



**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.

DATE
5/11/2012
F.O.B. POINT

PURCHASE ORDER NO.
181356 - 000- OP
REQUISITION NO.
00103020 OR

PURCHASE ORDERED ISSUED TO
821160
Coaching for Excellence LLC
PO Box 2666
Country Club Hills IL 60478

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

SHIP TO Adult Probation - Administration
Cook County Administration Offices
69 W Washington Ste 1940
Chicago IL 60602

DELIVERY INSTRUCTIONS
Maureen Noonan 312-603-
0259

DEPT NO	Page 1 of 1
2800847	

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	TRAINING TRAINING OF TRAINERS: EMPOWERMENT PARENTING AS PER VENDOR PROPOSAL dated February 8, 2012. TRAINING DATES: 9/10-9/14 AND 9/17, 2012 6 SESSIONS AT \$600.00 PER SESSION	6.00 DY	600.0000	3,600.00	2800847.501775
***** Total Order *****				3,600.00	

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
Maureen Noonan
Date: 5/11/12 BK

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

181356

4583K New

Requisition # **OR 103020** Contract # **12-45-2058**

Open Date

Ship To: 8000005 Adult Probation - Administrat
Cook County Administration Off
69 W Washington Ste 1940
Chicago IL 60602

Delivery Instructions: Maureen Noonan
312-603-0259

Supplier: 821160 Coaching for Excellence LLC
PO Box 2666
Country Club Hills IL 60478

Buyer Number 724150 Supervisor 40
Bid/Sole Src Code
Business Unit 2800847
Internal Req Number 22804010
Board Apr Date & Item
Requisition Date 4/3/2012
Date Needed 4/3/2012

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	<	6.00	DY	600.0000	3,600.00	2800847.501775
		TRAINING OF TRAINERS: EMPOWERMENT PARENTING	>					
						Total of Items Ordered	3,600.00	

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2012 APR -6 AM 9:17
BOOKKEEPING

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the amount of the purchase is within the budget and that the items and/or services are in the 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

ACCT # _____

DATE _____ BY _____

Maureen Noonan
REQUISITIONER
BUREAU or DEPARTMENT HEAD
Maureen Noonan, Director of Finance

ap



Cook County Office of the Purchasing Agent

Sole Source Justification

General Information	Date: February 29, 2012
Unit/Department: 2800847	Phone No. 312/603-0257
Contact Name: Delores Johnson, Director of Training	Email delores.johnson@cookcountyil.gov

Vendor Information	Requisition No.
Name: Coaching for Excellence	Purchase Order No.
Address: P. O. Box 2666, County Club Hills, IL 60478	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.

Coaching for Excellence has been selected to facilitate "Training-the-Trainer: Empower Parenting" for designated in-house Parenting Skills Trainers. This training will take place September 10, 11, 12, 13, 14, and 17, 2012, at our 1644 West Walnut facility, from 8:30 a.m. until 4:30 p.m.

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

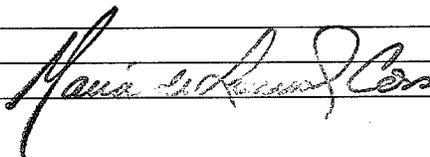
Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

The Adult Probation Department coordinates and delivers court-mandated parenting skills training probationers. This in-house training program is facilitated by sworn staff members. In order to provide this essential, court-ordered training to probationers, staff members need to be provided with update parenting skills curriculum, which they can use to facilitate these sessions. It should be noted that, in addition to basic parenting skills, our in-house parenting skills program must address a variety of probationer needs – anger/stress management, communication skills, health and nutrition, role modeling, domestic violence, abuse and neglect, etc.

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. Coaching for Excellence (Kim Olver) was selected as the trainer because: 1) she has a wealth of training experience related to probation-specific work; 2) she is a certified Choice Theory and Reality Therapy trainer; 3) she has developed successful training programs for youth, parents, and foster parents. In addition, Ms. Olver has authored the following publications: *Secrets of Happy Couples* and *Leveraging Diversity at Work*. Further, she is a licensed professional counselor, a national certified counselor, and a faculty member of the Institute for Reality Therapy. Most importantly, Coaching for Excellence was selected to present this training, as Ms. Olver has agreed to customize her training program to meet all of the aforementioned needs identified by Adult Probation.

Department Recommendation	
Requestor: Delores Johnson, Director of Training	Date: February 29, 2012
Department Head: Jesús Reyes, Acting Chief Probation Officer	Date: February 29, 2012

Purchasing Agent Approval	
Signature: 	Date: 5/11/12 BR



STATE OF ILLINOIS
CIRCUIT COURT OF COOK COUNTY
ADULT PROBATION DEPARTMENT

Timothy C. Evans
Chief Judge

Jesús Reyes, AM, LCSW
Acting Chief Probation Officer

April 3, 2012

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) 869-6880

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 #22804010/103020 to Coaching for Excellence, LLC in the amount of \$3,600.00. Also attached is the completed Sole Source Justification form.

The Adult Probation Department is requesting authorization to allow Coaching for Excellence, LLC to provide the following training workshops “TRAINING OF TRAINERS: EMPOWERMENT PARENTING”. The training sessions will consist of updated parenting skills curriculum, which staff can use to facilitate court-mandated parenting skills for clients.

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

Sincerely,

Maureen Noonan
Director of Finance

/mn
Attach.

Copy to: File



Celebrating 100 Years