sound booth audio recording. The studio includes facilities for capturing remote audio and video and streaming it over the internet. Two Polycom 512 units provide ISDN and IP videoconferencing. A ten-foot satellite dish can downlink any North American C- or Ku-band signal. Two Gentner telephone couplers permit capturing or sending audio via a telephone. A ProTools hardware device captures audio directly into digital file format. Two full AV racks allow input/output in DVCAM, DV and S-VHS video formats. Six Hewlett Packard networked workstations enable the monitoring and managing of two simultaneous live webcasts.

Production Equipment
CADE has an extensive inventory of video and audio production equipment. This includes digital still and video cameras, switchers, lighting, cables, microphones, tripods and mixers. We have full travel capabilities to permit field production from any location.

Video and Audio Editing Studios
CADE's video editing studio has four workstations in both Mac and PC platforms. Two workstations have AVID Express DV with Mojo for video editing for the web. A compositing workstation permits motion graphic rendering and effects using Adobe after Effects, as well as CD-ROM interface construction using Macromedia Author ware. The audio editing suite has Digidesign ProTools 24 MIX+ connected to a Human User Interface (HUI) and two Digidesign ProTools 001 workstations. These are routed to DAT recorders, minidisk recorders, cassette recorders, a telephone coupler, CD player and compressor/limiters.

To meet the specific interests of its target audience, CADE has developed its own full-feature webcasting and web conferencing system: CADE media. CADE media integrates registration, event delivery, archiving, technical support, evaluation and reporting. It is designed to deliver complex presentations to a wide audience in a manner that is not technologically intimidating to the end user. CADE media is database-driven and customizable, resulting in a flexible presentation delivery mechanism that can meet a variety of training and communication needs. Our live webcasts can be archived and integrated seamlessly with dynamic web sites.

CADE devises a media delivery approach to match the outcome objectives of each project or event. We regularly run synchronous online collaborations, operate international videoconferences and audio conferences, and develop self-launching multimedia CD-ROMs and DVDs. CADE frequently travels to record and archive conferences online.

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Web Site Design and Development

Attractive, user-friendly sites and systems that deliver messages clearly and provide enhanced online functionality.

- Site Design and Development
- Web-based Training Modules
- Online Conference Archives
- Learning Management Systems
- Content Management Systems

Clearly defined objectives and attentive project management lie at the core of every successful online endeavor. CADE provides the creative vision and process oversight to ensure that web sites are developed according to their core objectives and maximize their impact following their launch. This process includes designing an engaging and user-friendly interface, incorporating a set of features that achieves the necessary functionality without distracting visitors from the site's primary intent, and constructing a clear development plan to guide the project.

We provide the entire solution: graphic design, project management, editorial and copywriting services, brand and identity development, and integration with print collateral. We help our clients coalesce their ideas and clarify their objectives. We provide a thorough work process that reinforces intended outcomes through appropriate communication channels. We bring years of experience building sites for diverse internet audiences to every stage of development: assessment, planning, creation, delivery, and evaluation.

CADE creates standalone web sites for organizations, centers, schools and colleges. These can include static pages or dynamic, database-driven content. We also specialize in integrating interface design and functionality with online systems, media streaming, and research data collection and analysis.

Information and Administrative Systems Development

Feature-rich systems and applications that support advanced reporting, evaluation and training management for learners, administrators, and instructors.

- Learning Management Systems
- Content Management Systems
- Intranet Development
- Online Quiz and Survey Composer
- Course Evaluation Systems
- Proposal Tracking Systems

CADE develops powerful and effective information and administrative systems. Our combined technical expertise and project management skills help to produce sophisticated online applications that empower administrators and benefit users. We specialize in assisting our clients with scope development and project organization, since we don't believe off-the-shelf products can meet the requirements of complex data infrastructures. Each of our projects involves individualized project oversight and custom software development.
CADE's information and administrative systems range from Learning Management Systems, to resource-rich intranets, to online quizzing and evaluation applications integrated into registration and certification systems. We've developed systems to track proposals, monitor and administer certificate approval processes, and allocate personnel and facility resources. This has resulted in more efficient processes and time-saving techniques.

Our system hosting and maintenance packages let us manage your technical needs after the development phase, so that you can continue to concentrate on pursuing your core objectives.

