



**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  
 78703

Aunt Martha's Youth Service Center  
 19990 Governor's Highway  
 Olympia Fields IL 60461

DATE  
 7/14/2010  
 F.O.B. POINT

**PURCHASE ORDER NO.**  
**173345 - 000- OP**  
**REQUISITION NO.**  
 00091884 OC

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

**SHIP TO** Juvenile Probation Department  
 1100 S. Hamilton, Rm C042JW  
 Chicago IL 60612

**DELIVERY INSTRUCTIONS**

Dawn Gottfried  
 6700

312-433-

DEPT NO

3260767

Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Evening Reporting Centers ERC contract JUVENILE COURT EVENING REPORTING CENTERS AS PER CONTRACT 10-41-58 AUTHORIZED BY COUNTY OARD 03/16/2010 CONTRACT PERIOD 02/01/2010 THROUGH 01/31/2013 AMOUNT AUTHORIZED \$3,971,160.00 AMOUNT ENCUMBERED THIS PO \$1,073,633 BALANCE TO FOLLOW ON SEPARATE PO REQ03260010	.00	JB	1,073,633.00	3260767.521320
		*****	Total Order	*****	1,073,633.00

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: \_\_\_\_\_

*[Handwritten Signature]* 7-14-10

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

411

Purchase Order Number

173345

Buyer Number 724150 Supervisor 40

Bid/Sole Src Code SSV 3260767

Internal Req Number 03260010

Board Apr Date & Item 4/23/2010

Requisition Date 4/23/2010

Date Needed 4/23/2010

Requisition # OC 91884 Contract # 10-41-58

Ship To: 461943 Juvenile Probation Department Delivery Instructions: Dawn Gettrifed 312-433-6700

Supplier: 78703 Aunt Martha's Youth Service Ca 19990 Governor's Highway Olympia Fields IL 60461

One Time Purchase Yes No Covers Need for months. Specific Period of time thru Prior Contract No. Expiration Date Emergency No.

Line #	Commodity Description	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	961 Evening Reporting Centers	ERC contract	<	>	1.00 JB	1,073,633.0000 1,073,633.00 3260767.521320

Requesting authorization for the Purchasing Agent to enter into a contract with Aunt Martha's Youth Services Center, Inc. to operate Cook County Juvenile Court Evening Reporting Centers. Aunt Martha's Youth Service Center, Inc. is recommended based upon a Request for Proposal # 05-2010-20. Evening Reporting Centers have been established as community-based alternatives to detention for a target group of minor respondents who would otherwise be detained in the Juvenile Temporary Detention Center. Aunt Martha's Youth Service Center, Inc. is designed to provide structured supervision of each adolescent after school and through the early evening hours to minimize the opportunities the participating adolescents might have to otherwise engage in activities that are not lawful and allow the adolescent to remain in his or her home/community. The Centers are also designed to teach social/life skills, to provide reinforcement for pro-social behaviors, to provide support to each adolescent on school work, and to collaborate with the Juvenile Justice System to increase positive/productive behaviors and reduce negative/destructive behaviors.

### SOLE SOURCE

DATE TO BUYER/SPEC ENG: 5-3-10

DATE RETURNED TO SUPERVISOR 5-21-10

(S/B RETURNED FOR SIGN OFF BY THIS DATE)

Aunt Martha's Youth Service Center, Inc. was the only vendor to respond to the RFP.

County Board approved: March 16, 2010  
Contract period: February 1, 2010 through January 31, 2013  
Estimated Fiscal Impact: \$1,073,633.00

### CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU OF DEPARTMENT HEAD

*M. J. ...*  
*Dawn Gettrifed*

ACCT #

DATE

BY

*...*  
*...*

10 APR 27 2010

4.31

# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **OC 91884** Contract #

Open Date

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code SSV  
Business Unit 3280767

Ship To: 461943 Juvenile Probation Department  
1100 S. Hamilton, Rm C042JW  
Chicago IL 60612

Delivery Instructions:  
Dawn Gottfried  
312-433-6700

Supplier: 78703 Aunt Martha's Youth Service Ce  
19990 Governor's Highway  
Olympia Fields IL 60461

Internal Rec Number 03260010  
Board Apr Date & Item 4/23/2010  
Requisition Date 4/23/2010  
Date Needed 4/23/2010

One Time Purchase Yes No Covers Need for months. Specific Period of time thru Prior Contract No. Expiration Date Emergency No.

Req # 03260010

Total of Items Ordered

1,073,633.00

Recommended Supplier List:

A/B Number Supplier Name  
78703 AUNT MARTHA'S YOUTH SERVICE CE

CERTIFICATION  
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CERTIFICATION

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE BY

REQUISITIONER

BUREAU or DEPARTMENT HEAD



State of Illinois  
Circuit Court of Cook County  
Juvenile Probation and Court Services

Michael J. Rohan  
Director of Juvenile Probation and Court Services

Dawn M. Gottfried  
Director of Financial Control

1100 S. Hamilton  
Concourse Level  
Chicago, Illinois 60612  
(312) 433-6700  
Fax: (312) 433-5507

February 10, 2010

RECEIVED  
FEB 10 2010  
10 FEB 16 AM 9:57

Ms. Carmen K. Triche-Colvin  
Cook County Purchasing Agent  
Room 1018, 118 N. Clark St.  
Chicago, IL 60602

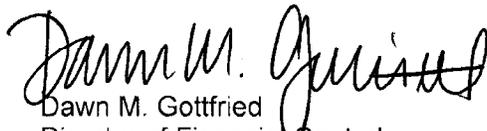
Dear Ms. Triche-Colvin:

As required under the Cook County Procurement Code, this letter serves to notify you that the Juvenile Probation Department's Contract Proposal Review Committee has reviewed the proposals submitted for the Circuit Court of Cook County's Juvenile Pre-Trial Services (RFP 09-50-1053P). Our Review Committee recommends Aunt Martha's Youth Service Center, Inc. for approval based upon adherence to technical specifications and costs for the required services. Aunt Martha's was the only vendor to respond to this RFP.

I am attaching the completed Evaluation Criteria, the Cost Proposal Pages, and Executions Signature Page for the proposer.

Thank you for your consideration of this matter.

