



**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  
802421

Sylvester Baugh  
31 S Chestnut Ct  
Glenwood IL 60425

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

PURCHASE ORDER NO.  
**181354 - 000- OP**  
REQUISITION NO.  
00103024 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

5321453 Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	TRAINING BEING AN EFFECTIVE CASE MANAGER As Per Vendor Training Proposal for Spring 2012 8 sessions (2 per Day) at a cost per session of \$250.00 May21-22, 2012 and June 25-26, 2012.	8.00 JB	250.0000	2,000.00	5321453.501930
***** Total Order *****				2,000.00	

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.

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

**PURCHASING AGENT**

Date:

*Maureen Noonan*  
3/11/12 RA

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

Date: \_\_\_\_\_

# Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

181354

45 BK New

Requisition # OR 103024 Contract # 12-45-256

Open Date

Ship To: 8000005 Adult Probation - Administrat

Supplier: 802421

Baugh, Sylvester

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code  
Business Unit 5321453  
Internal Req Number 25324050  
Board Apr Date & Item  
Requisition Date 4/3/2012  
Date Needed 4/3/2012

Cook County Administration Of  
69 W Washington Ste 1940  
Chicago IL 60602

31 S Chestnut Ct  
Glenwood IL 60425

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	250.0000	2,000.00	5321453.501930
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Total of Items Ordered 2,000.00

### 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.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

*Maureen Noonan*  
REQUISITIONER BUREAU or DEPARTMENT HEAD

Maureen Noonan, Director of Finance

ACCT # \_\_\_\_\_  
DATE \_\_\_\_\_ BY \_\_\_\_\_

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



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 #25324050/103024 to Mr. Sylvester Baugh in the amount of \$2,000.00. Also attached is the completed Sole Source Justification form.

The Adult Probation Department is requesting authorization to allow Mr. Baugh to provide the following training workshop “BEING AN EFFECTIVE CASE MANAGER”. 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



**Cook County  
Office of the Purchasing Agent**

**Sole Source Justification**

<b>General Information</b>	Date: March 23, 2012
Unit/Department: 2800847	Phone No. 312/603-0257
Contact Name: Delores Johnson, Director of Training	Email delores.johnson@cookcountyil.gov

<b>Vendor Information</b>	Requisition No.
Name: Mr. Sylvester Baugh	Purchase Order No.
Address: 31 S. Chestnut Court, Glenwood, IL 60425	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.

Mr. Sylvester Baugh will facilitate eight workshops (*Being an Effective Case Manager*) for sworn (supervisors and officers), and administrative 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)?

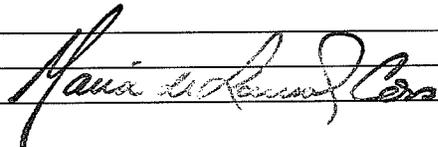
The Adult Probation Department is accredited by the American Correctional Association (ACA). In order to maintain our accreditation, all administrative and sworn staff members are required to complete a minimum of 40 hours of training yearly. Staff must be provided with training that is related to their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

All probation officers are required to effectively manage probation cases. They need to maintain the fine balance between holding offenders accountable to the court-ordered mandates and encouraging positive change. Refresher training is needed to help staff: 1) understand their purpose as case managers; discover various approaches to case management; discuss destructive and constructive case management habits; look at the roles, values, and perceptions that impact case management; and utilize a system of effective case management communication.

**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. Mr. Sylvester Baugh was selected as the trainer because he has a wealth of training experience related to understanding case management strategies and providing training programs to schools, business, and organizations. Further, Mr. Baugh has experience as a project director and project manager. In addition, Mr. Baugh's past trainings have proven to be informative and appropriately targeted for probation staff.

