



COOK COUNTY
BUREAU OF
FINANCE

A large graphic consisting of several overlapping circles in shades of blue, orange, and green. The central circle is the largest and contains the text "EXPANDING OPPORTUNITY" in white, bold, sans-serif font. The background of this circle shows a person's hands typing on a laptop keyboard, with a network diagram of folders and lines overlaid on the scene.

EXPANDING OPPORTUNITY

OFFICE OF THE CHIEF PROCUREMENT OFFICER
2021 ANNUAL REPORT





Contents

Letter from President Preckwinkle	1
Expanding Opportunity.	2
What does the Office of the Chief Procurement Officer (OCPO) do?	4
Measuring Accountability	10
Appendix	14



BUILDING A STRONGER COOK COUNTY, TOGETHER

I am pleased to present this Fiscal Year 2021 Annual Report of the Office of the Chief Procurement Officer (OCPO). Throughout the Annual Report, readers will find a detailed overview of the procurement operation at Cook County over this past year.

As you'll see in the pages that follow, this has been a busy year in procurement. We have released a mid-year Buying Plan, contracting opportunities for our County Sister Agencies are now available with a single click of a button, and we now list upcoming contract opportunities on the OCPO website's homepage. All of these efforts help businesses better understand differences between the Buying Plan and the actual contracting opportunities being offered throughout our region.

Cook County is the second largest county in the country, and our procurement operation is vast with 500+ active contracts valued over \$3 billion. This year's operation also included 120+ solicitations for new contracts advertised and 150+ new contracts valued over \$250 million. This Annual Report presents information regarding the solicitations, contracts, auctions, and programmatic initiatives processed, managed, and initiated by the OCPO during Fiscal Year 2021. In other words, this report presents the story about the immense

procurement operation at the County. It provides a panoramic view of the process and explains in detail how we procure the goods, services, and construction necessary for the County's daily operations—what we purchase, for whom, and what we sell.

The procurement operation at the County is at its core open, fair, and competitive. The OCPO continually strives to improve the procurement operation, and this Annual Report represents another important initiative as we aim to provide people interested in doing business with the County with more information about what and how we procure. Within the report, people interested in doing business with Cook County will gain a deeper understanding of our procurement operation. What follows is that businesses are able to make more informed decisions about pursuing our contract opportunities, and the procurement operation as a whole becomes more competitive, transparent, and inclusive.

We are proud of our work over the past year, but these initiatives are just the beginning. There are more exciting initiatives to be launched by the OCPO in 2022.

Thank you for your interest in procurement, and for your partnership as we build a stronger Cook County.

Sincerely,

A handwritten signature in blue ink that reads "Toni Preckwinkle". The signature is fluid and cursive.

Toni Preckwinkle
President,
Cook County Board of Commissioners



EXPANDING OPPORTUNITY

The Office of the Chief Procurement Officer (OCPO) strives to make our processes as efficient, customer-friendly, open and transparent as possible. We focus on enhancing accessibility to our procurement processes, making them easy to understand and use, and communicating extensive information about our solicitations and how to succeed in winning our business.

To help achieve these goals, we launched six initiatives during the past year:

1. We introduced a Mid-Year Buying Plan to supplement our Annual Buying Plans.

The buying plans detail hundreds of opportunities for vendors to do business with Cook County. To help vendors be as successful as possible, it also includes helpful information on the departments requesting proposals, project descriptions, estimated contract value, and anticipated advertising date.

MISSION STATEMENT

OCPO is committed to providing an open, transparent and inclusive procurement process that maximizes competition, expands opportunities for vendors in our community, and lowers cost to taxpayers by leveraging the County's resources to achieve best value and quality.



2. We are unbundling Cook County contract opportunities.

Dividing large-scope contracts into smaller ones allows us to increase competition, distribute risk and increase participation of small and diverse vendors by reducing challenges such as bonding, insurance and access to capital that may typically prevent them from bidding.

3. We are making it easier for vendors to see the “big picture” so they can explore procurement opportunities with other local government agencies in Cook County beyond OCPO.

