



Request for Quote for CPOR

Today's Date: [Date]
Response Due Date: [Date]

Board of Education of the City of Chicago "CPS"
[CPS Department Name]
[CPS Contact Name]
[125 South Clark Street]
[Chicago, Illinois 60603]
Phone: [000-000-0000]
Fax: [000-000-0000]
Email: [E-mail address]

TO:

[Company Name]
[Street Address]
[City, State ZIP Code]
Phone: [000-000-0000]
Fax: [000-000-0000]
[Company Contact Name]
Email: [E-mail address]
Vendor Number: [_____]

Performance Period: May, 2015 to June, 2015 Option to Renew: None

Project Overview and Deliverable information to be completed by CPS - attach additional sheets if necessary.

Project Overview

CPS is looking for outside consulting services to review and assess its current sole source procurement process. This review should provide a comprehensive overview of the current process as well as provide concrete recommendations on how it could be improved in order to ensure the full integrity of the sourcing decision. The aim of this analysis would be to answer the following key questions:

- Is there any pragmatic alternative to the sole source process in the instance where it is currently used by CPS?
- Are sole source contracts common practice in other school districts / public entities?
- How is the sole source process implemented and managed in other school districts /public entities?
- How could CPS' sole source process be improved to ensure the integrity of the sourcing decision?

The expectation is that the work will be completed in a 3-4 week time frame, including a written report summarizing the results and findings. All relevant resource materials would be provided by CPS Procurement staff. Also, CPS Procurement will serve as a point of contact to ensure consultant has access to all relevant CPS staff for interviews.

The deliverable is a report containing the following:

- Executive summary
- Methodology used, with discussion of materials reviewed, interviews conducted, and any other underlying analysis
- A description of the current sole source process
- An overview of comparable public entities current practices
- An analysis of the potential areas for improvement
- A concrete list of actionable recommendations and the methodology to implement them

Applicants should anticipate that the work will be made public. Interested applicants should include a letter describing their approach to the work, prior experience with similar projects and the experience of the personnel assigned to the project. The proposal letter should be in addition to the information requested on this form.



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Deliverable	Delivery Date / Milestone	Expected Outcome
Preliminary draft report	May 22nd	Preliminary review and discussion of findings
Final report	May 29 th	Response to questions posed in project overview

This page must be completed and signed by Vendor - attach additional sheets if necessary, including cost breakdown.

Describe the Qualifications and Experience of Vendor as related to this project:	
M/WBE Status – Identify any Minority or Women Owned Business certifications:	
COST BREAKDOWN: Please provide a cost breakdown in a separate attachment that lists the component parts of the price on a cost per hour basis broken down by level of experience (e.g., analyst (< 2 years of experience); consultant (2-4 years); manager (5-7 years); partner (7+ years)).	
Finally, provide a total compensation (not-to-exceed price) below.	
Total Compensation (not-to-exceed price):	\$ _____

Name / Title of Project Manager, Key Personnel, and Person to Receive Contract Notices	Address, Telephone #, Fax #, Email address, and Qualifications (attach resume if necessary)	Hourly Rate (or other basis of compensation)

Response Prepared By: _____ Name Date: _____
 _____ Title
 _____ Signature
 _____ Vendor Name