

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 KARL PRODUCTIONS for the product and/or services described herein.

(Name of Person or Firm)

This is a request for \_\_\_\_\_ (One-Time Contractor Requisition # \_\_\_\_\_, copy attached) or X Term Agreement or

\_\_\_\_\_ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the

\_\_\_\_\_ (Attach List)

Pre-Assigned Specification No. \_\_\_\_\_

(Program Name)

Pre-Assigned Contract No. \_\_\_\_\_

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

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

Contract #: \_\_\_\_\_

Company or Agency Name: \_\_\_\_\_

Specification #: \_\_\_\_\_

Contract or Program Description: \_\_\_\_\_

Mod. #: \_\_\_\_\_ (Attach List, if multiple)

MICHAEL PALUMBO

Originator Name

745-5794

Telephone

Michael Palumbo

Signature

POLICE

Department

6/8/05

Date

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

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

APPROVED BY: Michael Palumbo

DEPARTMENT HEAD  
OR DESIGNEE

6/8/05

DATE

BOARD CHAIRPERSON

DATE

# JUSTIFICATION OF NON-COMPETITIVE PROCUREMENT

## Procurement History

1. **Describe the requirement and how it evolved from initial planning to its present status.**

Over a decade ago the Department began an aggressive and innovative method of reaching out to the various communities of Chicago to better enhance the relationship with the Police Department and the citizens it protects. From this beginning, the Chicago Alternative Policing Strategies (CAPS) was initiated. The most integral aspect for success of this policy was being able to reach as many citizens as possible. Due to this, the City entered into a Sole Source contract with Karl Productions to help promote and reach out to the citizens. Presently this company produces a television show, known as CrimeWatch that airs on the City's cable access television station (CAN-TV).

Over the years, due to the success of this program and the advancements in technology, the department began to use this service to produce better training productions that have grown from the production of tapes to the institution of streaming videos. Throughout the years Karl Production has been had been invaluable in their assistance through these training videos to help establish our current form of video training.

2. **Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.**

This is a continuation of previous sole source contracts.

3. **Explain attempts made to competitively bid the requirement. (Attach copy of notices and list of sources contacted).**

Due to Karl Productions vast knowledge of the procedures and practices of the Police Department no attempts have been made to competitively bid this contract.

4. **If an RFP/RFQ or other application was issued, attach a) List of firms notified and list of Respondents; b) copy of RFP/RFQ and Newspaper Ads; c) List of Selection/Evaluation Criteria used; d) Evaluation Committee Members and e) Evaluation Summary which compares the proposals and explains the reason for the selection(s). For Delegate Agencies, attach list of all agencies to be funded, description of program goals and a narrative of the solicitation and evaluation process used to make the selection(s) including specific reasons for funding some agencies and not others.**

Does Not Apply

5. **Describe any research done to find other sources (List other cities contacted, companies in the industry contacted, professional organizations, periodicals and other publications used).**

See Number 3 above.

6. **Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?**

This will be an on-going requirement.

7. **Explain whether or not future competitive bidding is possible. If not, why not?**

See Number 3 above.

**Estimated Cost**

1. **What is the estimated cost for this requirement (or for each contract, if multiple awards contemplated)? What is the funding source?**

This service will be funded through our corporate funding. During the initial three (3) year contract period, it is estimated that this contract will be in excess of seven million dollars.

2. **What is the estimated cost by fiscal year, if the job, project or program covers multiple years?**

This DUR contract is estimated at approximately 2.3 million dollars annually.

3. **Explain the basis for estimating the cost and what assumptions were made and/or data used (ie. budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimate, etc.)**

This estimate was based on past usage and an estimation of expansion of need.

4. **Explain whether the proposed Contractor or the City has a substantial dollar investment in original design, tooling or other factors which would be duplicated at City expense if another source was considered. Describe cost savings or other measurable benefits to the City which may be achieved.**

Does Not Apply.

5. **Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.**

The attached quote is reasonable. Karl Productions has not raised his prices from the last contract which began in 2001.

### Schedule Requirements

1. **Explain how the schedule was developed and at what point the specific dates were known.**

Does Not Apply

2. **Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is the proposed Contractor the only person or firm able to perform under these circumstances? Why are the drawings and specifications lacking? What is the lead time required to get drawings and specifications suitable for competition? If lack of drawings and specifications is not a constraining factor to competitive bidding, explain why only one person or firm can meet the required schedule.**

Does Not Apply.

3. **Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.**

Does Not Apply.

4. **Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.**

Does Not Apply.

### Exclusive or Unique Capability

1. **If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications or other factors make this person or firm exclusively or uniquely qualified for the project. Attach copy of cost proposal and scope or services.**

This is not a consulting contract; does not apply.

2. **Does the proposed firm have personnel considered unquestionably predominant in the particular field?**

See Number 3 below.

3. **What prior experience of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?**

Karl Productions has worked with the Police Department for over a decade. With both the television show and the training videos it is paramount that no footage that is not procedurally correct inadvertently be aired. Due to Karl Productions vast knowledge of the department they are able to correctly edit or reshoot any footage that may be erroneously filmed. This departmental trust is invaluable as it allows us to not have Police personnel present for the production process. During these budgetary times, we can not reassign a sworn officer to oversee these projects to ensure they are procedurally correct. Any other vendor would require this assistance, as they cannot have the expertise that Karl Productions has honed over their years of experience producing projects for the Police Department.

Further, Karl Productions' vast archival library of footage filmed on behalf of the Chicago Police Department would be impossible to recreate by any other vendor. All this archival footage would need to be filmed again at great cost to the City.

4. **What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature which is vital to the job?**

Does Not Apply.

5. **What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which makes them the only source who can perform the work within the required time schedule without unreasonable costs to the City?**

See Number 3 Above.

6. **If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features and/or functions the items have which no other brands or models, etc. possess. Is compatibility with existing equipment critical from an operational standpoint? Explain why.**

Does Not Apply.

7. **Is completion precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.**

Does Not Apply.

8. **If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources? If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach letter from manufacturer.**

Does Not Apply

Other

1. **Explain other related considerations and attach all applicable supporting documents (MIS Steering Committee Approval form, etc.)**

Does Not Apply

2. **Explain what opportunities of direct/indirect involvement of Minority or Women Business Enterprises have been discussed and/or are available on this contract.**

MBE/WBE negotiations is on going. Karl Production has historically met or exceeded the City's participation goals.