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Research Data Management
Survey deployment, online evaluations, and customized data management and analysis solutions to support research projects.

SAS/IntrNet Statistical Data Analysis
Online Data Collection Instrument Development
Online Course Evaluation Questionnaire (CEQ) Systems
Research Data Management Consulting
Geographic Information Systems

Clients look to CADE for reliable online evaluation/survey systems, complex custom data entry tools and analyses. The Research Data Management (RDM) group specializes in these services and consults with principal investigators on how to optimize and enhance research plans, survey methods and data analysis. We provide advanced online statistical and spatial analysis, website creation, and result presentation to support research studies.

Our online data management services include SAS/IntrNet reporting for use in data cleaning and preliminary statistical analyses, and administrative databases to enhance data collection and provide real-time reporting. We develop SAS/IntrNet pages with a client interface to permit online data analysis, graphing and trend analysis. CADE's Survey Development Application generates user-friendly online multiple choice, all that apply, tabular, and open-ended questions. Built-in features include skip patterns and field entry validation.

Hours of administrative labor have been saved with our quick, reliable, secure course evaluation system. Instructors and administrators create online evaluations that combine closed and open-ended questions. The system automatically sends email reminders (at administrator-determined frequencies) to those who still need to complete the evaluation, thus ensuring a high response rate. Results are available to administrators and instructors immediately at the conclusion of the evaluation period. Instructors receive email notification when the evaluations are available online. Special surveys can also be programmed through the system and sent to select groups of students or instructors.

Public Health Workforce Development
The Public Health Workforce Development area provides services that support and enhance public health workforce development and preparedness, professional skill advancement, and leadership development. It also offers innovative and customizable technological approaches and solutions to workforce development activities. Projects currently managed within CADE include:

Illinois Public Health Preparedness Center
The Illinois Public Health Preparedness Center (IPHPC) works to enhance the readiness of the public health workforce in responding to routine and urgent public health threats, including bioterrorism events. IPHPC provides for public workforce development through a battery of more than 60 competency-based, completely online courses that are continuously available and offered in a unique self-directed, instructor-led format. The center collaborates with the health departments in the States of Illinois and Indiana and the City of Chicago to develop a comprehensive learning management system for public health workers, and using this expertise to assist health departments and preparedness centers in other states to do the same.

IPHPC also provides staff services to the Public Health Practitioner Certification Board, Inc. (PHPCB) which offers competency-based certification to public health administrators and emergency response coordinators. Its members are appointed by the Illinois Public Health Association (IPHA), the Illinois Association of Public Health Administrators (IAPHA), and the Illinois Association of Boards of Health (IABoH).

CONTRACT/PROCUREMENT INITIATION FORM
PUBLIC HEALTH & HOSPITAL EMERGENCY PREPAREDNESS PROGRAMS
(PHHEPP)

This request is for a [X] NEW CONTRACT/PURHASE [ ] CONTRACT RENEWAL

1.	**Requestor/Title:**	Theresa Browley Public Health Nurse IV
2	**Contact information:**	**Direct Phone #312-742-7919** **Cell Phone #312-287-0163** **Pager #**
3.	**Program: (Check One)**	[X] **BASE** [ ] **CRI** [ ] **PAN FLU** [ ] **HRSA**

AGENCY/VENDOR INFORMATION		
4.	**Legal Name of Agency/Vendor:** **Agency/Vendor Contact Person/Title:** **Address of Agency/Vendor** **City** **State** **Zip Code** **Telephone**	University of Illinois

FUNDING STRIP
(Items #5-11 to be filled out by Finance Officer)

5.	6.	7.	8.	9.	10.	11.	12.
BFY	**FUND #**	**COST CENTER#**	**APPR #**	**ACCNT #**	**ACTV #**	**RPTG #**	**AMOUNT**

13.	**Budget Period (Period of Performance)**	
14.	**Contract Period:**	
15.	**Funding Source: (Check one)**	[X] **CDC Base** [ ] **CRI** [ ] **PAN FLU** [ ] **HRSA** [ ] **IDPH** [ ] **Corporate** [ ] **Revenue**
16.	**Type of Contract (Check one)** **or** **Item to be purchased**	[ ] **Delegate** [X] **Sole Source** [ ] **Professional Services** **Item to be purchased**_____
Finance Officer Approval:		**Date:**

Initiator's Signature_____	**Date:**
Program Manager's Signature_____	**Date:**
PHHEPP Admin. Rep._____	**Date Received:**

CONTRACT/PROCUREMENT INITIATION FORM
PUBLIC HEALTH & HOSPITAL EMERGENCY PREPAREDNESS PROGRAMS
(PHHEPP)

FISCAL INFORMATION		
17.	**Vendor Code/ #:**(Provided by Contract Unit:)	
18.	**FEID #:**	
19.	**COST CENTER**	
20.	**Contract #: Provided by Contract Unit**	

	METHOD OF ACCOUNTABILITY	
21.	**How and Who will review contract/deliverables performance?**	
22.	**How often?**	
23.	**How?**	
24.	**Will there be performance reports?**	
25.	**How often?** ☐ **Weekly** ☒ **Monthly** ☐ **Quarterly** ☐ **Semi-Annual** ☐ **Annual** **(Check appropriate choice(s))**	

GRANT INFORMATION		
26.	**CFDA#:**	

27.	Target Population/Services	
28.	Ward(s) Numbers: (Where services are being provided)	
29.	Names of Neighborhood area(s) (Where services are being provided)	

AGENCY EXECUTIVE DIRECTOR INFO			PROGRAMMATIC CONTACT INFO		
30.	Exec. Dir. Last Name:	Monahan	35.	Contact Last Name:	Browley
31.	Exec. Dir. First Name:	Colleen	36.	Contact First Name:	Theresa
32.	Exec. Dir. Phone #:	312-515-1360	37.	Contact Phone#:	312-742-7919
33.	Exec. Dir. Fax#:		38.	Contact Fax#:	312-742-3580
34.	Exec. Dir. Email:	cmonahan@uic.edu	39.	Contact Email:	Browley_Theresa@cdph.org

CONTRACT/PROCUREMENT INITIATION FORM
PUBLIC HEALTH & HOSPITAL EMERGENCY PREPAREDNESS PROGRAMS
(PHHEPP)

ITEMIZED BUDGET AND JUSTIFICATION

(MUST INCLUDE cost per unit, final cost of each unit, how you determined the amount of the product or the type of product produced by the contractor, and schedule of deliverables)

Please remember to include justification for each item, staff, etc.

PROJECT BUDGET SUMMARY

Item of Expenditure	Account #	Approved Budget ($)
Personnel	220005	$210,000
Fringes	220044	$65,100
Stipends	220050	
Operating Expenses	220100	$70,303
Professional/Technical Services	220140	$
Transportation	220200	$
Materials and Supplies	220300	$5,000
Equipment	220400	$
Administrative Cost/Indirect Cost (____%)	220801	
Other	220999	
TOTAL		$350,403

CONTRACT/PROCUREMENT INITIATION FORM
PUBLIC HEALTH & HOSPITAL EMERGENCY PREPAREDNESS PROGRAMS
(PHHEPP)

SCOPE OF WORK
(Including staffing)

CDPH 2010-14 CADE Activities

HOSTING AND MAINTENANCE

Hosting and Maintenance	**$350,403**
Learning Management System The learning management system ("Learning Management System") is an online system, which is utilized to track trainings both internal and external, which are taken by staff members. Uses include, but are not limited to: running reports, listing course offerings, and taking courses. UIC-CADE will continue to provide technical assistance on an ongoing basis throughout the Term of this Agreement. UIC-CADE in coordination with CDPH and the Department of Information Technology (DoIT) well develop a plan for the transfer of the asset to CDPH that includes training on maintenance of the system.	$122,110
Asset Management System The CDPH digital media asset management system (AMS) is a searchable database of medical assets, including photographs, videos, and other educational materials such as PowerPoint and PDF files (the "CDPH Digital Media Asset Library"). UIC-CADE will be responsible for maintaining the AMS. CDPH and/or the CDC will have the right to unscheduled audit of maintenance records. Such maintenance will include, but not be limited to, physical and network security, software related security, server maintenance and backups, scheduled server maintenance, service pack updates, and data storage. UIC-CADE will respond to all online submissions of technical problems ("AMS Technical Assistance") within twenty-four (24) hours. If the technical problem cannot be corrected within five (5) business days, UIC-CADE must contact the Emergency Preparedness Training division for approval of a revised time-line. UIC-CADE will also provide support services to CDPH upon request within twenty-four (24) hours. UIC-CADE will collaborate with the CDPH ITC Unit for CDPH server related problems. UIC-CADE in coordination with CDPH and the Department of Information Technology (DoIT) well develop a plan for the transfer of the asset to CDPH that includes training on maintenance of the system	$63,710
DVC Simulation Game The Dispensing and Vaccination Center (DVC) Game is an online system that trains CDPH staff in the various roles necessary to run a DVC. The system records and tracks the choices made by users playing the game. CDPH and/or the CDC will have the right to unscheduled audit of maintenance records. UIC-CADE will respond to all online submissions of technical problems within twenty-four (24) hours. If the technical problem	$69,019

