



MEMORANDUM

City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Eric J. Griggs
Chief Procurement Officer

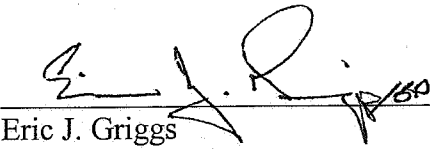
City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)

<http://www.cityofchicago.org>

Date: August 24, 2004

To: Mary Ellen Caron, Commissioner
Department of Children and Youth Services

Attn: Anna Lee

From: 
Eric J. Griggs
Chief Procurement Officer

Re: Emergency Request COPA Training

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Nulinx International Inc.. Based upon information received from members of your staff, I have determined that this procurement is necessary to meet bona fide operating emergencies.

You are hereby authorized to purchase COPA Training in the amount of \$27,000.00 as requested in your letter of August 17, 2004. Any amount in excess of the \$27,000.00 approved here shall be subject to additional authorization and shall be limited so as not to exceed the \$40,000 limit established by statute.

cc:S. Geocaris





City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Children and Youth Services

Mary Ellen Caron
Commissioner

Executive Office
2nd Floor
1615 West Chicago Avenue
Chicago, Illinois 60622
(312) 743-0300
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(312) 746-5445 (TTY)
<http://www.cityofchicago.org>

MEMORANDUM

TO: Eric J. Griggs
Chief Procurement Officer

ATTN: Steve Geocaris
Managing Deputy Procurement Officer

FROM: Mary Ellen Caron
Mary Ellen Caron
Commissioner

DATE: August 17, 2004

RE: Emergency Contract Request for Head Start Program
Nulinx International, Inc.

8/23/04 approved Eric J. Griggs
04 AUG 18 PM 1:14

Nulinx International, Inc. was granted an emergency contract in April 5, 2004 in order to develop COPA, the automated Oracle system to track Head Start family and child data in addition to eligibility and enrollment. To date, Nulinx's professional service contract has yet to be executed and the Department of Children and Youth (CYS) is in need of this respective vendor to conduct trainings for the beginning of the Head Start Program year in September.

CYS is requesting another emergency contract in the amount of \$27,000 to cover costs of trainings starting Monday, August 23, 2004. The trainings will first instruct key staff members on the COPA system. Then, Nulinx will train Head Start delegate agencies to use the COPA system and to report accurate, verifiable number of children in the Head Start Program.

Using the COPA system will enable the City to show the grantor, the U.S. Department of Health and Human Services (HHS), that CYS's Head Start Program is in compliance in the areas that the Head Start Program was found non-compliant—mainly in issues of eligibility, recruitment, selection, enrollment and attendance. HHS will monitor the Head Start Program to be in compliance in these respective areas and the lack of compliance would place the \$108 million Head Start program at great risk.

If you should have any questions regarding this request, please contact Anna Lee at (312) 743-1985.

cc: Kenneth McGhee, CYS
Kenya Merritt, CYS
James Mahoney, CYS
Anna Lee, CYS

