

**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  
 825058

Becker Consulting Group LLC  
 PO Box 101  
 Valparaiso IN 46384

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

PURCHASE ORDER NO.  
**181355 - 000- OP**  
 REQUISITION NO.  
 00103040 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 SAFE: IT IS JUST A STATE OF MIND?	8.00 JB	250.0000	2,000.00	5321453.501930
2.00	TRANSPORTATION Being safe:Its Just A State of Mind As Per vendors Proposal for Spring 2012 May 21-22, 2012 and June 25-26, 2012 8 Sessions (2 Per day) at \$250.00 4 days Transportation at \$50.00 Amount Authorized per Proposal: \$ 2,200.00	4.00 DY	50.0000	200.00	5321453.501930
***** Total Order *****				2,200.00	

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: 5/11/2012

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

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

5/11/2012

# Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

181355

45 BK new

Requisition # **OR 103040** Contract # **12-45-252**

Open Date

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

Supplier: 825058 Delivery Instructions:  
 Maureen Noonan  
 312-603-0259

Becker Consulting Group LLC  
 PO Box 101  
 Valparaiso IN 46384

Buyer Number 724150 Supervisor 40  
 Bid/Sole Src Code 5321453  
 Business Unit 5321453  
 Internal Req Number 25324052  
 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	250.0000	5321453.501930
2.000	961	BEING SAFE: IT IS JUST A STATE OF MIND? TRANSPORTATION	<	>	4.00	DY	50.0000	5321453.501930
							<b>Total of Items Ordered</b>	<b>2,200.00</b>

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 dep. no., account & activity in the Budget Code Bureau and the specific line item Budget appropriation appear only in the Budget of Cook 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**

<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. Mark Becker	Purchase Order No.
Address: P. O. Box 101, Valparaiso, IN 46384	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. Mark Becker will facilitate eight workshops (*Being Safe: It is Just a State Mind*) 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)?

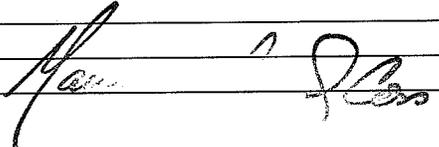
The Adult Probation Department is accredited by the American Correctional Association (ACA). In order to maintain our accreditation, all administrative and sworn staff members are required to complete a minimum of 40 hours of training yearly. Staff must be provided with training that is related to their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

All probation staff is in need of safety training. Several of the ACA standards, which the department must meet, require the department to annually offer safety training specific to job functions. This training is designed to meet this requirement. The program goals will focus on recognizing and accepting that threats exists; understanding the emotional and physiological responses associated with an attack; and learning tools that must be deployed so as to increase one's ability to survive an unsafe encounter.

**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. Mark Becker was selected as the trainer because he has a wealth of training experience related to understanding safety and field-related training. As a national trainer, a staff member of the Northwest Indiana Police Academy, and a former FBI agent, Mr. Becker is uniquely equipped to facilitate this training topic.

<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 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 #25324052/103040 to Becker Consulting Group, LLC in the amount of \$2,200.00. Also attached is the completed Sole Source Justification form.

The Adult Probation Department is requesting authorization to allow Becker Consulting Group, LLC to provide the following training workshop “BEING SAFE: IT IS JUST A STATE OF MIND”. 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

Becker Consulting Group LLC  
PO Box 101  
Valparaiso, Indiana 46384

March 4, 2012

Ms Carmen Rodriguez  
Senior Training Specialist  
Cook County Adult Probation Department  
69 W. Washington, Suite 1940  
Chicago, Illinois 60602

Dear Ms. Rodriguez;

For your records, my biography is attached.

This will serve to confirm our previous conversations regarding training to be afforded to your organization on May 21-22 and then again on June 25-26. In total, there will be 2 presentations on each day lasting approximately 90 minutes for each group, for a total of 8 presentations. The fee totals \$250 for each presentation, plus mileage at a cost of \$50 per day, for a total of \$2,200 for the entire 4 day presentation. An invoice will be provided for the May presentations and a separate invoice for the June presentations. Each 2 day block of instruction will be billed \$1,100

The topic of all 8 presentations is as follows:

**Being Safe  
It is Just a State of Mind**

**To survive a violent criminal encounter, recognition and acceptance of the presence that a threat exists is critical to surviving the event. The next step to survival is to understand the emotional and physiological responses associated with an attack, responses which if not familiar with, may increase the likelihood of being seriously injured. This presentation will outline various tools that must be deployed so as to increase one's ability to survive such an encounter.**

The presentations will take place in the afternoon, exact hours to be announced. All presentations will be made at the William Tell Holiday Inn, 6201 Joliet Street, Countryside, Illinois

The site will provide

- a projection screen
- a power point projector with a remote control to advance the presentation
- speakers to accommodate the size of the audience

I thank you for the opportunity to address your organization. If you have any questions or concerns, feel free to contact me at (219) 712-0864 or via email at [mark-becker@hotmail.com](mailto:mark-becker@hotmail.com)

Sincerely;

Mark J. Becker  
President

Becker Consulting Group LLC



Becker Consulting Group LLC  
PO Box 101  
Valparaiso, Indiana 46384

**Being Safe  
It is Just a State of Mind**

**Training Outline**

- 1) What is a threat?
- 2) What does a threat look like?
- 3) Expected emotional and physiological responses
- 4) Role playing - placing participants in a real life threatening situation and testing their response

**At the end of the presentation, participants will:**

- ❖ Name the tools that will enhance their ability to survive a violent attack
- ❖ Describe the experience of a violent attack
- ❖ Explain what they must "NOT" do to survive a violent attack