Sincerely,

  
Dawn M. Gottfried  
Director of Financial Control  
Juvenile Probation and Court Services

Enclosure

Circuit Court of Cook County Pre-Trial Services

**Evaluation Criteria**

Vendor Name: Aunt Martha's Youth Service Center

S Proposer's Qualifications and Experience

S Proposed Solutions

S Cost Proposal

S = Satisfactory  
U = Unsatisfactory

Comments: Aunt Martha's was the only qualified vendor that responded to the RFP. In addition, Aunt Martha's has competently and reliably provided these services for the Juvenile Probation and Court Services Department for many years.

Department Approval:

Michael Rohan  
Michael Rohan, Director

1/27/10  
Date

John Bentley  
John Bentley, Project Administrator

1/29/10  
Date

Dawn M. Gottfried  
Dawn Gottfried, Director of Financial Control

2/3/10  
Date

Virginia Caulfield  
Virginia Caulfield, DCJO Diversion Division

1/27/10  
Date

**OFFICE OF THE CHIEF JUDGE**  
**JUVENILE PROBATION AND**  
**COURT SERVICES DEPARTMENT continued**

**CONTRACTS continued**

**ITEM #30**

**APPROVED**

**COMMISSIONER PERAICA VOTED "NO".**

Transmitting a Communication, dated February 16, 2010 from

TIMOTHY C. EVANS, Chief Judge, Circuit Court of Cook County

requesting authorization for the Purchasing Agent to enter into a contract with Aunt Martha's Youth Service Center, Inc., Olympia Fields, Illinois, to operate the Circuit Court of Cook County's Juvenile Court Evening Reporting Centers.

Reason: Aunt Martha's Youth Service Center, Inc. is recommended based upon a Request for Proposal (RFP) (09-50-1053P). Aunt Martha's Youth Service Center, Inc. was the only vendor to respond to the RFP.

Evening Reporting Centers have been established as community-based alternatives to detention for a target group of minor respondents who would otherwise be detained in the Juvenile Temporary Detention Center (JTDC). Aunt Martha's Youth Service Center, Inc. is designed to provide structured supervision of each adolescent after school and through the early evening hours to minimize the opportunities the participating adolescents might have to otherwise engage in activities that are not lawful and allow the adolescent to remain in his or her home/community. The Centers are also designed to teach social/life skills, to provide reinforcement for pro-social behaviors, to provide support to each adolescent on school work, and to collaborate with the Juvenile Justice System to increase positive/productive behaviors and reduced negative/destructive behaviors.

Estimated Fiscal Impact: \$3,971,160.00 (FY 2010 - \$1,073,633.00; FY 2011 - \$1,332,560.00; FY 2012 - \$1,341,400.00; and FY 2013 - \$223,567.00). Contract period: February 1, 2010 through January 31, 2013. (326-298 Account). Requisition No. 03260010.

Approval of this item would commit Fiscal Years 2011, 2012 and 2013 funds.

Vendor has met the Minority and Women Business Enterprise Ordinance.



TODD H. STROGER, PRESIDENT  
BOARD OF COUNTY COMMISSIONERS

CARMEN K. TRICHE-COLVIN  
PURCHASING AGENT

COUNTY OF COOK  
**OFFICE OF THE PURCHASING AGENT**

118 NORTH CLARK STREET  
CHICAGO, ILLINOIS 60602  
(312) 603-5370

July 29, 2010

Aunt Martha's Youth Service Center, Inc.  
19990 Governors Hwy  
Olympia Fields, IL 60461  
Attn: Deborah Watson

Ref: Contract No: 10-41-58

Enclosed please find your copy of the above referenced contract.

This contract has been approved by the Board of Commissioners and signed by the proper officials on behalf of Cook County.

Cordially,

A handwritten signature in cursive script that reads "Carmen K. Triche-Colvin".

Carmen K. Triche-Colvin  
Purchasing Agent

CKTC/cm

Enclosure

Cc: David Smid



Printed on Recycled Paper

CONTRACT FOR SERVICE

DOCUMENT NO. 10-41-58



JUVENILE COURT EVENING REPORTING CENTERS

FOR

THE OFFICE OF THE CHIEF JUDGE  
JUVENILE PROBATION AND COURT SERVICES DEPARTMENT

WITH: AUNT MARTHA'S YOUTH SERVICE CENTER, INC.

BOARD OF COMMISSIONERS  
COUNTY OF COOK  
TODD H. STROGER, PRESIDENT

ISSUED BY THE  
OFFICE OF THE PURCHASING AGENT

031610

REQ# 03260010

0427

APPROVED BY BOARD OF  
COOK COUNTY COMMISSIONERS

JUL 13 2010

COM \_\_\_\_\_

PROCUREMENT

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
2010 JUN 14 PM 3:47

*Good Standing  
7/6/10  
(CW)*

*5-4-10*

CONTRACT FOR SERVICE  
PART I  
AGREEMENT

This CONTRACT is made and entered into by and between the County of Cook, a public body corporate of the State of Illinois, hereinafter the "County" and AUNT MARTHA'S YOUTH SERVICE CENTER, INC., hereinafter the "Contractor", pursuant to authorization by the Cook County Board of Commissioners on the 16th day of March, 2010, as evidenced by the Board authorization letter attached hereto as EXHIBIT "A."

WHEREAS, the County is responsible for procuring services for the OFFICE OF THE CHIEF JUDGE, JUVENILE PROBATION AND COURT SERVICES DEPARTMENT, hereinafter the "Using Department";

WHEREAS, the Using Department requires the following services: JUVENILE COURT EVENING REPORTING CENTERS;

WHEREAS, the Contractor is able and willing to provide such services, hereafter referred to as the "Work Program" as required by the County, upon the terms and conditions hereinafter provided and in consideration for the fees set forth herein;

NOW THEREFORE, in consideration of the premises and the mutual undertakings herein set forth, the parties agree as follows:

I. WORK PROGRAM

The Contractor agrees to perform the following services:

AS SET FORTH IN EXHIBIT "B"

II. CONTRACT PERIOD

This Contract shall be in effect for thirty-six (36) months after proper execution of the Contract by the County.

III. PAYMENT

All charges shall not exceed the amount of \$3,971,160.00 and shall be paid in accordance with Exhibit A. Invoices in triplicate on County Invoice Form 29A shall be submitted by the Contractor to the Using Department when requesting payment. The County shall have the right to examine the books of the Contractor for the purpose of auditing the same with reference to all charges made to the County.

In the event the Contractor receives payment under the Contract, reimbursement for which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Contractor under any contract with the County.

IV. GENERAL CONDITIONS

This Contract incorporates and is subject to the provisions attached hereto as Part II, General Conditions, Contract for Service and is incorporated herein by this reference. Contractor's attention is specially directed to GC-02, Subcontracting or Assignment of Contract Funds.

V. EXHIBITS

This Contract incorporates the following Contractor Documentation:

1. EXHIBIT "B"

Notwithstanding such incorporation, none of the terms set forth in any Exhibit which conflicts with the express terms of this Contract or its General Conditions shall be deemed or construed to supersede the terms of this Contract or its General Conditions.

GENERAL CONDITIONS  
SUPPLY/SERVICE  
SOLE SOURCE

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SS4.09

GENERAL CONDITIONS  
SUPPLY/SERVICE  
SOLE SOURCE

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SS4.09

**GC-01 SUBCONTRACTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS**

Once awarded, this Contract shall not be subcontracted or assigned, in whole or in part, without the advance written approval of the Purchasing Agent, which approval shall be granted or withheld at the sole discretion of the Purchasing Agent. In no case, however, shall such approval relieve the Contractor from its obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or any interest therein due or to become due without the advance written approval of the Purchasing Agent. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on the County and are null and void.

Prior to the commencement of the Contract, the Contractor shall identify in writing to the Purchasing Agent the any and all subcontractors it intends to use in the performance of the Contract. The Purchasing Agent shall have the right to disapprove any subcontractor. Identification of subcontractors to the Purchasing Agent shall be in addition to any communications with County offices other than the Purchasing Agent. All subcontractors shall be subject to the terms of this Contract. Contractor shall incorporate into all subcontracts all of the provisions of the Contract which affect such subcontract. Copies of subcontracts shall be provided to the Purchasing Agent upon request.

The Contractor must disclose the name and business address of each subcontractor, attorney, lobbyist, accountant, consultant and any other person or entity whom the Contractor has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Contractor is not required to disclose employees who are paid or estimated to be paid. The Contractor is not required to disclose employees who are paid solely through the contractor's regular payroll. "Lobbyist" means any person or entity who undertakes to influence any legislation or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2), himself. "Lobbyist" also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action. If the Contractor is uncertain whether a disclosure is required under this Section, the Contractor must either ask the County, whether disclosure is required or make the disclosure.

The County reserves the right to prohibit any person from entering any County facility for any reason. All contractors and subcontractors of the Contractor shall be accountable to the Director of the Using Department or his designee while on any County property and shall abide by all rules and regulations imposed by the County.

**GC-02 PERSONNEL**

The quality, experience and availability of personnel employed by the Contractor is of the essence. The Contractor shall provide the County with a list of all key personnel to be used on the project and their designated assignment. The list shall include the qualifications of each person named. The County may at any time request, in writing, the Contractor to remove any of the Contractor's assigned personnel for cause and forthwith furnish to the County other acceptable personnel with thirty (30) days of notification. Notwithstanding the County's approval of Contractor's personnel, the Contractor shall be fully responsible to County for all work performed pursuant to this Contract by Contractor's employees, subcontractors or others who may be retained by the Contractor with the approval of the County.

#### GC-03 INSURANCE

Contractor shall purchase and maintain at all times during the term of this Contract insurance coverage which is satisfactory to the County and will satisfactorily insure the Contractor against claims and liabilities which arise or could arise because of the performance or nonperformance of the Contract. All insurance required hereunder shall meet the requirements of the County's Department of Risk Management and shall name the County as an additional insured unless such designation is unavailable due to commercial practices in the insurance industry as to a particular type of coverage. With the exception of certificates required to be submitted with the Proposal, Contractor shall deliver to the County satisfactory certificates evidencing compliance with this insurance provision prior to commencing performance under the Contract.

#### GC-04 INSPECTION AND RESPONSIBILITY

At any and at all times during the term of the Contract and at any location where the Contract is performed, the County shall have a right to inspect any Deliverables provided in carrying out this Contract. The Contractor shall be solely responsible for the quality and standards of all Deliverables furnished under this Contract. Deliverables may be rejected by the Purchasing Agent and/or the Director of the Using Department if they fail to meet Contract requirements or are provided in a manner which does not meet Contract requirements. In the event of such rejection, Deliverables shall be replaced and/or re-performed by the Contractor promptly and at no additional cost to the County. Any Deliverables rejected shall be removed within a reasonable time from the premises of the County at the entire expense of the Contractor, after notice has been given by the County to the Contractor that such Deliverables have been rejected.

#### GC-05 INDEMNIFICATION

The Contractor covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Contractor, or the acts or omissions of the officers, agents, employees, contractors, subcontractors, licensees or invitees of the Contractor. The Contractor expressly understands and agrees that any Performance Bond or insurance protection required of the Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

#### GC-06 PAYMENT

All invoices submitted by the Contractor shall be in accordance with the cost provisions contained in the Contract Documents and shall contain a detailed description of the Deliverables for which payment is requested. All invoices shall reflect the amounts invoiced by and the amounts paid to the Contractor as of the date of the invoice, and shall be submitted together with a properly completed County Voucher form (29A). Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. No payments shall be made with respect to invoices which do not include the County Voucher form or which otherwise fail to comply with the requirements of this paragraph. Contractor shall not be entitled to invoice the County for any late fees or other penalties.

#### GC-07 PREPAID FEES

In the event this Contract is terminated by either party, for cause or otherwise, and the County has prepaid for any Deliverables, Contractor shall refund to the County, on a prorated basis to the effective date of termination, all amounts prepaid for Deliverables not actually provided as of the effective date of the termination. The refund shall be made within fourteen (14) days of the effective date of termination.

**GC-08 TAXES**

Federal Excise Tax does not apply to materials purchased by the County by virtue of Exemption Certificate No. 36-75-0038K. Illinois Retailers' Occupation Tax, Use Tax and Municipal Retailers' Occupation Tax do not apply to deliverables, materials or services purchased by the County by virtue of statute. The price or prices quoted herein shall include any and all other federal and/or state, direct and/or indirect taxes which apply to this Contract. The County's State of Illinois Sales Tax Exemption Identification No. is E-9998-2013-05.

**GC-09 PRICE REDUCTION**

If at any time after the contract award, Contractor makes a general price reduction in the price of any of the Deliverables, the equivalent price reduction based on similar quantities and/or considerations shall apply to this Contract for the duration of the Contract period. For purposes of this Section GC-09, Price Reduction, a general price reduction shall include reductions in the effective price charged by Contractor by reason of rebates, financial incentives, discounts, value points or other benefits with respect to the purchase of the Deliverables. Such price reductions shall be effective at the same time and in the same manner as the reduction Contractor makes in the price of the Deliverables to its prospective customers generally.

**GC-10 CONTRACTOR CREDITS**

To the extent the Contractor gives credits toward future purchases of goods or services, financial incentives, discounts, value points or other benefits based on the purchase of the materials or services provided for under this Contract, such credits belong to the County and not any specific using department. Contractor shall reflect any such credits on its invoices and in the amounts it invoices the County.

**GC-11 DISPUTES**

Any dispute arising under the Contract between the County and Contractor shall be decided by the Purchasing Agent. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Purchasing Agent. Upon request of the Purchasing Agent, the party complained against shall respond to the complaint in writing within five days of such request. The Purchasing Agent will reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor and the Director of the Using Department. The decision of the Purchasing Agent will be final and binding. Dispute resolution as provided herein shall be a condition precedent to any other action at law or in equity. However, unless a notice is issued by the Purchasing Agent indicating that additional time is required to review a dispute, the parties may exercise their contractual remedies, if any, if no decision is made within sixty (60) days following notification to the Purchasing Agent of a dispute. No inference shall be drawn from the absence of a decision by the Purchasing Agent. Notwithstanding a dispute, Contractor shall continue to discharge all its obligations, duties and responsibilities set forth in the Contract during any dispute resolution proceeding unless otherwise agreed to by the County in writing.

**GC-12 DEFAULT**

Contractor shall be in default hereunder in the event of a material breach by Contractor of any term or condition of this Contract including, but not limited to, a representation or warranty, where Contractor has failed to cure such breach within ten (10) days after written notice of breach is given to Contractor by the County, setting forth the nature of such breach.

In the event Contractor shall breach any material terms or conditions of this Contract on more than one occasion during any twelve month period during the term hereof, or in the event Contractor expresses an unwillingness or inability to continue performing the Contract in accordance with its terms, the County may, at its option, declare the Contractor to be in default and the County shall be entitled to exercise all available remedies including, but not limited to, termination of the Contract, without affording the Contractor further opportunity to cure such breach. Failure of County to give written notice of breach to the Contractor shall not be deemed to be a waiver of the County's right to assert such breach at a later time, should the Contractor commit a subsequent breach of this Contract.

County shall be in default hereunder if any material breach of the Contract by County occurs which is not cured by the County within ninety (90) days after written notice has been given by Contractor to the County, setting forth the nature of such breach.

**GC-13 COUNTY'S REMEDIES**

Following notice of material breach to Contractor, the County reserves the right to withhold payments otherwise owed to Contractor until such time as Contractor has cured the breach.

If the Contractor fails to remedy a material breach during the ten (10) day cure period pursuant to General Condition GC-12, Default, or if Contractor commits a subsequent material breach within a twelve month period or expresses an unwillingness or inability to continue performing the Contract in accordance with its terms, the County shall have the right to terminate this Contract upon written notice to the Contractor which shall set forth the effective date of such termination.

In addition, the County shall have the right to pursue all remedies in law or equity.

**GC-14 CONTRACTOR'S REMEDIES**

If the County has been notified of breach and fails to remedy the breach during the ninety(90) day cure period pursuant to General Condition GC-12, Default, the Contractor shall have the right to terminate this Contract upon not less than thirty (30) days prior written notice to the County, which notice shall set forth the effective date of termination.

Contractor shall have the right to pursue all remedies available in law or equity. In all cases the Contractor's damages shall be those actual provable damages not to exceed the amount of the Contract as awarded by the Cook County Board of Commissioners less all amounts paid to Contractor. In no event shall Contractor be entitled to any consequential damages. Irrespective of the exercise of remedies hereunder, Contractor shall not disrupt the County's operations or repossess any component thereof.

**GC-15 DELAYS**

Contractor agrees that no charges or claims for damages shall be made by Contractor for any delays or hindrances from any cause whatsoever during the progress of any portion of this Contract.

#### **GC-16 MODIFICATIONS AND AMENDMENTS**

The parties may from time to time during the term of the Contract make modifications and amendments to the Contract but only as provided in this section. Such modifications and amendments shall only be made by mutual agreement in writing. Modifications and amendments which individually or cumulatively result in additional cost of \$1,000.00 or greater or which extend the term of the Contract by thirty (30) days or more shall not be deemed as authorized without the approval of the Cook County Board of Commissioners. Modifications and amendments which increase cost by less than \$1,000.00 or which do not extend the term of the Contract by more than thirty (30) days may only be made with the written approval of the Purchasing Agent.

Subject to the foregoing, the Director of the Using Department may, by written order, make changes with respect to the dates of delivery and places of performance of the Contract, provided that any such changes shall not increase the Contract price or the time required for Contract performance.

Contractor is hereby notified that, except for modifications and amendments which are made in accordance with this Section GC-16, Modifications and Amendments, no County department or employee thereof has authority to make any modification or amendment to this Contract.

#### **GC-17 PATENTS, COPYRIGHTS AND LICENSES**

Contractor shall furnish the Director of the Using Department with all licenses required for the County to utilize any software, including firmware or middleware, provided by Contractor as part of the Deliverables. Such licenses shall be clearly marked with a reference to the number of this County Contract. Contractor shall also furnish a copy of such licenses to the Purchasing Agent. Unless otherwise stated in these Contract documents, such licenses shall be perpetual and shall not limit the number of persons who may utilize the software on behalf of the County.

Contractor agrees to hold harmless and indemnify the County, its officers, agents, employees and affiliates from and defend, at its own expense (including reasonable attorneys', accountants' and consultants' fees), any suit or proceeding brought against County based upon a claim that the ownership and/or use of equipment, hardware and software or any part thereof provided to the County or utilized in performing Contractor's services constitutes an infringement of any patent, copyright or license or any other property right.

In the event the use of any equipment, hardware or software or any part thereof is enjoined, Contractor with all reasonable speed and due diligence shall provide or otherwise secure for County, at the Contractor's election, one of the following: the right to continue use of the equipment, hardware or software; an equivalent system having the Specifications as provided in this Contract; or Contractor shall modify the system or its component parts so that they become non-infringing while performing in a substantially similar manner to the original system, meeting the requirements of this Contract.

#### **GC-18 COMPLIANCE WITH THE LAWS**

The Contractor shall observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner affect the performance of the Contract including, but not limited to, those County Ordinances set forth in the Certifications attached hereto and incorporated herein. Assurance of compliance with this requirement by the Contractor's employees, agents or subcontractors shall be the responsibility of the Contractor.

The Contractor shall secure and pay for all federal, state and local licenses, permits and fees required hereunder.

**GC-19 MINORITY AND WOMEN BUSINESS ENTERPRISES**

**COOK COUNTY ORDINANCE CHAPTER 10-43.7 PROFESSIONAL AND CONSULTING SERVICE AND SOLE SOURCE**

**I. POLICY AND GOALS**

- A. It is the policy of the County of Cook to prevent discrimination in the award of or participation in the County contracts and to eliminate arbitrary barriers for participation, as both prime and subcontractors, in such contracts by local businesses certified as Minority Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE). In furtherance of this policy, the Cook County Board of Commissioners has adopted a Minority-and-Women-Owned Business Enterprise Ordinance (the "Ordinance") which establishes a "best efforts" goal of awarding not less than thirty-five percent (35%) of the annual total dollar amount of professional, consulting service and sole source contracts and agreements to certified MBEs and WBEs.
- B. A Proposer may achieve the MBE/WBE participation goals by its status as a MBE or WBE; by entering into a joint venture with one or more MBEs and/or WBEs; by subcontracting a portion of the work to one or more MBEs or WBEs; by entering into a Mentor-Protégé Agreement with a MBE or WBE; by the indirect participation of MBEs or WBEs in other aspects of the Proposer's business; or by a combination of the foregoing.
- C. A Waiver Request must be submitted with the Proposal, documenting the inability of the Proposer to meet the goals, and providing written evidence of "Good Faith Efforts," to obtain goals.
- D. A Proposer's failure to carry out its MBE/WBE commitments in the course of performance on a contract shall constitute a material breach of the contract, and if such breach is not appropriately cured, may result in the termination of the contract or such other remedies authorized by the Ordinance as the County deems appropriate.

**II. REQUIRED SUBMITTALS**

To be considered responsive to the requirements of the Ordinance, a Proposer shall submit Items A, B and C listed below. All documentation submitted shall be reviewed by the Contract Compliance Administrator. Failure to submit one of the items required shall be cause to consider a contract non-responsive to the Ordinance goals and may be rejected.

**A. MBE/WBE Participation Documentation**

Each Proposer shall submit supporting documentation which evidences efforts taken to achieve the County's "best efforts" MBE/WBE participation goals. Such documentation shall include:

- 1. A Utilization Plan identifying all firms intended to be utilized to fulfill the goals; the MBE/WBE status of each firm; the name, address, e-mail address and telephone number of the contact person for each MBE/WBE firm; the dollar value of the goods and services to be provided by the MBE/WBE firm; and the dollar value expressed as a percentage (%) of the total value of the purposed contract. (See Section I)

**GC-19 MINORITY AND WOMEN BUSINESS ENTERPRISES**

**COOK COUNTY ORDINANCE CHAPTER 10-43.7 PROFESSIONAL AND CONSULTING SERVICE AND SOLE SOURCE (CONT.)**

2. A Letter of Intent for each MBE/WBE containing specific information regarding goods to be provided or services to be performed by the MBE/WBE; the dollar value of the goods or services, the percentage (%) of the dollar value; and the original signatures of the appropriate officer for both the Proposer and the MBE/WBE. (See Exhibit II)
3. Current Letter of Certification for each MBE/WBE firm. Acceptable certifying agencies are: Cook County, Illinois Unified Certification Program (IUCP) and U. S. Small Business Administration. (SBA) (8A) or any other governmental body or agency approved by the Contract Compliance Administrator as applying certification standards substantially similar to those applied by the County of Cook may also be accepted.
4. Waiver/Goal Reduction Petition must be included at the time of the submission of the Proposal document. Where the Proposer does not include all documentation in support of the Petition at the time of submission, such documentation must be submitted to the Office of Contract Compliance not less than three (3) business days after the submission date.

The Contract Compliance Administrator retains the right to reject the certification of any MBE or WBE on the ground that it does not meet the County's definition of a MBE or WBE.

**B. Use of MBE/WBE Professionals**

Each Proposer shall submit with its proposal, a statement which discloses how it intends to maximize the use of minority and women professionals in the course of performing the contract.

**C. Affirmative Action Plan**

Each Proposer shall submit a copy of its current EEO-1 Report and a copy of its current Letter of Compliance from the United States Department of Labor, Office of Federal Contract Compliance Programs. Absent a Letter from OFCCP, the Proposer shall submit a written report of the inclusion of minority and women professional in the workforce of their company.

**III. NON-COMPLIANCE**

Where the County of Cook determines that the Proposer has failed to comply with its contractual commitments or any portion of the Ordinance, it will notify the contractor of such non-compliance and may take any and all appropriate actions as set forth within the Ordinance.

**GC-19 MINORITY AND WOMEN BUSINESS ENTERPRISES**  
**COOK COUNTY ORDINANCE CHAPTER 10-43.7 PROFESSIONAL AND CONSULTING**  
**SERVICE AND SOLE SOURCE (CONT.)**

**IV. REPORTING/RECORD KEEPING REQUIREMENTS**

The Proposer is required to comply with the reporting and record-keeping requirements as set forth in the Ordinance and as established by the Contract Compliance Administrator. Upon award of a contract, The Proposer is responsible for acquiring all necessary Office of Contract Compliance reporting and record-keeping forms as made available in the Office of Contract Compliance

The Office of Contract Compliance will notify each Contractor and Sub-Contractor upon award of a contract of their reporting obligations (Vendor Notification Letter)

The Office of Contract Compliance will notify each MBE/WBE Sub-Contractor of the award of a contract to a Prime Contractor, the MBE/WBE dollar amount of participation and the percentage (%) amount of participation. The Sub-Contractors will be required to submit on a timely basis, Sub-Contractors Payment Affidavits (see forms section) with proof of payment or money paid to them by the Prime Contractor.

The Office of Contract Compliance requests payment affidavits and proof of payment to MBE/WBE Sub-Contractors as follows:

1. **Annual Contracts:** monthly reporting from both Prime and Sub-Contractors.
2. **Multi Year Contracts:** quarterly reporting from both Prime and Sub-Contractors including proof of payments.
3. **One time purchases** require verification of proof of payment immediately.

Failure to comply with this section will be reviewed as non-compliance as stated under Section III. Non-Compliance.

**V. EQUAL EMPLOYMENT OPPORTUNITY**

Compliance with MBE and WBE requirements will not diminish or supplant Equal Employment Opportunity and Civil Rights provisions as otherwise required by law as they relate to contractor and subcontractor obligations.

Any questions regarding this document should be directed to:

Betty Hancock Perry  
Administrator  
Cook County Office of Contract Compliance  
118 N. Clark Street - Room 1020  
Chicago, Illinois 60602  
(312)603-5502

**GC-20 MATERIAL DATA SAFETY SHEET**

Where required under the Illinois "Toxic Substance Disclosure To Employees Act", Illinois Compiled Statutes, 2002, 820 ILCS 255/1, Contractor shall submit with each delivery of Deliverables, a Material Safety Data Sheet.

**GC-21 CONDUCT OF THE CONTRACTOR**

The Contractor agrees to inform the County on a timely basis of all of the Contractor's interests, if any, which are or which the Contractor reasonably believes may be incompatible with any interest of the County. The Contractor shall take notice of and comply with the Cook County Lobbyist Registration Ordinance (No. 93-0-22, 6-22-93). Neither the Contractor nor any of its employees, agents or subcontractors shall use for business or personal gain, or make other improper use of, confidential information which is acquired in connection with the Contract. To the extent Contractor will have access to the County's protected health information in performing its responsibilities under this Contract, Contractor shall contact the Chief Privacy Officer for the Using Department(s) and shall execute the County's business associate agreement prior to performing any responsibilities which involve access to protected health information.

**GC-22 ACCIDENT REPORTS**

Contractor shall provide the Purchasing Agent and the Director of the Using Department with prompt written notification (no later than twenty-four (24) hours) of any occurrence, on County premises or otherwise, which pertains in any way to this Contract and which results in either bodily injury to employees or third parties or property damage. The report shall include the name of person(s) injured, if any; name of the injured person's employer, if any; the date, time and location of the occurrence; description of the extent of injury and/or damage; the name(s) of witnesses; the names of any providers known to have provided treatment for injuries sustained; and such other information as may be required by the County. The Contractor shall notify the local police regarding any occurrence requiring an official police record. The report submitted to the County should indicate whether the police were notified and, if so, the number of the police report.

**GC-23 USE OF COUNTY PREMISES AND RESOURCES**

Contractor shall confer with the Director of the Using Department to ascertain full knowledge of all rules and regulations of the County facilities relative to this Contract and shall cause all of its employees, agents and subcontractors to comply therewith. The Contractor shall confine the operations of its employees, agents and subcontractors on County premises to the performance of the Contract consistent with limits indicated by laws, ordinances, permits and/or direction of the Director of the Using Department and shall not encumber the premises with materials or debris. In performing the Contract, the Contractor shall not cause or permit a condition that endangers the safety of others and shall not load or permit any part of a structure to be loaded with a weight that will endanger the safety of the structure or any persons.

**GC-24 TERMINATION FOR CONVENIENCE AND SUSPENSION OF CONTRACT**

The County may terminate this Contract, or any portion, at any time by notice in writing from the County to the Contractor. Unless otherwise stated in the notice, the effective date of such termination shall be three business days after the date the notice of termination is mailed by the County. If the County elects to terminate the Contract in full, unless otherwise specified in the notice of termination, the Contractor shall immediately cease performance and shall promptly tender to the County all Deliverables, whether completed or in process. If the County elects to terminate the Contract in part, unless otherwise specified in the notice of partial termination, the Contractor shall immediately cease performance of those portions of the Contract which are terminated and shall promptly tender to the County all Deliverables relating to said portions of the Contract, whether completed or in process. Contractor shall refrain from incurring any further costs with respect to portions of the Contract which are terminated except as specifically approved by the Purchasing Agent.

**GC-25 GENERAL NOTICE**

All notices required pursuant to this Contract shall be in writing and addressed to the parties at their respective addresses set forth below. All such notices shall be deemed duly given if hand delivered or if deposited in the United States mail, postage prepaid, registered or certified, return receipt requested. Notice as provided herein does not waive service of summons or process.

**TO THE COUNTY:**

COOK COUNTY PURCHASING AGENT  
118 North Clark Street, Room 1018  
Chicago, Illinois 60602  
Include County Contract Number in all notices)

**TO THE CONTRACTOR:**

At address provided on the Execution Pages or as otherwise indicated in writing to County Purchasing Agent in a written document which, in bold face type, references the name of the Contractor, the County Contract Number and states "NOTIFICATION OF CHANGE IN ADDRESS."

**GC-26 GUARANTEES AND WARRANTIES**

The Contractor shall furnish all guarantees and warranties applicable to the Deliverables to the Director of the Using Department prior to or at the time of delivery. All Deliverables shall be covered by the most favorable commercial warranties and guarantees the Contractor gives to any customer for the same or substantially similar Deliverables or Services. The rights and remedies so provided shall be in addition to and shall not limit any rights afforded to County under this Contract.

To the extent Contractor provides Deliverables manufactured by another entity, Contractor shall transfer original product warranty and any rights to manufacturer's related services to the County and shall submit all appropriate documentation of said transfer to the Director of the Using Department prior to or at the time the Contractor tenders the Deliverables.

**GC-27 STANDARD OF DELIVERABLES**

Except as may be expressly stated in the Special Conditions or Specifications of this Contract, only new, originally manufactured Deliverables will be accepted by the County. The County will not accept any Deliverables that have been refurbished, rebuilt, restored or renovated in any manner. In addition, experimental materials will not be acceptable. Deliverables not produced by regular production methods and/or which have not been offered for sale to the public through accepted industry trade channels for a reasonable period of time prior to the commencement of the Contract will be considered experimental.

**GC-28 DELIVERY**

All Contract Goods shipped to the County shall be shipped F.O.B., DESTINATION, FREIGHT PREPAID. Arrangements shall be made in advance by the Contractor in order that the County may arrange for receipt of the materials.

Truck deliveries will be accepted before 3:00 P.M. on weekdays only. No deliveries will be accepted on Saturdays, Sundays or County Holidays. The County is not responsible for delivery delays due to waiting times for loading and unloading at dock locations.

The quantity of Contract Goods delivered by truck will be ascertained from a weight certificate issued by a duly licensed Public Weight-Master. In the case of delivery by rail, weight will be ascertained from bill of lading from originating line, but the County reserves the right to re-weigh at the nearest available railroad scale.

The County reserves the right to add new delivery locations or delete previously listed delivery locations as required during the Contract period. The only restriction regarding the County's right to add new delivery locations shall be that any new or additional location shall be within the geographical boundaries of the County of Cook.

**GC-29 QUANTITIES**

Any quantities of indicated in the Proposal Pages for the performance of the Contract are estimates for the purpose of determining an approximate total Contract amount and may not be the actual quantities required by the County during the term of the Contract. The County reserves the right to increase or decrease such quantities at the Contract price to correspond to the actual needs of the County. If the County increases the quantities required, any such increase shall be subject to an agreed written amendment in the Contract Amount. The County will be obligated to order and pay for only such quantities as are from time to time ordered, delivered, and accepted on purchase orders issued by the Purchasing Agent.

**GC-30 CONTRACT INTERPRETATION**

Whenever the singular is used herein, the masculine, feminine and neuter gender shall be deemed to include the others. The headings of articles, paragraphs and sections in this Contract are included for convenience only and shall not be considered by either party in construing the meaning of this Contract. If any provision or clause of this Contract shall be held to be invalid, such provision or clause shall be deleted from the Contract and the Contract shall be construed to give effect to the remaining portions thereof.

This Contract shall be interpreted and construed based upon the following order of precedence of component parts. Such order of precedence shall govern to resolve all cases of conflict, ambiguity or inconsistency.

1. Addenda, if any.
2. Execution Forms
3. Specification.
4. Special Conditions.
5. General Conditions.
6. Instruction to Bidders.
7. Legal Advertisement.
8. Bid Proposal.

**GC-31 CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS**

Contractor acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Contractor in any way, whether during the term of this Contract or at any time thereafter, except solely as required in the course of Contractor's performance hereunder. Contractor shall comply with the applicable privacy laws and regulations affecting County and will not disclose any of County's records, materials, or other data to any third party. Contractor shall not have the right to compile and distribute statistical analyses and reports utilizing data derived from information or data obtained from County without the prior written approval of County. In the event such approval is given, any such reports published and distributed by Contractor shall be furnished to County without charge.

All documents, data, studies, reports, work product or product created as a result of the performance of the Contract (the "Documents") shall be included in the Deliverables and shall be the property of the County of Cook. It shall be a breach of this Contract for the Contractor to reproduce or use any documents, data, studies, reports, work product or product obtained from the County of Cook or any Documents created hereby, whether such reproduction or use is for Contractor's own purposes or for those of any third party. During the performance of the Contract Contractor shall be responsible of any loss or damage to the Documents while they are in Contractor's possession, and any such loss or damage shall be restored at the expense of the Contractor. The County and its designees shall be afforded full access to the Documents and the work at all times.

**GC-32 AUDIT; EXAMINATION OF RECORDS**

The Contractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after the final payment under the Contract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices, and records of the Contractor related to the Contract, or to Contractor's compliance with any term, condition or provision thereof. The Contractor shall be responsible for establishing and maintaining records sufficient to document the costs associated with performance under the terms of this Contract.

The Contractor further agrees that it shall include in all of its subcontracts hereunder a provision to the effect that the subcontractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after final payment under the subcontract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices and records of such subcontractor involving transactions relating to the subcontract, or to such subcontractor's compliance with any term, condition or provision thereunder or under the Contract.

In the event the Contractor receives payment under the Contract, reimbursement for which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Contractor under any contract with the County.

**GC-32. AUDIT, EXAMINATION OF RECORDS (CONT.)**

To the extent this Contract pertains to Deliverables which may be reimbursable under the Medicaid or Medicare Programs, Contractor shall retain and make available upon request, for a period of four (4) years after furnishing services pursuant to this Agreement, the contract, books, documents and records which are necessary to certify the nature and extent of the costs of such services if requested by the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives. If Contractor carries out any of its duties under the Agreement through a subcontract with a related organization involving a value of cost of \$10,000.00 or more over a 12 month period, Contractor will cause such subcontract to contain a clause to the effect that, until the expiration of four years after the furnishing of any service pursuant to said subcontract, the related organization will make available upon request of the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives, copies of said subcontract and any books, documents, records and other data of said related organization that are necessary to certify the nature and extent of such costs. This paragraph relating to the retention and production of documents is included because of possible application of Section 1861(v)(1)(I) of the Social Security Act to this Agreement; if this Section should be found to be inapplicable, then this paragraph shall be deemed inoperative and without force and effect.

**GC-33 GOVERNING LAW**

This Contract shall be governed by and construed under the laws of the State of Illinois. The Contractor irrevocably agrees that, subject to the County's sole and absolute election to the contrary, any action or proceeding in any way, manner or respect arising out of the Contract, or arising from any dispute or controversy arising in connection with or related to the Contract, shall be litigated only in courts within the Circuit Court of Cook County in the City of Chicago, County of Cook, State of Illinois, and the Contractor consents and submits to the jurisdiction thereof. In accordance with these provisions, Contractor waives any right it may have to transfer or change the venue of any litigation brought against it by the County pursuant to this Contract.

**GC-34 WAIVER**

No term or provision of this Contract shall be deemed waived and no breach consented to unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. The waiver of any such provision shall be strictly limited to the identified provision.

**GC-35 ENTIRE CONTRACT**

It is expressly agreed that the provisions set forth in this Contract constitute all the understandings and agreements between the parties. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Contract are of no force and effect.

**GC-36 FORCE MAJEURE OR UNAVOIDABLE DELAYS**

Neither Contractor nor County shall be liable for failing to fulfill any obligation under this Contract if such failure is caused by an event beyond such party's reasonable control which is not caused by such party's fault or negligence. Such events shall be limited to acts of God, acts of war, fires, lightning, floods, epidemics, or riots.

**GC-37 INDEPENDENT CONTRACTOR STATUS; NO THIRD PARTY BENEFICIARIES**

The Contractor and its employees, agents and subcontractors are, for all purposes arising out of the Contract, independent contractors and not employees of the County. It is expressly understood and agreed that neither the Contractor nor Contractor's employees, agents or subcontractors shall be entitled to any benefit to which County employees may be entitled including, but not limited to, overtime or unemployment compensation, insurance or retirement benefits, workers' compensation or occupational disease benefits or other compensation or leave arrangements.

Nothing contained herein shall be deemed or construed by the parties hereto, or by any third party, as creating the relationship or principal and agent or of partnership or of joint venturer or any relationship between the parties hereto other than that of independent contractors. Nothing herein shall be construed to confer upon any third parties the status of third party beneficiary.

**GC-38 COOPERATION WITH INSPECTOR GENERAL**

Persons or businesses seeking County contracts are required to abide by all of the applicable provisions of the Office of the Independent Inspector General Ordinance (Section 2-281 et. seq. of the Cook County Code of Ordinances). Failure to cooperate as required may result in monetary and/or other penalties.