We created a combined online solicitation site which includes one-click links to contract opportunities for our Cook County Sister Agencies: Forest Preserve District of Cook County, Cook County Health, Housing Authority of Cook County, Cook County Land Bank Authority and Chicago Cook Workforce Partnership. We have also added the buying schedules of the Sister Agencies to our Annual and Mid-Year Buying Plans.

4. We are making it easier for vendors to learn about and plan for upcoming contract solicitations.

The Upcoming Contract Solicitations page on our website describes the projects we are currently working on prior to advertisement. Prospective vendors can ask questions or comment on projects via the “Comment” link. We have also made our pre-proposal and pre-bid meetings virtual, making it easier for prospective vendors to attend and to network.

Buying Plan #	Date Assigned to Buyer	Date Posted on This Page	Project Description	Anticipated Advise Month	Deadline for Comment	Solicitation #	Link to File
TBD	10/15/2021	11/15/2021	Universal Fingerprinting Services	TBD	11/30/2021	2109-10153	N/A
TBD	10/15/2021	11/15/2021	Ceiling Tiles	TBD	11/30/2021	2145-10151	N/A
TBD	10/15/2021	11/15/2021	Junior Courier Services	TBD	11/30/2021	2109-10152	N/A

5. We offered free virtual procurement workshops to educate prospective vendors.

Our workshops covered topics including Procurement 101, how to respond to a bid, contracting with Cook County and tips on navigating the County’s surplus bid opportunities online. Vendors could learn at their own pace, at their convenience, using the videos posted on our website. In addition, we held live virtual sessions where vendors could get answers to questions specific to their business.

6. We streamlined the Economic Disclosure Statement (EDS) process.

We implemented new software to guide vendors through the process of completing the Economic Disclosure Statement (EDS), including which items and forms are required for each vendor’s particular situation. We have also implemented an EDS Recertification Affidavit to recertify a previously completed EDS which is still current.

We focus on enhancing accessibility to our procurement processes.





WHAT DOES THE OFFICE OF THE CHIEF PROCUREMENT OFFICER (OCPO) DO?

The OCPO has three primary responsibilities:

- 1. Making sure there are contracts in place** to purchase the goods, construction, professional services (such as architecture and engineering, IT, legal), and work services (such as janitorial, landscaping, security) necessary for the daily operation of Cook County
- 2. Amending active contracts**
- 3. Disposing of surplus County property** through online public auction



These and other services and products pictured on the following pages represent a sampling of what OCPO procures.

Our daily operating authority is granted in Chapter 34, Article IV, of the Code of Ordinances, Cook County, Illinois, known as the Procurement Code.

Occasionally, funding sources (e.g., federal, state) for some projects may stipulate certain procurement requirements that must be followed. In addition, pursuant to Section 34-142 of the Procurement Code, we may make joint procurements based on the Governmental Joint Purchasing Act, 30 ILCS 525.

Contracts/Solicitations/Bids	
Total number of active contracts	500+
Aggregate value of the active contracts	\$3B
Total number of solicitations advertised	126
Total Number of Bids/Proposals Submitted	413

What procurement activities are we NOT involved in?

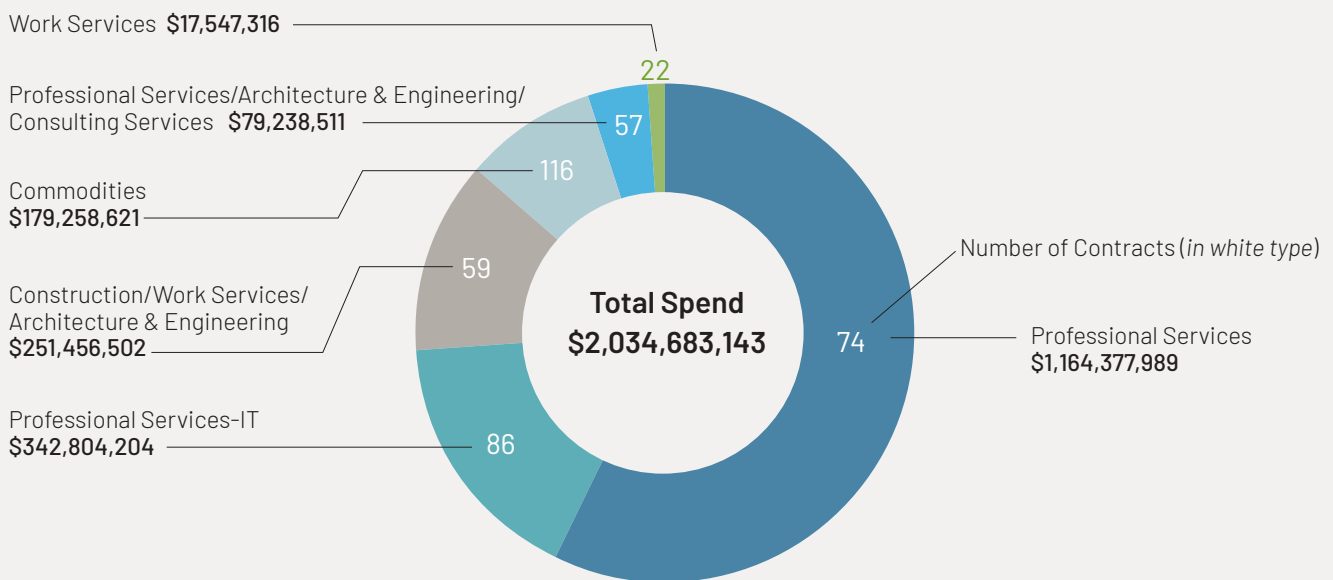
There are a number of procurement activities that do not fall within the scope of the OCPO. We are not involved in:

- Purchasing or leasing real estate
- Grants
- Day-to-day contract management
- Invoicing
- Interagency and intergovernmental agreements
- Minority-owned (MBE) or Women-owned (WBE) certification and tracking
- Procurements under \$15,000.00

See Appendix II for additional details.



What We Purchased: 2021



Who do (and don't) we purchase for?

WE DO PURCHASE FOR

The Offices Under the President

- **Bureau of Administration**
 - Adoption and Family Supportive Services
 - Animal and Rabies Control
 - Emergency Management and Regional Security
 - Environment and Sustainability
 - Fleet Management
 - Law Library
 - Medical Examiner
 - Printing and Graphic Services
 - Research, Operations, and Innovation
 - Transportation and Highways
 - Veterans Affairs
- **Bureau of Asset Management**
 - Capital Planning and Policy
 - Facilities Management
 - Real Estate Management
- **Bureau of Economic Development**
- **Bureau of Finance**
 - Budget and Management
 - Comptroller
 - Contract Compliance
 - Procurement
 - Revenue
 - Risk Management
- **Bureau of Human Resources**
- **Bureau of Technology**
- **Administrative Hearings**
- **County Auditor**
- **Ethics and Human Rights**
- **Office of the Inspector General**
- **The Justice Advisory Council**

County Elected Officials and Offices

- **Assessor**
- **Board of Commissioners**
- **Board of Review**
- **Clerk of the Circuit Court**
- **County Clerk**
- **Office of the Chief Judge**
- **Public Defender**
- **Public Guardian**
- **Sheriff**
- **State's Attorney**
- **Treasurer**

WE DO NOT PURCHASE FOR

Cook County Sister Agencies

- **Forest Preserve District of Cook County**
- **Cook County Health**
- **Housing Authority of Cook County**
- **Cook County Land Bank Authority**
- **Chicago Cook Workforce Partnership**

City of Chicago Sister Agencies

- **Chicago Transit Authority**
- **Chicago Public Schools**
- **Chicago Park District**

State of Illinois

We do not purchase for the government agencies listed above because they have their own procurement departments and codes. However, we do participate in their contracts (i.e., piggybacking), procure jointly and coordinate closely with them. Interested vendors can also explore procurement opportunities with them directly.

OCPO At a Glance

Three divisions within the OCPO are responsible for daily sourcing:

Architecture and Engineering and Construction

Professional Services

Work Services and Commodities

The OCPO also includes a division responsible for Performance Management and Reporting, and one for Operations.

When fully staffed, the OCPO team includes 31 people.



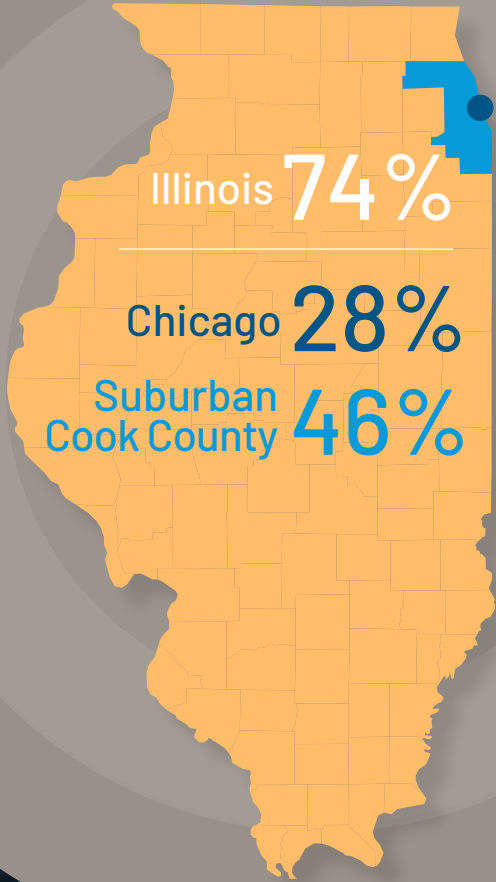


How does our purchasing process work?

We primarily use a variety of competitive methods to procure, goods, services, and construction. On occasion, we use non-competitive methods as well. Our goal is to use competitive solicitations as much as possible because they offer an opportunity for anyone to compete for our contracts. In addition, we believe competition drives value and quality.

At the same time, we are interested in seeing local city, county, and state businesses receive our contract awards and in improving the inclusiveness of our processes and diversity of our vendors.

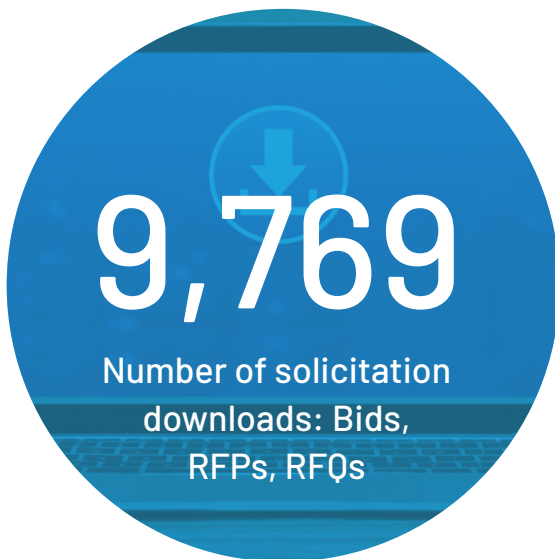
% of contracts awarded to companies



Competitive processes

Public competition is one of the core pillars to our procurement program. Our competitive solicitations are announced in the *Chicago Tribune*, we send email notifications the date a solicitation is advertised to firms registered with the OCPO, and our solicitations are available at the OCPO's home page.

Any vendors are welcome to bid, and we consistently encourage new companies to compete for opportunities. To make the processes as competitive as possible, we provide the same information to both non-incumbent bidders and incumbent contract holders.



Our competitive processes include:

Invitation for Bids – A public solicitation where the award is to the lowest, responsible, and responsive bidder. This is primarily a price driven process. There is no evaluation of all bids received, no discussions with bidders, and no negotiation of a contract.

Request for Proposals (RFP) – A public solicitation where the award is to the responsible and responsive proposer whose proposal is scored the highest based on the evaluation criteria published in the RFP.

Request for Qualifications (RFQ) – This is a two-step, qualifications based, public solicitation method used for a specific opportunity or for an unspecified number of future opportunities.

Joint Procurement – We work with one or more government agencies to jointly advertise a competitive solicitation for a combined need.

Consortium and Group Procurements – These procurements are made based on the County's membership or participation in a purchasing consortium. A public agency member of the consortium publicly advertises a competitive solicitation that is available for use by the other members/consortium participants.

Job Order Contracting (JOC) – A JOC is an indefinite contract covering one or more job orders at different locations for Cook County Departments. Contracts may be awarded based on best value in terms of technical qualifications and price. Typically, JOC is used for multi-trade small/medium size projects with an expedited procurement cycle time.

Reseller Contracts – Contracts for software and hardware reseller services were awarded through a competitive procurement method, expediting the procurement cycle times for all County Agencies.

Through these competitive processes, we have established a Market Place procurement program as well as pre-qualified programs and pools to help County departments and agencies purchase the goods and services they need efficiently and expeditiously.

See Appendix II for a full description of our competitive methods and details about how Market Place and the pre-qualified programs and pools work.

Non-competitive processes

In some cases, we use a non-competitive rather than a competitive process. These include:

Sole Source Procurements – Used if there is only one source.

Single Source Procurements – Used if there is a need for the unique or specialized skill, experience, or ability possessed by a particular source.

Emergency Contracts – Used when necessary due to a threat to public health or safety, for repairs to County property in order to protect against further loss or damage, to prevent or minimize serious disruption in County services, to ensure the integrity of County records, or in the reasonable opinion of the CPO, for the best interests of the County.

Small Purchases – Procurements less than \$15,000 do not require a competitive process.

Comparable Government Procurement

Commonly known as piggybacking, we can participate in a contract of another governmental agency, locally or out of state, as long as the contract is awarded through a competitive and public method.

How do we manage the contracts we put in place?

Our responsibility does not end once our contracts are executed. Most of our contracts include language that permits amendments, which are necessary to ensure they continue to meet the evolving needs of the County's operations.

Through amendments, we can exercise a renewal option as well as add more time, services, and/or money to the contract.

What do we sell?

Although we are primarily responsible for purchasing construction, goods, and services for Cook County, we are also responsible for selling Cook County surplus property such as vehicles and heavy equipment through a public auction.

Surplus Property Sales	
Number of auctions	129
Total amount of revenue generated	\$278,252



Contract Amendments	
Total number of amendments processed	243
Aggregate value of amendments processed	\$146M



MEASURING ACCOUNTABILITY

We consistently measure our ability to optimize competition, opportunities and cost savings. The following pages detail our procurement activity for fiscal year 2021, reflecting our commitment to our core pillars of competitiveness, openness and transparency.



Total Procurement Activity

New Contracts	Total Number	Aggregate Value	Board Approved	Percent of Aggregate Value
Competitive Solicitations	115	\$1,215,967,873	84	95%
Non-Competitive Procurements	47	\$52,658,251	18	5%
Comparable Government Procurements	9	\$8,662,590	8	1%

Competitive Solicitations

Contract Type (Competitive)	Total Number	Aggregate Value	Board Approved	Percent of Aggregate Value
Bid-Formal > \$25K	80	\$119,330,586	58	9%
RFP	20	\$107,726,435	17	8%
Bid-Small Order < \$25K	7	\$357,775	1	0%
RFQ	7	\$45,000,000	7	4%
Joint Procurement	1	\$943,553,076	1	74%

Total Number of Solicitations by Department and Offices of Elected Officials (OEO)

Elected or Office Under the President	Total Number
Elected Official	43
Office under the President	83

Total Number of Contracts by Department and Offices of Elected Officials (OEO)

Elected or Office Under the President	Total Number	Aggregate Value
Elected Official	52	\$71,484,370
Office under the President	119	\$1,205,762,861



Non-competitive Procurement

Contract Type	Total Number	Aggregate Value	Board Approved	Percent of Aggregate Value
Task Order	1	\$4,411,115	1	0%
Emergency	25	\$6,553,423	0	1%
Sole Source	21	\$41,693,712	17	3%

Comparable Government Procurement

Contract Type	Total Number	Aggregate Value	Board Approved	Percent of Aggregate Value
Piggyback	9	\$8,662,590	8	1%

Pre-qualified Programs

Contract Type	Total Number of Project Awards	Aggregate Value of Project Awards
BHR - Legal Services	6	\$431,000
IT	21	\$4,411,115
DOTH	26	\$97,450,000

Bids, Proposals, and Qualification Packages Received

1. AVERAGE NUMBER OF BIDS RECEIVED PER IFB	
A. COMMODITIES	3.61
B. CONSTRUCTION/WORK SERVICES/ARCHITECTURE & ENGINEERING	2.85
C. WORK SERVICES	5
D. PROFESSIONAL SERVICES	2.93
E. PROFESSIONAL SERVICES-IT	.75
2. AVERAGE NUMBER OF PROPOSALS RECEIVED PER RFP/RFQ/RFI	
A. PROFESSIONAL SERVICES	3.8
B. CONSTRUCTION/WORK SERVICES/ARCHITECTURE & ENGINEERING	2.85



Amendments

	Total Number	Aggregate Value
Time (Renewals)	58	-
Time (Extensions)	33	-
Money (Increase & Decrease)	23	\$25,113,563
Time & Money (Renewal & Increase)	92	\$73,462,106
Time & Money (Extension & Increase)	20	\$46,182,574
Money & Scope Change	6	\$1,394,274
No Time or Money (Scope Change)	11	-
Totals	243	\$146,152,518

Equal Level

Contract	# Orders	Order Totals
BEBON OFFICE MACHINES CO - Paper Products	187	\$ 635,344
CDW GOVERNMENT LLC - IT Hardware	142	\$11,314,981
INSIGHT PUBLIC SECTOR INC - IT Hardware	205	\$ 4,176,514
OFFICE DEPOT INC - Office Supplies	326	\$564,865
PRINTING SUPPLIES USA LLC - Printer Toner	33	\$76,339
SHI INTERNATIONAL CORP - IT Software	357	\$17,198,182
SHI INTERNATIONAL CORP - IT Hardware	4	\$94,117
VALDES LLC - Paper Towels & Toilet Tissue	41	\$163,831
W W GRAINGER INC - Maintenance, Repair & Operations Supplies	1,135	\$2,555,336
Grand Total	2,793	\$ 37,310,027

Public Surplus Auction

Auction Type	Total Number	Cost
Vehicles	102	\$207,394
Furniture	16	\$236
Other	11	\$71,345
Totals	129	\$278,975





Appendix I

ADDITIONAL PROCUREMENT ACTIVITIES OUTSIDE OCPO SCOPE



The OCPO does not handle procurement activities listed on page 5 nor those processed under the delegated procurement authority of:

- **Chief Financial Officer (CFO)** – The CFO issues Request for Quotes (RFQs) to select legal counsel and finance professional required for debt transactions, including but not limited to bond, pension disclosure, and underwriters’ counsels; investment banks; and financial advisors. (Chapter 34, Article IV, Division 5, Subdivision 1, Section 34-201)
- **Department of Emergency Management and Regional Security (DEMRS)** – In the event of a disaster declaration, the Executive Director of DEMRS is authorized to procure “such services, supplies, equipment or material as may be necessary for such purposes in the view of the exigency...” (Chapter 26, Article II, Section 26-39)
- **Justice Advisory Council (JAC)** – The JAC issues Request For Proposals (RFPs) and RFQs and executes contracts related to violence prevention, intervention, and reduction programs in accordance with the Procurement Code. (Chapter 2, Article VI, Division 4, Section 2-527)

ADDITIONAL INFORMATION ABOUT OCPO COMPETITIVE PROCESSES

Bids, RFPs, and RFQs:

Invitation for Bids – A public solicitation where the award is to the lowest, responsible, and responsive bidder. The apparent lowest bidder is reviewed for responsibility and responsiveness, as defined in the Procurement Code:

- Responsible means the bidder or proposer has the capability in all respects to perform fully a contract or to provide the required supplies, equipment, goods, or services and the integrity and reliability that will assure good faith performance. Factors considered in determining whether a bidder or proposer is responsible may include quality, financial capacity, past performance, experience, adequacy of staff, equipment, and the ability to perform within the time frame required for the procurement.
- Responsive means a bid, proposal, or qualifications package complies in all material respects with the terms, conditions, and requirements in the solicitation (i.e., Bid, RFP, RFQ) or other terms required for a procurement, including, but not limited to, completion and timely submittal of all required affidavits, statements, certifications, bid deposits, insurance, performance and payment bonds, and other County requirements.

Request for Proposals (RFP) – A public solicitation where the award is to the responsible and responsive proposer whose proposal is scored the highest based on the evaluation criteria published in the RFP.

Generally, the reasons an RFP would be used include but are not limited to:

- The procurement involves a high degree of professional skill where the ability or fitness of the proposer plays an important part
- The procurement requirements are not clearly known
- Quality rather than quantity is a primary factor
- Price is not the sole determinative factor

An Evaluation Committee evaluates proposals received. Oral presentations or discussions with proposers are possible. Once the evaluation process concludes, a contract is negotiated with the highest scoring proposer.

Request for Qualifications (RFQ) – This two-step, qualifications-based, public solicitation method can be used for a specific opportunity or for an unspecified number of future opportunities.

Step One focuses on the responsibility, experience and qualifications of respondents, creating a pool of pre-qualified firms eligible to respond to Step Two, the project-specific solicitation(s) (e.g., JOC Work Orders, Request for Proposals, Request for Services, Request for Task Order Services). Fees, or the cost of the work, are not considered in Step One. They are negotiated as part of Step Two.

Like the RFP, circumstances when an RFQ would be used include but are not limited to:

- The procurement involves a high degree of professional skill where the ability or fitness of the proposer plays an important part
- The procurement requirements are not clearly known
- Quality rather than quantity is a primary factor
- Price is not the determinative factor

Generally, the RFQ can expedite the procurement process, especially when similar services will be required for future opportunities and a qualified and responsible firm needs to be expeditiously procured when the need arises. Since only pre-qualified firms are eligible to respond to the Step Two solicitation, the selection process typically is less time consuming.



Market Place and pre-qualified programs and pools

Through these competitive processes, we have established a Market Place procurement program as well as pre-qualified programs and pools.

Market Place includes the following categories of products and services:

- Data Center and Network Communication Products and Related Services – CDW-G
- Maintenance, Repair, and Operations Supplies – WW Grainger
- Office Supplies – Office Depot
- Office Technology Products and Related Services – Insight Public Sector
- Office Technology Products and Related Services – SHI International
- Paper – Bebon Office Machines
- Paper Towels and Toilet Paper – Valdes LLC
- Software and Related Services Reseller – SHI International
- Toner and Ink – Printing Supplies USA

How Market Place works:

Executed contracts are placed in the Market Place in Oracle. These contracts are available for purchases by every department and offices of elected officials.

Once in the Market Place, the contracts are easy to access and search (by description rather than line item as in Oracle), and items to be purchased are placed in a cart. This allows users to input funding one time for the entire order rather than for each line item in Oracle, then receive the order in Oracle. Lastly, assuming the PO lines and invoice match, the invoice will be matched and paid electronically.

Pre-qualified programs and pools include the following categories of products and services:

- Adult Probation – Social Services
- Legal Services
- Design and Engineering Services
- Job Order Contracts
- Professional Services

How pre-qualified programs and pools work:

Generally, firms whose qualifications, packages or responses have been scored and selected by an evaluation committee for inclusion in a particular pool through an RFQ are eligible to respond to a project-specific Request for Proposals, Request for Services, or Request for Task Order Services. For the Adult Probation Social Services pool, however, the assignment of a firm is primarily focused on the location or proximity of the probationer to a firm.





COOK COUNTY
BUREAU OF
FINANCE

**OFFICE OF THE CHIEF
PROCUREMENT OFFICER**

69 W. Washington St.
Suite 3000
Chicago, IL 60602
312.603.5370
www.cookcountyil.gov/procurement