cannot be corrected within five (5) business days, UIC-CADE must contact the Emergency Preparedness Training division for approval of a revised time-line. UIC-CADE will also provide support services to CDPH upon request within twenty-four (24) hours. UIC-CADE will collaborate with the CDPH ITC Unit for CDPH server related problems. UIC-CADE in coordination with CDPH and the Department of Information Technology (DoIT) well develop a plan for the transfer of the asset to CDPH that includes training on maintenance of the system	
Second Life Maintain the four CDPH Islands, including paying the land use fee and making updates to each of the four islands. UIC-CADE in coordination with CDPH and the Department of Information Technology (DoIT) well develop a plan for the transfer of the asset to CDPH that includes training on maintenance of the system and payment of land use fees.	$95,564

UIC-SPH-CADE Deliverables Quote for CDPH

		YR 1	YR 2	YR 3	YR 4	YR 5
		August 9, 2010 to August 8, 2011	August 9, 2011 to August 8, 2012	August 9, 2012 to August 8, 2013	August 9, 2013 to August 8, 2014	August 9, 2014 to August 8, 2015
	Hosting and Maintenance:	**$66,000**	**$67,980**	**$70,019**	**$72,120**	**$74,284**
1	**Learning Management System** The learning management system ("Learning Management System") is an online system, which is utilized to track trainings both internal and external, which are taken by staff members. Uses include, but are not limited to: running reports, listing course offerings, and taking courses. UIC-CADE will continue to provide technical assistance on an ongoing basis throughout the Term of this Agreement.	$23,000	$23,690	$24,401	$25,133	$25,887
2	**Asset Management System** The CDPH digital media asset management system (AMS) is a searchable database of medial assets, including photographs, videos, and other educational materials such as PowerPoint and PDF files (the "CDPH Digital Media Asset Library"). UIC-CADE will be responsible for maintaining the AMS. CDPH and/or the CDC will have the right to unscheduled audit of maintenance records. Such maintenance will include, but not be limited to, physical and network security, software related security, server maintenance and backups, scheduled server maintenance, service pack updates, and data storage. UIC-CADE will respond to all online submissions of technical problems ("AMS Technical Assistance") within twenty-four (24) hours. If the technical problem cannot be corrected within five (5) business days, UIC-CADE must contact the Emergency Preparedness Training division for approval of a revised time-line. UIC-CADE will also provide support services to CDPH upon request within twenty-four (24) hours. UIC-CADE will collaborate with the CDPH ITC Unit for CDPH server related problems.	$12,000	$12,360	$12,731	$13,113	$13,506
3	**DVC Simulation Game** The Dispensing and Vaccination Center (DVC) Game is an online system that trains CDPH staff in the various roles necessary to run a DVC. The system records and tracks the choices made by users playing the game. CDPH and/or the CDC will have the right to unscheduled audit of maintenance records. UIC-CADE will respond to all online submissions of technical problems within twenty-four (24) hours. If the technical problem cannot be corrected within five (5) business days, UIC-CADE must contact the Emergency Preparedness Training division for approval of a revised time-line. UIC-CADE will also provide support services to CDPH upon request within twenty-four (24) hours. UIC-CADE will collaborate with the CDPH ITC Unit for CDPH server related problems.	$13,000	$13,390	$13,792	$14,205	$14,632
4	**Second Life** Maintain the four CDPH Islands, including paying the land use fee and making updates to each of the four islands.	$18,000	$18,540	$19,096	$19,669	$20,259

Total FROM AUGUST 2010 THROUGH AUGUST 2015	**$350,403**