



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 700 • Chicago, Illinois 60606 • (312) 793-8550

SOLE SOURCE CHECKLIST

Justification for non-competitive procurement

1) What are the services or items that will be contracted for and how do these services or items fit into your agency's program?

1. Provide a representative for the Planning Team and attend meetings as scheduled: 3 times during the grant period.
2. Provide a qualified representative to participate in the training sessions within their service areas.
3. Participate with the assistance of the local coordinator in the training of local law enforcement officers, prosecutors, and court personnel including judges and probation officers to further the goals and objectives of this project.
4. Continue to work closely with the Tenth Judicial Circuit FVCC, local state's attorneys and local law enforcement departments on the goals and objectives of the project.
5. Identify and utilize opportunities to disseminate the lessons learned from this project throughout the circuit.
6. Supply necessary information to the local council coordinator and local fiscal agent, Peoria County, to complete quarterly reports.

2) Explain the necessity to make a non-competitive, sole-source procurement by answering the following:

a) What is the expertise and experience of the contractor?

Advocates for Access is local provider for people with disabilities. They provide community resources and 51% of their staff have a disability, thus enhancing the services they provide.

b) What are the unique qualities of this contractor and why are those qualities necessary for the program?

Always important to have a voice for people and disabilities involved in the Council. A great community resource and represents individuals who may have special needs as they become involved in the court system.

c) Does the contractor have special management abilities that would benefit the program? If yes, what are these special management abilities?

They do not have specific management abilities however their input to committees and trainings provide valuable feedback to support the council.

d) How would the contractor be responsive to the needs of the program?

Advocates for Access has several representatives that are able to assist when hosting trainings as well as the voice for people with disabilities.

e) Does the contractor have knowledge of the program? If yes, how is this a benefit to the program?

Yes, Advocates for Access has been involved in the Council for many years and is part of our training team. Always important to have a voice for people with disabilities involved.

- f) Is this the ONLY contractor that can supply these kinds of services or items?
If YES, how did your agency determine that this is the only contractor that can supply them?

Advocates for Access is the local service provider for people with any form of disability and they serve all 5 counties in the circuit. They reached out to the Council many years ago and have been involved in our training team and steering committee as well as support the goals and objectives established by the Local Council.

If NO, how did your agency find out about these other contractors? Why is your agency proposing to use a non-competitive, sole-source procurement when other contractors are available?

- 3) If applicable, explain any time constraints that would be involved in a competitive procurement by answering the following:
When does your agency want to start this service or purchase these items and why is this date important?

The IFVCC council is ongoing year-round. We are starting these stipends for the current FY2018. Competitive procurement is not applicable in this situation because the organization is the only reasonable option in the area to offer the services and support that we are seeking. The specific training and support to the council cannot be done by any organization and the skills and experience of this organization make then the only logical choice to receive these stipends.

Will the program be affected if the start date or purchase is delayed to allow for a competitive procurement? If yes, how will the program be affected?

The agreement runs during the entire grant period so the start date will not be delayed. Competitive procurement is not applicable for this specific situation.

How long would it take another contractor to reach the same level of competence as this contractor?

There is not another organization in the area that offers the same level of experience, history, and participation. There is not another option therefore unless a new organization were to open in the area there is not a time period that is applicable.

Are there financial implications if the start date or purchase is delayed for a competitive procurement? If yes, what are the financial implications?

No – because the hours are spread over the entire grant period. If the grant period were to be shortened the same amount of work would be completed in the shortened time. Therefore, there are not implications.

When did your agency begin the search for a contractor for these services? Why didn't your agency begin the search earlier to allow for a competitive bid?

The agency is the only organization in the area that can offer the experience and expertise on the specific topics related to the 10th circuit IFVCC and have been ongoing partners to reach the goals and objectives of the program. No search is necessary or applicable in this situation of stipends to the organization.

- 4) Are there any other factors that support the sole source procurement? If yes, describe these other factors.

Advocates for Access is the local service provider for people with any form of disability and they serve all 5 counties in the circuit. They reached out to the Council many years ago and have been involved in our training team and steering committee as well as support the goals and objectives established by the Local Council. There is not another organization that can provide the specific set of services, knowledge and experience as the Advocates for Access.

I, _____, certify that this sole source procurement is in the best interest of the program and that the above statements, to the best of my knowledge, are true and accurate.

Program Agency

327

Grant Number

Signature and Title of Authorized Representative

Date