



**OFFICE OF THE PURCHASING AGENT**  
**COUNTY OF COOK**  
 118 NORTH CLARK ST. ROOM 1018  
 CHICAGO, ILLINOIS 60602-1375  
 (312) 603-5370

THIS PURCHASE ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, SHIPPING PAPERS AND  
 DROP SHIPMENTS.

**PURCHASE ORDERED ISSUED TO**  
 818925  
 Sidney C DeLair  
 1515 Welton Ct  
 Naperville IL 60565

**DATE**  
 2/29/2012  
**F.O.B. POINT**

**PURCHASE ORDER NO.**  
**180275 - 000- OP**  
**REQUISITION NO.**  
 00102031 OR

**COOK COUNTY FEIN: 36-6006541**  
**ILLINOIS SALES TAX EXEMPT: E-9998-2013-04**  
**FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K**

<b>SHIP TO</b> Adult Probation - Administration Cook County Administration Offices 69 W Washington Ste 1940 Chicago IL 60602	<b>DELIVERY INSTRUCTIONS</b> Maureen Noonan 0259	312-603-	DEPT NO	Page 1 of 1
			5321453	

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	TRAINING-ETHICS FOR PROBATION CONTRACT NO. 12-90-129 Proposal dated 1/16/2012-"Ethics for Probation" Traning to be held on March 29, 2012-April 15, 2012 at 1644 Walnut Street , Chicago, IL from 8:30am-4:30 pm.	2.00 DY	600.0000	1,200.00	5321453.501930
***** Total Order *****				1,200.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

<b>RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)</b> I hereby certify that I have received the goods/services reflected above and that the items referenced are in full conformity with the purchase order/contract.  <b>Authorized Signature:</b> _____ <b>Date:</b> _____	I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved. <b>PURCHASING AGENT</b> <b>Date:</b> _____  3/8/12
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# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

180275

90 Bk New

Requisition # **OR 102031** Contract # **12-90-129** Open Date

Ship To: 8000005	Adult Probation - Administrati	Delivery Instructions: Maureen Noonan	Supplier: 818925	Delair, Sidney C
	Cook County Administration Off	69 W Washington Ste 1940		1515 Welton Ct
	Chicago IL 60602			Naperville IL 60565

Buyer Number	724150 Supervisor 40
Bid/Sole Src Code	
Business Unit	5321453
Internal Req Number	25324047
Board Apr Date & Item	
Requisition Date	2/14/2012
Date Needed	2/14/2012

One Time Purchase Yes No Covers Need for months. Specific Period of time thru Prior Contract No. Expiration Date Emergency No.

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1,000	961 TRAINING	<	>	2.00	DY	600.0000	1,200.00 5321453.501930
						Total of Items Ordered	1,200.00

CERTIFICATION  
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

*Maureen Noonan*  
 REQUISITIONER  
 BUREAU OF DEPARTMENT HEAD  
**Maureen Noonan, Director of Finance**

ACCT # \_\_\_\_\_  
 DATE \_\_\_\_\_ BY \_\_\_\_\_

RECEIVED  
 OFFICE OF THE  
 PURCHASING AGENT  
 2012 FEB 22 PM 2:03  
 BOOKKEEPING



## Cook County Office of the Purchasing Agent

### Sole Source Justification

<b>General Information</b>	Date: February 14, 2012
Unit/Department: 2800847	Phone No. 312/603-0257
Contact Name: Delores Johnson, Director of Training	Email delores.johnson@cookcountyil.gov

<b>Vendor Information</b>	Requisition No.
Name: Sidney DeLair	Purchase Order No.
Address: 1515 Welton Court, Naperville, IL 60565	Contract No.

**Description.** Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.

Mr. Sidney DeLair will facilitate two workshops (*Ethics for Probation*) for administrative and sworn staff members (supervisors and officers) of the Adult Probation Department. These workshops are a part of the Adult Probation Department's FY 2012 Training Delivery Plan. They are scheduled to take place between March and June 2012. Each workshop will be 7 hours in length, taking place at 1644 West Walnut, Chicago, IL.

**Type.** Please select one of the options and explain below.

Single Source       Proprietary/Copyright Restrictions       Equipment Compatibility  
 Patented Product       Exclusive or Unique Capability       Other, please explain

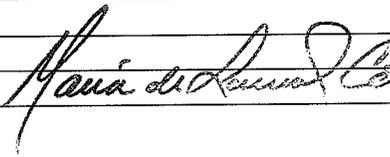
Explanation: Why is this product or service the only one that would satisfy the requirement(s)?  
The Adult Probation Department is accredited by the American Correctional Association (ACA). In order to maintain our accreditation, all administrative and sworn staff members are required to complete a minimum of 40 hours of training yearly. Staff must be provided with training that is related to their day-to-day job functions.

