



**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
79510

Prairie State College
202 S Halsted St
Chicago Heights IL 60411

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

PURCHASE ORDER NO.
181362 - 000- OP
REQUISITION NO.
00103022 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	
2800847	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	TRAINING CRIMINAL PERSONALITY PROFILING	8.00 JB	280.0000	2,240.00	2800847.501775
2.00	TRAINING CULTURAL DIVERSITY	4.00 JB	280.0000	1,120.00	2800847.501775
3.00	TRAINING SOCIAL NETWORKING As per Vendor proposal for Spring 2012 16 Training Sessions at \$280.00 4 per day. May 21-22, 2012 and June 25-26, 2012	4.00 JB	280.0000	1,120.00	2800847.501775
***** Total Order *****				4,480.00	

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.

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 BN

Authorized Signature: _____ **Date:** _____

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number
181362

45 BK NEW

Requisition # **OR 103022** Contract # **A-45-254**

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

Supplier: 79510 Prairie State College
202 S Halsted St
Chicago Heights IL 60411

Buyer Number 724150 Supervisor 40
Bid/Sole Src Code 2800847
Business Unit 22804012
Internal Req Number
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	Ball on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	961 TRAINING	<	>	8.00	JB	280.0000	2,240.00 2800847.501775
	CRIMINAL PERSONALITY PROFILING						
2.000	961 TRAINING	<	>	4.00	JB	280.0000	1,120.00 2800847.501775
	CULTURAL DIVERSITY						
3.000	961 TRAINING	<	>	4.00	JB	280.0000	1,120.00 2800847.501775
	SOCIAL NETWORKING						
Total of Items Ordered						4,480.00	

CERTIFICATION
I hereby certify that the items and/or services above are necessary to the 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

71:6 PUGH-SINQUEL

11/13/11 10:08

REQUISITIONER Maureen Noonan BUREAU or DEPARTMENT HEAD

Maureen Noonan, Director of Finance

ACCT # _____
DATE _____ BY _____

11/13/11 10:08



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: Prairie State College	Purchase Order No.
Address: 202 South Halsted Street, Chicago Heights, IL 60411	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.

Instructors from Prairie State College will facilitate 16 workshops (*Criminal Personality Profiling, Cultural Diversity, and Social Networking*) 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.

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

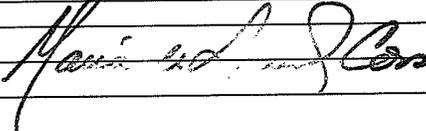
Explanation: Why is this product or service the only one that would satisfy the requirement(s)?
The Adult Probation Department is accredited by the American Correctional Association (ACA). In order to maintain our accreditation, all administrative and sworn staff members are required to complete a minimum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

Training in *Criminal Personality Profiling, Cultural Diversity, and Social Networking* will no doubt expand staff understanding of these topics, all of which are important to their day-to-day job performance. Because staff have caseloads that consist of sex offenders, batterers, gang members, and violent offenders, they need to understand more about the probationers' personalities and cultural issues as well as how they can more effectively manage the uniqueness of each case. Training in the aforementioned topics is extremely important and needed by all levels of staff.

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

The Training Division reached out to Prairie State College to provide this training because: 1) they have facilitated a number sessions for Adult Probation in the past all of which have been well received; 2) their instructors are willing to customize their training sessions so that they best meet the needs of our staff; 3) they have knowledgeable instructors who have a proven track record of designing and delivering exceptional programs; and 4) they are willing to work with us within our budget guidelines.

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



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 #22804012/103021 to Prairie State College in the amount of \$4,480.00. Also attached is the completed Sole Source Justification form.

The Adult Probation Department is requesting authorization to allow Prairie State college to provide the following training workshops “CRIMINAL PERSONALITY PROFILING”, “CULTURAL DIVERSITY”, and “SOCIAL NETWORKING”. 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



Celebrating 100 Years