



**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  
 824403

New Horizons Computer Learning Cen  
 200 W Monroe Ste 900  
 Chicago IL 60606

DATE  
 1/20/2012  
 F.O.B. POINT

**PURCHASE ORDER NO.**  
**179747 - 000- OP**  
**REQUISITION NO.**  
 00100855 OR

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

**SHIP TO** Office Technology Geographical  
 Information System  
 69 W Washington St Ste 2700  
 Chicago IL 60602-1375

**DELIVERY INSTRUCTIONS**

Mary Jo Horace  
 1369

312-603-

DEPT NO

5450101

Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Word 2010 Level 1 Bridget Evans, Mamle Scott	2.00 EA	250.0000	500.00	5450101.501775
2.00	Excel 2010 Level 1 Bridget Evans, Mamle Scott per Sales Number 1252113	2.00 EA	250.0000	500.00	5450101.501775
***** Total Order *****				1,000.00	

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**

*Maria de la Rosa*  
 Date: \_\_\_\_\_

1/23/12 BA

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

45 BK New  
Purchase order only  
Purchase Order Number 179777 quote #

Requisition # OR 100855 Contract #

Ship To: 8001053 Office Technology Geographical Information System  
69 W Washington St Ste 27  
Chicago IL 60602-1375

Supplier: 824403 New Horizons Computer Learning  
200 W Monroe Ste 900  
Chicago IL 60606

Buyer Number 298999 TEAM LEAD MAILBOX  
Bid/Sole Src Code SSV  
Business Unit 5450101  
Internal Req Number 25450004  
Board Apr Date & Item 12/21/2011  
Requisition Date 12/21/2011  
Date Needed 12/21/2011

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

Line # Commodity Description

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	91838 Word 2010 Level 1	< >	2.00	EA	250.0000	500.00	5450101.501775
2.000	91838 Excel 2010 Level 1	< >	2.00	EA	250.0000	500.00	5450101.501775

Total of Items Ordered 1,000.00

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

*J. Barber*  
REQUISITIONER

BUREAU of DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT 5-1111-1111 PURCHASING USE ONLY

ACCT #

DATE

BY

RECEIVED  
OFFICE OF THE PURCHASING AGENT  
2012 JAN 5 - 1111-1111



## Cook County Office of the Purchasing Agent

### Sole Source Justification

<b>General Information</b>	Date: 12.21.2011
Unit/Department: GIS/Bureau of Technology	Phone No: 312 603 1398
Contact Name: Felicia Barker	Email: felicia.barker@cookcountyil.gov

<b>Vendor Information</b>	Requisition No. 100855
Name: New Horizons	Purchase Order No.
Address: 200 W Monroe St. Chicago, IL 60606	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.

The description is basic software training, duration of two days and taking place in downtown loop area.

**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)?

This software training is needed for upcoming projects and because of the requisite level of specialization, offerings for training in these disciplines are, at best, infrequently available, especially those on a schedule and location that will derive the most savings for the County. The intent is to take advantage of viable courses as they are offered in downtown locations or, possibly, onsite, in order to minimize travel reimbursement and to alleviate the inconvenience that can be incurred from driving to outlying sites. A procurement plan that allows some flexibility to accommodate these specific circumstances will enable the department to maximize their time and resources to pursue essential training, while achieving the lowest costs afforded by enrolling in appropriately timed and located courses.

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

Possibly a vendor could provide similar services but at this particular time and place those options are significantly inadequate.

<b>Department Recommendation</b>	
Requestor: Mary Jo Horace	Date: 1/4/12
Department Head:	Date: 1/4/12



# Cook County Office of the Purchasing Agent

<b>Purchasing Agent Approval</b>	
Signature:	Date:

