



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
729351

Gale P Sullivan
6629 N Olmsted Ave
Chicago IL 60631

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

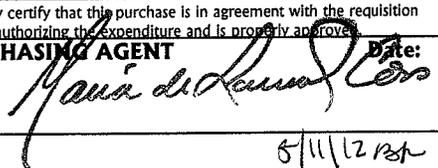
PURCHASE ORDER NO.
181358 - 000- OP
REQUISITION NO.
00103021 OR

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 MEAN GIRLS: WHAT HAPPENED TO SUGAR AND SPICE? AS Per Vendor Proposal for Spring 2012 8 Sessions at \$200.00 per session. May 21- 22, 2012 and June 26-26, 2012.	8.00 JB	200.0000	1,600.00	2800847.501775
***** Total Order *****				1,600.00	

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  Date: 5/11/12 <i>MR</i>
--	---

Purchase Order Number

181358

45 BCL News

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Requisition # **OR 103021** Contract # **12-45-257** Open Date

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

Buyer Number 724150 Supervisor 40
Bid/Sole Src Code 2800847
Business Unit
Internal Req Number 22804011
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	<	>	8.00	JB	200.0000	1,600.00
							2800847 501775	
MEAN GIRLS: WHAT HAPPENED TO SUGAR AND SPICE?								
Total of Items Ordered								1,600.00

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 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 (or grant) same.

CCA APPROVED BUDGETARY ACCOUNT PURCHASING USE ONLY

ACCT # _____

DATE _____ BY _____

Maureen Noonan
REQUISITIONER BUREAU or DEPARTMENT HEAD

Maureen Noonan, Director of Finance



**Cook County
Office of the Purchasing Agent**

Sole Source Justification

General Information	Date: March 23, 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: Ms. Gail Sullivan	Purchase Order No.
Address: 6629 North Olmsted, Chicago, IL 60631	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.

Ms. Gail Sullivan will facilitate eight workshops (*Mean Girls: What Happened to Sugar and Spice*) for sworn (supervisors and officers), administrative and support staff of the Adult Probation Department. These workshops are a part of the Adult Probation Department's FY 2012 Spring Conference Training Delivery Plan. They are scheduled to take place between May 21 and June 26, 2012. Each workshop will be 90 minutes in length, taking place at the William Tell Holiday Inn, 6201 Joliet Road, Countryside, IL.

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

<input checked="" type="checkbox"/> Single Source	<input type="checkbox"/> Proprietary/Copyright Restrictions	<input type="checkbox"/> Equipment Compatibility
<input type="checkbox"/> Patented Product	<input type="checkbox"/> Exclusive or Unique Capability	<input type="checkbox"/> Other, please explain

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

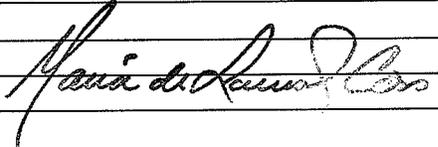
The Adult Probation Department is accredited by the American Correctional Association (ACA). In order to maintain our accreditation, all administrative and sworn staff members are required to complete a minimum of 40 hours of training yearly. Staff must be provided with training that is related to their day-to-day job functions.

The number of female offenders entering the criminal justice system continues to increase and probation staff members are faced with the challenge of having to effectively supervise these offenders. In order for staff to better understand female offenders, training is required. This training is designed to help staff understand: the brain function differences between males and females; relationships between girls as they modulate their world; and victim selection process in such female-based assaults. (See attached training outline for more details.)

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. Ms. Gail Sullivan was selected as the trainer because she has a wealth of training experience related to understanding and supervising female offenders; has developed behavioral management programs; and regularly trains for the Illinois Law Enforcement Standards and Training Board. In addition, Ms. Sullivan's past trainings have proven to be informative and appropriately targeted for probation staff.

Department Recommendation	
Requestor: Delores Johnson, Director of Training	Date: March 23, 2012
Department Head: Jesús Reyes, Acting Chief Probation Officer	Date: March 23, 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 #22804011/103021 to Ms. Gale P. Sullivan in the amount of \$1,600.00. Also attached is the completed Sole Source Justification form.

The Adult Probation Department is requesting authorization to allow Ms. Sullivan to provide the following training workshop “MEAN GIRLS: WHAT HAPPENED TO SUGAR AND SPICE”. The training sessions are part of the Adult Probation Department’s FY 2012 Spring Conference Training Delivery Plan.

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

Sincerely,

Maureen Noonan
Director of Finance

/mn
Attach.

Copy to: File



Proposal for Training
Cook County Adult Probation Conference - Spring 2012

Title of Presentation: Mean Girls: What Happened to Sugar and Spice?

Targeted Audience: Appropriate for all audiences

Workshop Outline: This training addresses the increase in female violence that is being witnessed throughout the criminal justice system. Males and females perpetrate aggressive behavior in completely different ways. In actuality, there is a difference in the structure and function of their brains. This workshop will review the brain function differences between males and females; social circumstances under which females perpetrate "mean" behavior; how to best respond; and what to do when the "mean" girl becomes an adult and is in your life or on your case load. This training is a must for probation officers, supervisors, administrators and anyone who has ever interacted with a "mean" girl regardless of age. Practical suggestions are included in this training. Please bring specific problems to be solved.

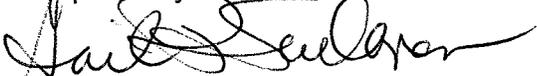
Learning Objectives:

- ⊕ Understand brain function differences between males/females
- ⊕ Understand relationships between girls as they modulate their world
- ⊕ Exploring reasons people minimize "mean" girl behavior
- ⊕ Understand difference between relational and direct aggression
- ⊕ Understand the victim selection process in such assaults
- ⊕ Explore the relevance of social media to bullying behavior
- ⊕ Learn to identify the "mean" girl syndrome when she grows up

Methodology: Lecture, Group Discussion

Fee: \$200 per 90-minute session

Respectfully Submitted,



Gail P. Sullivan, MA
gpsllvn@yahoo.com
(773) 655-4219