



**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
5/14/2012
F.O.B. POINT

**PURCHASE ORDER NO.
181386 - 000- OP
REQUISITION NO.
00103039 OR**

PURCHASE ORDERED ISSUED TO
734923
National Curriculum & Training Ins
319 E McDowell Rd
Phoenix AZ 85004-1534

**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 FUN AND GAMES: THE ROAD TO CHANGE	8.00 JB	375.0000	3,000.00	5321453.501930
2.00	Lodging	4.00 DY	125.0000	500.00	5321453.501930
3.00	Transportation	2.00 EA	507.5000	1,015.00	5321453.501930
4.00	Per Diem As per Vendor Proposal. Fun and Games: The Road to Change. Proposal Period: May 21-22, 2012 and June 25-26, 2012 4 days @ \$750.00. Two Classes per day. Travel expenses: 1,779.00	4.00 DY	66.0000	264.00	5321453.501930
***** Total Order *****				4,779.00	

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: _____
Maureen Noonan
5/21/12 BA

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

181386

Requisition # **OR 103039** Contract # **12-45-251**

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

Delivery Instructions:
 Maureen Noonan
 312-603-0259

Supplier: 734923 National Curriculum & Training
 319 E McDowell Rd
 Phoenix, AZ 85004-1534

Open Date

Buyer Number 372584 GIZZI, DANIEL A
 Bid/Sole Src Code NCR
 Business Unit 5321453
 Internal Req Number 25324051
 Board Apr Date & Item 4/3/2012
 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	375.0000	3,000.00	5321453.501930
2.000	961 FUN AND GAMES: THE ROAD TO CHANGE Lodging	<	4.00	DY	125.0000	500.00	5321453.501930
3.000	961 Transportation	<	2.00	EA	507.5000	1,015.00	5321453.501930
4.000	961 Per Diem	<	4.00	DY	66.0000	264.00	5321453.501930
Total of Items Ordered						4,779.00	

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

CERTIFICATION
 I hereby certify that the items and/or services above are necessary to this department (or institution) and that the specific account and 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.

Maureen Noonan
 REQUISITIONER BUREAU or DEPARTMENT HEAD

ACCT # _____
 DATE _____ BY _____



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 #25324051/103039 to National Curriculum & Training Institute, Inc. in the amount of \$3,000.00. Also attached is the completed Sole Source Justification form.

The Adult Probation Department is requesting authorization to allow National Curriculum & Training Institute to provide the following training workshop “FUN AND GAMES: THE ROAD TO CHANGE”. 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

DELORES-JOHNSON @ CookCountyIL.com





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: National Curriculum & Training Institute, Inc.	Purchase Order No.
Address: 319 East McDowell Road, Phoenix, AZ 85004-1534	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 National Curriculum and Training Institute will facilitate eight workshops (*Fun and Games: The Road to Change (Motivational Interviewing Booster Training)*) for sworn 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.

As part of the department's ongoing efforts to utilize Evidence-Based Practices principles throughout the supervision process, staff members are required to engage in Motivational Interviewing (MI) during face-to-face contacts. Although staff have been previously trained in MI, it is imperative that they be provided with booster training. MI techniques and skills are acquired over a period of time through guided practice and intentional review sessions. These 90-minute presentations will provide staff with much-needed booster training, which enhances their overall understanding of MI.

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. NCTI was selected to facilitate this training as they have developed a unique approach to delivering trainings related to MI. Their interactive, hands-on sessions are customized to meet the specific needs of the group. They have designed the training so that it goes beyond simple lecture to practical application that can be easily transferred to the job setting. NCTI was also selected as they have provided this well-received, relevant training nationally to several probation departments; they have a proven track record of delivering highly effective, customized training, and they were willing to adjust their presentation cost to meet Adult Probation's strict budget requirements.

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: 5/15/12
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Fun and Games: The Road To Change

Course Summary

The **Fun and Games: The Road to Change** workshop will provide Cook County Adult Probation Department attendees with tools that they can immediately use upon their return to the "office". The techniques that NCTI will teach do not require funding, legislative changes, department policy mandates, or any of the other hoopla that accompanies new ideas for community corrections professionals.

As community corrections professionals in the "behavior change" industry, if one is going to be successful, it is necessary to have an unlimited supply of tools and techniques at their disposal. This workshop will be fast-paced, participatory, highly interactive and FUN. Cook County Adult Probation Department workshop participants will leave the session feeling energized, and full of new, hands-on tools that will improve both their Motivational Interviewing and facilitation skills; whether working with groups or one-one-one with clients!