Training in this topic is vital, as staff members are constantly being placed in situations that require them to make sound, ethical decisions. Staff need to 1) understand how their personal ethics were shaped; 2) operate and make decisions based on an universally acceptable definition of "ethics"; 3) recognize the difference between professional and personal ethics; and 4) know the importance of ethics within government agencies, while serving the public.

**Due Diligence.** Describe the due diligence performed that led to the conclusion that this is a sole source.

In order to address this training need, the Training Division researched potential trainers. Mr. Sidney DeLair was selected as the trainer because he has a wealth of training experience related to probation-specific work; has facilitated similar trainings for Lake County Probation and the Administrative Offices of the Illinois Courts; and is a board certified lawyer. In addition, Mr. DeLair's past trainings have proven to be informative and appropriately targeted/customized for our probation staff.

<b>Department Recommendation</b>	
Requestor: Delores Johnson, Director of Training	Date: February 14, 2012
Department Head: Jesús Reyes, Acting Chief Probation Officer	Date: February 14, 2012

<b>Purchasing Agent Approval</b>	
Signature: 	Date: 3/8/12



STATE OF ILLINOIS  
CIRCUIT COURT OF COOK COUNTY  
ADULT PROBATION DEPARTMENT  
February 14, 2012

Timothy C. Evans  
Chief Judge

Jesús Reyes, AM, LCSW  
Acting Chief Probation Officer

GEORGE W. DUNNE  
COOK COUNTY OFFICE BUILDING  
69 WEST WASHINGTON STREET, SUITE 1940  
CHICAGO, ILLINOIS 60602  
TEL: (312) 603-0240  
FAX: (312) 603-9993  
TDD: (773) 674-6880

Ms. Maria De Lourdes Coss  
Chief Procurement Officer  
118 North Clark Street  
County Building – Room 1018  
Chicago, Illinois 60602

Dear Ms Coss:

Please accept this letter as authorization for purchase requisition #25324047/99196 to Mr. Sideny DeLair in the amount of \$1,200.00. Also attached is the completed Sole Source Justification form.

The Adult Probation Department is requesting authorization to allow Mr. DeLair to provide the following training workshop "EHICS FOR PROBATION". The training sessions will consist of didactic presentation using a power point slide show explaining the basis for ethics and where do we obtain our ethics; both our personal and professional ethics.

If additional information is required, please contact this office at 312-603-0259.

Sincerely,

A handwritten signature in black ink that reads "Maureen Noonan".

Maureen Noonan  
Director of Finance

/mn  
Attach.

Copy to: File

## **Sidney C. DeLair JD**

**SC DeLair Consulting**

**1515 Welton Court**

**Naperville, IL, 60565**

**Cell phone 630-204-6550**

**“Specializing in Probation Training and Consulting”**

January 16, 2012

Ms. Delores Johnson  
Director of Training  
Cook County Adult Probation Department  
69 W. Washington Street, Suite 1940  
Chicago, IL, 60602

Dear Ms. Johnson:

The purpose of this letter is to send you notice of my intent to provide two one-day workshops for some of the staff of the Cook County Probation Department in “Ethics for Probation” on Thursday, March 29, 2012 and Thursday, April 5, 2012. These two one-day training events will be presented at the Cook County Adult Training Room located at 1644 Walnut Street, Chicago, Illinois from 8:30 a.m. to 4:30 p.m. on each of the one-day trainings. The agreed upon reimbursement rates will be \$600.00 for each day of training.

The training day will consist of didactic presentation using a power point slide show explaining the basis for ethics and where do we obtain our ethics; both our personal and professional ethics. The training day begins by brainstorming a working “ethics” definition, followed by a short answer exercise answering two questions about working for the government and doing public service.

In the afternoon, the main focus will be discussing in small groups six to seven case scenarios which target supervisors or line staff (in other words there are a total of 14 to 15 total case scenarios). Each of these scenarios is intended to foster group discussion which forces the group to come up with the most ethical outcome. The supervisor’s scenarios are focused on supervisory decision making dealing with such things as evaluations, work assignments, etc. and the line staff scenarios deal with specific situations that line staff could encounter in their day to day operations. We then come together as a large group for each of the smaller groups to report out on their discussions.

As you can see from the description of the training, it is highly interactive. There is a lot of group discussion and reporting out to the larger group. It is through this process that the repeated discussion of ethics and ethical decision making forces the participants to consider their own ethics and how they would have reacted in various situations. I have presented this training to probation supervisors and managers for AOIC and to line staff (adult, juvenile and

detention personnel). In addition, I did this presentation for all of Lake County's staff including staff in the Chief Judge's office. In each of the sessions, I received good feedback about the structure and content of the training. I am attaching a copy of the power point and copies of the case scenarios. If you need any additional information, I would be happy to send you any requested information.

I would like to thank you for the opportunity to conduct more training for the Cook County Adult Probation Department.

Sincerely,

A handwritten signature in black ink, appearing to read "S. DeLair".

Sidney C. DeLair JD  
Consultant and Trainer



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Pat Quinn, Governor

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