



**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  
816480  
Constituent Outreach Consultants  
3400 W 111th St  
Chicago IL 60655

DATE  
12/12/2011  
F.O.B. POINT

PURCHASE ORDER NO.  
179278 - 000- OP  
REQUISITION NO.  
00100594 OR

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

SHIP TO	Cook County Board of Commissioners 118 N Clark St Rm 567 Chicago IL 60602	DELIVERY INSTRUCTIONS Commissioner T. O. Schneider Paula R. Henley 312/603-6564	DEPT NO	
			0950115	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Delivery of an e-newsletter REQUISITION# 10950115 E-mail delivery services Maintains email addresses Develops layout and graphics for e-newsletter Assist developing content for newsletter Delivery e-newsletter twice a month and when a special announcement is necessary. Contract Period November 1, 2011 through November 30, 2012 Amount \$12,000.00 a fixed fee of \$1,000.00 per a month. F.E.I.N.# 270195063	.00 LO	.0000	12,000.00	0950115.521240
***** Total Order *****				12,000.00	

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

**RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)**

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.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.  
PURCHASING AGENT Date:

*Paula R. Henley*  
12/13/11 BR

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

179278

Purchase Order Number

*45*  
*BK*  
*Buyer*  
*EXL Funds*  
*do need*  
*Contract*

Requisition # **OR 100594** Contract #

Open Date

Ship To: 462186 Cook County Board of Commissio  
118 N Clark St Rm 567  
Chicago IL 60602

Supplier: 816480  
3400 W 111th St  
Chicago IL 60655

Buyer Number 299999 TEAM LEAD MAILBOX  
Bid/Sole Src Code SSV  
Business Unit 0950115  
Internal Req Number Requisition # 10950115  
Board Apr Date & Item  
Requisition Date 11/30/2011  
Date Needed 11/30/2011

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

1.000 962 Delivery of an e-newsletter < > LO .0000 12,000.00 0950115.521240

REQUISITION# 10950115

E-mail delivery services

Maintains email addresses

Develops layout and graphics for e-newsletter

Assist developing content for newsletter

Delivery e-newsletter twice a month and when a special announcement is necessary.

Contract Period November 1, 2011 through November 30, 2012

Amount \$12,000.00 a fixed fee of \$1,000.00 per a month.

F.E.I.N.# 270195063

Total of Items Ordered 12,000.00

### 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 Cook County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

*Paula R. Henley*  
REQUISITIONER  
*Thomas J. Schneider*  
BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # \_\_\_\_\_

DATE \_\_\_\_\_ BY \_\_\_\_\_

Cook County Board of Commissioners  
118 North Clark Street-Suite 567  
Chicago, Illinois 60602  
Phone: (312) 603-6388  
Fax: (312) 603-6500



District Office  
711 S. Chelmsford Ln.  
Elk Grove Village, IL 60007  
Phone: (847) 640-1632  
Fax: (847) 640-1910

**Timothy O. Schneider**  
Commissioner - 15th District

53 Enclosure  
FY11 Funds

November 30, 2011

Ms. Lourdes Coss  
Cook County Purchasing Agent  
118 N. Clark Rm. 1018  
Chicago, IL 60602

Dear Ms. Coss:

This letter is to inform you I am entering into a contract with Constituent Outreach Consultants, Inc. This company delivers e-newsletter to constituents in the 15th district. They are very familiar with my district and work with my staff to develop content for the e-newsletter. They are able to get information delivered quickly if there is timely information I want to make my constituents aware of. Constituent Outreach Consultants, Inc. will be paid \$1,000.00 per month out of technical services account (521240). The contract is to be from November 1, 2011 through November 30, 2012 for \$12,000.00. For this contract we will be encumbering \$12,000 from FY 2011 funds. Please find enclosed the Sole Source Justification form. If you have any questions feel free to contact my office at (312) 603-6388.

Sincerely,

*Timothy O. Schneider* (CO)  
Timothy O. Schneider

Cook County Commissioner, 15<sup>th</sup> District



Cook County Board of Commissioners  
118 North Clark Street-Suite 567  
Chicago, Illinois 60602  
Phone: (312) 603-6388  
Fax: (312) 603-6500



District Office  
711 S. Chelmsford Ln.  
Elk Grove Village, IL 60007  
Phone: (847) 640-1632  
Fax: (847) 640-1910

**Timothy O. Schneider**

Commissioner - 15th District

Memo

Date: November 21, 2011

To: Lourdes Coss, Cook County Purchasing Agent

From: Timothy O. Schneider, Cook County Commissioner

Re: List or deliverables for contract with Constituent Outreach Consultants, Inc.

Below is a list of deliverables that Constituent Outreach Consultants, Inc. provides. They are to be a paid \$12,000.00 at a fixed fee of \$1,000.00 per a month.

Maintains email addresses

Develops layout and graphics for e-newsletter.

Assist developing content for newsletter.

Delivers e-newsletter twice a month and when a special announcement is necessary.





## Cook County Office of the Purchasing Agent

### Sole Source Justification

<b>General Information</b>	Date: 11/21/11
Unit/Department:095 115	Phone No. x 6388
Contact Name: Christine Dmyterko	Email Christine.dmyterko@cookcountyil.gov

<b>Vendor Information</b>	Requisition No.
Name: Constituent Outreach Consultants, Inc.	Purchase Order No.
Address: 3400 W. 111 <sup>th</sup> St. Chicago, IL 60655	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.

Delivery of an e-newsletter throughout the 15<sup>th</sup> district, between one – three times a month, they design, suggest layout and send newsletter out. They help to keep constituents informed of county news and various county deadlines,(property tax appeal filing dates, payments of property taxes, wheel tax deadline, etc). They manage an email list for the 15<sup>th</sup> district and they allow the use of single opt-in email addresses. They are able to get information out quickly to constituents. They are aware of the needs of constituents in the 15<sup>th</sup> district. This company has extensive expertise working with suburban elected officials and they do not have commercial clients, they work exclusively with units of local government.

**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

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**Explanation:** Why is this product or service the only one that would satisfy the requirement(s)?  
The company is familiar with the 15<sup>th</sup> district; they are able to help deliver content that which is relevant to constituents in the 15<sup>th</sup> district. This is important because the 15<sup>th</sup> district is unique section of Cook County. Located in the far Northwest suburbs, it includes suburban and also more rural areas. The 15<sup>th</sup> district borders other counties; constituents have different concerns than those living in more urban areas of Cook County. This company has experience working in suburban Cook County. They are able to provide a quick turnaround to get last minute, up to date info out to the 15<sup>th</sup> district.



## Cook County Office of the Purchasing Agent

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

After meeting with Constituent Outreach Consultants it was determined that they fit the needs of my office. While other companies offer this service Constituent Outreach Consultants, Inc. allows for the use of single opt –in emails. Their knowledge of the 15<sup>th</sup> district makes them better able to assist staff developing content for the e-newsletter versus other companies that provide this type of service. They also have expertise developing content, because they only work with units of government compared to other companies that work also with private companies.

### Department Recommendation

Requestor: Christine Dmyterko

Date: 11/21/11

Department Head: Commissioner Timothy O. Schneider

Date: 11/21/11

### Purchasing Agent Approval

Signature:

Date: