



OFFICE OF THE PRESIDENT  
**BOARD OF COMMISSIONERS OF COOK COUNTY**  
118 NORTH CLARK STREET  
CHICAGO, ILLINOIS 60602  
(312) 603-6400  
TDD (312) 603-5255

**TODD H. STROGER**  
PRESIDENT

March 2, 2010

Carmen Triche-Colvin  
Purchasing Agent  
118 North Clark Street  
Suite 537  
Chicago, IL 60602

Dear Mrs. Colvin:

The Cook County Department of Community Development is hereby requesting authorization for a contract to be awarded to Bora Planning, Inc. in the amount of \$24,995.00. They will work in conjunction with the Office of the President, the Board of Commissioners, and the Department of Public Affairs and Communication in developing a grant distribution, and management action plan.

Selection of this firm was based upon the vast experience it possesses in areas related, but not limited to, its ability to conduct bureau audits of existing grant programs and processes, while developing a new grant action plan based on internal audit results.

In addition, this proposal outlines activities that will allow Bora Planning to work with elected officials and other Cook County departments to devise action plans, coordinate outreach to county residents and organizations, and monitor the progression of the grant process.

The Department of Community Development is satisfied that this organization has the appropriate background and experience to fulfill this contract, and any suggestions or



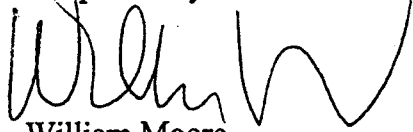
March 2, 2010

Pg. 2

Re: Department of Community Development

recommendations made by the consulting team will require the expressed consent of the Bureau Chief of the Cook County Department Community Development. This amount remains within the authority of the bureau, and will be funded out of its budget.

Respectfully,

A handwritten signature in black ink, appearing to read "William Moore". The signature is fluid and cursive, with a large initial "W" and a long, sweeping tail.

William Moore

Bureau Chief

Cook County Department of Community Development



**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  
815780

Bora Planning  
575 Thayer Ave #505  
Silver Spring MD 20910

DATE  
3/5/2010  
F.O.B. POINT

PURCHASE ORDER NO.  
171735 - 000- OP  
REQUISITION NO.  
00090888 08

COOK COUNTY FEIN: 36-6006541  
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04  
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

**SHIP TO** Planning And Development Administration  
Cook County Administration Offices  
69 W Washington St. RM 2900  
Chicago IL 60602-3007

**DELIVERY INSTRUCTIONS**  
William Moore (312) 603-  
1000

DEPT NO	
9428225	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Conduct Bureau audit of existing grant programs .	1.00 EA	4,600.0000	4,600.00	9428225.520835.100
2.00	Develop new grant program and process action plan.	1.00 EA	8,345.0000	8,345.00	9428225.520835.100
3.00	Work with elected officials and other Cook County departments.	1.00 EA	5,050.0000	5,050.00	9428225.520835.100
4.00	Coordinate outreach to County residents and organizations.	1.00 EA	4,000.0000	4,000.00	9428225.520835.100
5.00	Monitor progress SERVICES GRANT DISTRIBUTION AND MANAGEMENT ACTION PLAN: FOR PAYMENT ONLY INV.#4280-DATED-3-3-10 SERVICES RENDERED DO NOT DUPLICATE	1.00 EA	3,000.0000	3,000.00	9428225.520835.100
***** Total Order *****				24,995.00	

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:

*William Moore* 3-5-10



COOK COUNTY OF COOK  
CHICAGO, ILLINOIS  
VOID AFTER 90 DAYS

36-2028  
719

01223732

ACCOUNTS  
PAYABLE

PAY: TWENTY FOUR THOUSAND NINE HUNDRED NINETY FIVE AND 00/100

TO THE  
ORDER OF:

Bora Planning  
676 Thayer Ave #603  
Silver Spring MD 20910

DATE  
March 5, 2010

AMOUNT  
\$24,995.00

BANK OF AMERICA  
CONTROLLED DISTRIBUTION ACCOUNT  
NORTHBROOK, ILLINOIS

*Tom H. Jones*  
PRESIDENT

*Maria Pappas*  
TREASURER

*Christina M. Kuntz*  
COMPTROLLER  
THE FACED OF THIS DOCUMENT HAS A GREEN BACKGROUND ON WHITE PAPER

⑈01223732⑈ ⑆071923284⑆ 87659⑈62892⑈

Vendor: Bora Planning

Check Date: March 5, 2010

Check#: 01223732

Vendor ID: 815780

INVOICE NUMBER	INVOICE DATE	DESCRIPTION	GROSS	DEDUCTIONS	AMOUNT PAID
04280	3/3/2010		4,600.00		4,600.00
04280	3/3/2010		8,345.00		8,345.00
04280	3/3/2010		5,050.00		5,050.00
04280	3/3/2010		4,000.00		4,000.00
04280	3/3/2010		3,000.00		3,000.00
<b>SUBTOTAL</b>			24,995.00		24,995.00
<b>TOTAL</b>					24,995.00



**VOUCHER FORM  
COOK COUNTY GOVERNMENT**

(FORM 29 A)

Bora Planning  
575 Thayer Ave., #505  
Silver Spring, MD 20910

Date 3/3/2010

**FOR COUNTY  
USE ONLY**

Req. No. \_\_\_\_\_

DEPARTMENT  
**9428 225**

Purchase Order No. \_\_\_\_\_

ACCOUNT  
**520835.100**

INV # 04280

VENDOR NO.: **815780**

Seller's Invoice Number

Seller's Name & Address

COST CENTER

349744170

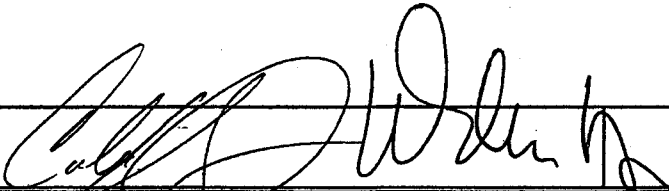
Department of Public Affairs & Communication

DELIVERED TO

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	FOR PAYMENT ONLY: Services Grant Distribution and Management Action Plan		
	Conduct Bureau audit of existing grant programs and processes		4,600.00
	Develop new grant programs and process action plan based on audit results		8,345.00
	Work with elected officials and other Cook County departments to implement action plan.		5,050.00
	Coordinate outreach to County residents and organizations		4,000.00
	Monitor Progress		3,000.00

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DEPARTMENT APPROVAL



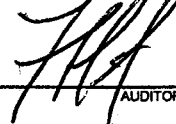
TOTAL:

**\$24,995.00**

WE HEREBY CERTIFY THAT THIS INVOICE IS RENDERED IN FULL CONFORMITY WITH THE PURCHASE ORDER OR CONTRACT AND MEETS THE SPECIFICATIONS CONTAINED THEREIN. FEDERAL REGULATIONS ARE ALSO COMPLIED WITH.

I HEREBY CERTIFY THAT I HAVE EXAMINED THE RECEIVING REPORT FROM THE USING DEPARTMENT AND IT AGREES WITH THIS INVOICE AND THAT SATISFACTORY EVIDENCE IS ATTACHED HEREWITH OF RECEIPT OF GOODS AND OR SERVICES.

EXAMINED AND APPROVED



AUDITOR

VENDORS SIGNATURE

PURCHASING AGENT

COMPTROLLER



# INVOICE

575 Thayer Ave., #505  
 Silver Spring, MD 20910  
 Phone 301 244 8471 Fax 240 491 5817

INVOICE #04280  
 DATE: MARCH 3, 2010

**TO:**  
 Office of the Purchasing Agent  
 County of Cook  
 118 North Clark St. Room 1018  
 Chicago, Illinois 60602-1375  
 312 603 5370

**FOR: DEVELOPMENT OF A GRANT DISTRIBUTION AND  
 MANAGEMENT ACTION PLAN FOR THE COOK COUNTY  
 BOARD OF COMMISSIONERS, OFFICE OF THE PRESIDENT,  
 DEPARTMENT OF COMMUNITY SERVICES.**

Purchase Order No.  
 Purchase Ordered Issued to:  
 Requisition No.  
 Account No.

DESCRIPTION	AMOUNT
<p><b>Services Grant Distribution and Management Action Plan</b></p> <ul style="list-style-type: none"> <li>• Conduct Bureau audit of existing grant programs and processes \$4,600</li> <li>• Develop new grant program and process action plan based on audit results \$8,345</li> <li>• Work with elected officials and other Cook County departments to implement action plan \$5,050</li> <li>• Coordinate outreach to County residents and organizations \$4,000</li> <li>• Monitor progress \$3,000</li> </ul> <p>Make all checks payable to Bora Planning            Payment is due within 30 days.            If you have any questions concerning this invoice, contact Vincent Fry, 301 244 8471</p> <p style="text-align: center;"><b>Thank you for your business!</b></p>	
<b>TOTAL</b>	<b>\$24,995.00</b>

# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

**Requisition # 08 90888 Contract #**

Open Date

Ship To: 8000742 Planning And Development Admin  
 Cook County Administration Off  
 69 W Washington St. RM 2900  
 Chicago IL 60602-3007

Supplier: 815780 Bora Planning  
 575 Thayer Ave #505  
 Silver Spring MD 20910

Buyer Number 724150 Supervisor 40  
 Bid/Sole Src Code SSV  
 Business Unit 9428225  
 Internal Req Number 10942002  
 Board Apr Date & Item 3/5/2010  
 Requisition Date 3/10/2010  
 Date Needed

One Time Purchase Yes \_\_\_ No \_\_\_ Covers Need for \_\_\_ months. Specific Period of time thru

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Expiration Date	Emergency No.	Extended Cost	Business Unit and Object Account
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1.000 961	Conduct Bureau audit of existing grant programs.	< >	1.00	EA	4,600.0000			4,600.00	9428225.520835.100
2.000 961	Develop new grant program and process action plan.	< >	1.00	EA	8,345.0000			8,345.00	9428225.520835.100
3.000 961	Work with elected officials and other Cook County departments.	< >	1.00	EA	5,050.0000			5,050.00	9428225.520835.100
4.000 961	Coordinate outreach to County residents and organizations.	< >	1.00	EA	4,000.0000			4,000.00	9428225.520835.100
5.000 961	Monitor progress	< >	1.00	EA	3,000.0000			3,000.00	9428225.520835.100

SERVICES GRANT DISTRIBUTION AND MANAGEMENT ACTION PLAN:  
 FOR PAYMENT ONLY

Total of Items Ordered 24,995.00

**CERTIFICATION**

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the cost of such items and/or services indicated above accurately reflect the specific line item budget appropriation approved by the Board of Cook County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

*[Signature]*  
 BUREAU or DEPARTMENT HEAD

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # \_\_\_\_\_  
 DATE \_\_\_\_\_ BY \_\_\_\_\_