Cook County Adult Probation Department participants need to be prepared to come to this workshop ready to both PLAY and LEARN! The tools and techniques that each participant will learn have been proven through research to be successful for more than 30 years through a cognitive curriculum that has been utilized by numerous community corrections agencies throughout North America.

Training/Learning Objectives

After successful completion of the **Fun and Games: The Road to Change** workshop, Cook County Adult Probation Department participants will be able to:

- Recognize the importance of employing a variety of activities when reinforcing important learning concepts.
- Differentiate the various learning styles of clients.
- Demonstrate various Motivational Interviewing and Facilitation skills and techniques when working with clients.

✦ ***Fun and Games: The Road to Change*** is a 90-minute workshop program that can accommodate up to 40 workshop participants.

Investment Summary & Workshop Specifications

Room Format

Cook County Adult Probation Department will arrange the following:

- ✚ Workshop Training Room
- ✚ Tables and Chairs
- ✚ Flip Chart Paper and Flip Chart Stand
- ✚ Markers (Black or Blue)

Training Workshop Specifications

- ✚ Workshop Title: Fun and Games: The Road to Change
- ✚ Workshop Dates: 5/21/12, 5/22/12, 6/25/12, 6/26/12
- ✚ Workshop Length: 90 Minutes
- ✚ # of Workshops Each Day: 2
- ✚ Workshop Times: (1) AM and (1) PM
- ✚ Total # of Workshops: 8
- ✚ Max Number of Participants per Workshop: 40
- ✚ Workshop Location: Holiday Inn-Countryside
6201 Joliet Road
Countryside, IL 60525

Investment Summary

- ✚ NCTI Workshop Cost (2 Workshops per Day).....\$ 750.00/day
(4 Days of Workshops @ \$ 750.00/Day = \$3,000.00)



Aaron P. O'Connell

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ATTACHED
→

Investment Summary & Workshop Specifications

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Training Workshop Specifications

✦ Workshop Title:	Fun and Games: The Road to Change
✦ Workshop Dates:	5/21/12, 5/22/12, 6/25/12, 6/26/12
✦ Workshop Length:	90 Minutes
✦ # of Workshops Each Day:	2
✦ Workshop Times:	(1) AM and (1) PM
✦ Total # of Workshops:	8
✦ Max Number of Participants per Workshop:	40
✦ Workshop Location:	Holiday Inn-Countryside 6201 Joliet Road Countryside, IL 60525

Investment Summary

✦ NCTI Workshop Cost (2 Workshops per Day).....\$ 750.00/day
(4 Days of Workshops @ \$ 750.00/Day = \$3,000.00)

✦ NCTI Trainer Travel Expenses.....Actual Travel Expenses*
* (2 Round Trip airfares between Phoenix & Chicago, 4 Nights Lodging, Local Transportation, and Meals)


Aaron P. O'Connell

NCTi Purchase Order Request

Delores M Johnson (OCJ)

Sent: Friday, May 11, 2012 11:24 AM

To: Dan Gizzi (Purchasing)

Dan

Per our discussion, here are the expenses for NCTI:

lodging = \$125 per night (totalling \$500.00)
transportation = two roundtrip flights = \$1015.00
per diem = \$66 per day x 4 days = \$264.00

Local Transportation = \$0.00

Total Expenses: \$1779.00

*National Curriculum and Training
319 E. McDowell Road
Phoenix, Arizona 85004-1534*

May 15, 2012

Cook County Adult Probation Department
69 West Washington, Suite 1940
Chicago, IL 60602
Attn: Ms. Maureen Noonan, Director of Finance

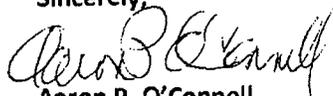
Dear Ms. Noonan:

Following is a break-down of expenses that will be incurred for our trip to Chicago, IL to facilitate training.

Lodging four (4) days @ \$125.00 per night = \$500.00
Transportation 2 tickets @ \$507.50 = \$1,015.00
Per Diem 4 days @ \$66.00 per day = \$264.00
TOTAL TRAVEL COSTS - \$1,779.00

Thank you for your consideration in this matter.

Sincerely,



Aaron P. O'Connell
Training and Curriculum Specialist