<b>Department Recommendation</b>	
Requestor: Delores Johnson, Director of Training	Date: March 23, 2012
Department Head: Jesús Reyes, Acting Chief Probation Officer	Date: March 23, 2012

<b>Purchasing Agent Approval</b>	
Signature: 	Date: 3/11/12

Sylvester Baugh  
31 South Chestnut Court  
Glenwood, Illinois 60425  
E-mail: [baughtraining@onebox.com](mailto:baughtraining@onebox.com)

Phone: 708/969-7099  
Fax: 708/757-3736

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## PROFILE:

An engaging, dynamic individual who:

- Has the ability to develop and/or customize training programs to meet specific audiences' needs; an experienced curriculum developer;
- Possesses expertise in the following arenas: Cultural Awareness, Team Building, Reality Therapy/Choice Theory, Conflict Resolution, Effective Leadership, Anti-Bullying, Development Personal Power, Maintaining Quality Relationships, Overcoming Personal Obstacles, Enhancing Conscious Thinking, etc.;
- Has the analytical ability to recognize potential problems, evaluate alternatives and implement training programs designed to foster positive solutions.
- Demonstrates strong presentation, leadership, planning, and organizational skills; and
- Incorporates the power of personal introspection within training programs, which serves as the launching pad for positive change within individuals, agencies, and institutions.

## PROFESSIONAL EXPERIENCE

### **Baugh Training & Consulting** *Trainer/Consultant/Speaker*

2000 – Present

Provide and design training programs for schools, businesses, and other organizations in the areas of Reality Therapy/Choice Theory, Effective Management, Counseling, Conflict Resolution, Team Building, Cultural Competence, Employability Skills, Cultural Awareness, Stress Management, Anger Management, and more. Satisfied clients include: Circuit Court of Cook County/Adult Probation Department, Cook County Juvenile Probation, United Airlines, Prairie State College, and a variety of School Districts.

### **Jones Memorial Community Center** *Project Director/Program Manager*

2004 – 2007

Responsible for supervising and training staff as well as overseeing the day-to-day functioning of an after school program and a Summer Fun Camp for children between the ages of 5-10 years old. Conduct and facilitate meetings and recruit volunteers for mentoring program.

### **Aunt Martha's Youth Service Center, Inc.** *Professional Trainer*

1982 – 2000

Provided employability skills training for low income, at-risk clients. Served as a mentor/counselor while performing job development, grant writing, and group facilitation functions. Was ultimately responsible for the overall development and facilitation of a variety of staff and volunteer training programs. Supervised assigned staff and evaluated training program to ensure established standards were met.

## ACCOMPLISHMENTS:

- 2006 – Authored books: *Leveraging Diversity at Work and Puzzled but NOT Confused*
- 2005 – Certified Elder; Rites of Passage Youth Empowerment Program
- 1999 – Certified Instructor; William Glasser Institute
- 1987 – U.S. Representative; International Youth Workers Conference in Italy
- 1986 – Member; Youth Workers Delegation in Europe

## EDUCATIONAL BACKGROUND

Governors State University; University Park, Illinois, May 1999  
B.A. in Communications

**REFERENCE:** Available Upon Request

**Workshop Title:** Being an Effective Case Manager

**Trainer:** Sylvester Baugh

**Workshop Description/Overview:**

Case Management is essential to the work done by Probation Officers. In this workshop; participants will we will address the purpose of case management; the importance of establishing quality relationships; destructive case management habits; constructive case management habits; the power of perception; 10 reasons why clients develop resistance; and they will role play using the System of Effective Management procedures

**Training/Learning Objectives:**

As a result of participating in this workshop, staff will:

- Understand their purpose as case managers
- Discover various approaches to case management
- Discuss destructive and constructive case management habits
- Look at the roles, values, and perceptions play in case management
- Utilize a system of effective case management communication

**Target Population:** Sworn staff (officers and supervisors)

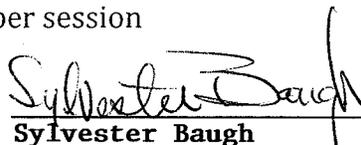
**Length of Workshop:** 90 minutes

**Methodology:** Lecture, group discussion, role play

**Audio/Visual Needs:** Projector, flipchart/pad, markers

**Handouts:** To be provided by Sylvester Baugh

**Fee:** \$250.00 per session

  
Sylvester Baugh  
Trainer