Contractors, subcontractors, licensees, grantees or persons or businesses who have a County contract, grant, license, or certification of eligibility for County contracts shall abide by all of the applicable provisions of the Office of the Independent Inspector General Ordinance. Failure to cooperate as required may result in monetary and/or other penalties.

**END OF SECTION**

Evening Reporting Centers shall be compensated for youth served in excess of the guaranteed rates. Centers shall be compensated at the daily rate for any youth present, excused, or pending in excess of the guaranteed rate. Additionally, unexcused absent youth in excess of the guaranteed rate shall be compensated at a rate of \$15 per youth. Example: If a Boys Center has a guaranteed rate of 10, and they have 15 referrals, of which 12 are present, excused or pending, and the other 3 are unexcused absent, then the provider shall be paid as follows:

10 youth guaranteed \* \$43 = \$430

2 youth attended above guarantee \* \$43 = \$86

3 unexcused absent above guarantee \* \$15 = \$45

Total payment for that day of services = \$430 + \$86 + \$45 = \$561.

To account for these potential expenditures, additional monies shall be available to compensate service providers for such services. \$100,000 shall be allocated in each of the three years to cover the costs of serving such additional youth, for a total of \$300,000 for the 3-year contract period.

An administrative fee of \$4,000 per month shall be billed to cover costs associated with the fiscal, HR, reporting, monitoring, administration, and oversight of the program. The total expenditure for administration is \$48,000 per year or \$144,000 for the three-year contract period.

All charges related to services performed under this 3-year contract, including per diems, administrative fee, and monies set aside to serve youth beyond the guaranteed rate shall not exceed \$3,971,160. (\$1,288,360 for 2010; \$1,341,400 for 2011 and \$1,341,400 for 2013).

Signed,



Raul Garza, CEO  
Aunt Martha's Youth Service Center, Inc.

2/3/10

DATE

## Evening Reporting Centers Joint Cost Proposal

### Guaranteed Rates

To effectively operate programming based on an anticipated, stable revenue stream, Evening Reporting Centers shall be paid based upon a guaranteed number of clients. Based on historic utilization and current/anticipated referrals, the following guaranteed rates have been established for this contract period:

Aunt Martha's: Harvey - 20	Aunt Martha's South Shore - 15
Aunt Martha's Girls Center - 12	WACA (Lawndale): 15
Youth Outreach Services: Austin - 20	TASC (Englewood): 20

It is incumbent upon Cook County Juvenile Probation to utilize the contract to its capacity, generating referrals for programs through marketing and educating county and city officials, judges, state's attorneys, public defenders, and court personnel.

### Billing and Reimbursement Rates

Staffing ratio for all centers, whether boys or girls centers, will be 1:5 (Staff:Youth). Billing is based on a rate of \$43 per youth per day for the first year of the three year period beginning April 1, 2010. The second and third year of the contract will be based on a rate of \$45 per youth per day. The following table provides an illustration of expected expenditures associated with ERC programming.

ERC Site	Guaranteed # of clients	2010-2011 @ \$43	2011-2012 @ \$45	2012-2013 @ \$45	Total
AM Harvey	20	223,600	234,000	234,000	691,600
AM S.Shore	15	167,700	175,500	175,500	518,700
TASC	20	223,600	234,000	234,000	691,600
WACA	15	167,700	175,500	175,500	518,700
YOS Austin	20	223,600	234,000	234,000	691,600
AM Girls	12	134,160	140,400	140,400	414,960
<b>Total (based on 260 days/year)</b>		<b>1,140,360</b>	<b>1,193,400</b>	<b>1,193,400</b>	<b>3,527,160</b>

ERC programs are paid for all youth referred to the program. ERCs will be paid either for the guaranteed number of clients or based on the actual number of referrals, whichever number is higher. Total billing for the month is based on the sum of each day's billable caseload.

CONTRACT NO. 10-41-58

EXHIBIT "B"

**OFFICE OF THE CHIEF JUDGE**  
**JUVENILE PROBATION AND**  
**COURT SERVICES DEPARTMENT continued**

**CONTRACTS continued**

**ITEM #30**

**APPROVED**

**COMMISSIONER PERAICA VOTED "NO".**

Transmitting a Communication, dated February 16, 2010 from

TIMOTHY C. EVANS, Chief Judge, Circuit Court of Cook County

requesting authorization for the Purchasing Agent to enter into a contract with Aunt Martha's Youth Service Center, Inc., Olympia Fields, Illinois, to operate the Circuit Court of Cook County's Juvenile Court Evening Reporting Centers.

Reason: Aunt Martha's Youth Service Center, Inc. is recommended based upon a Request for Proposal (RFP) (09-50-1053P). Aunt Martha's Youth Service Center, Inc. was the only vendor to respond to the RFP.

Evening Reporting Centers have been established as community-based alternatives to detention for a target group of minor respondents who would otherwise be detained in the Juvenile Temporary Detention Center (JTDC). Aunt Martha's Youth Service Center, Inc. is designed to provide structured supervision of each adolescent after school and through the early evening hours to minimize the opportunities the participating adolescents might have to otherwise engage in activities that are not lawful and allow the adolescent to remain in his or her home/community. The Centers are also designed to teach social/life skills, to provide reinforcement for pro-social behaviors, to provide support to each adolescent on school work, and to collaborate with the Juvenile Justice System to increase positive/productive behaviors and reduced negative/destructive behaviors.

Estimated Fiscal Impact: \$3,971,160.00 (FY 2010 - \$1,073,633.00; FY 2011 - \$1,332,560.00; FY 2012 - \$1,341,400.00; and FY 2013 - \$223,567.00). Contract period: February 1, 2010 through January 31, 2013. (326-298 Account). Requisition No. 03260010.

Approval of this item would commit Fiscal Years 2011, 2012 and 2013 funds.

Vendor has met the Minority and Women Business Enterprise Ordinance.

CONTRACT NO. 10-41-58

EXHIBIT "A"

SPECIFICATIONS AND AGREEMENT

The undersigned declares that he has carefully examined the Agreement Form, General and Special Conditions and Specifications identified as Contract Document Number 10-41-58 for JUVENILE COURT EVENING REPORTING CENTERS for the OFFICE OF THE CHIEF JUDGE, JUVENILE PROBATION AND COURT SERVICES DEPARTMENT, as prepared by Cook County, and that he has familiarized himself with all of the conditions under which it must be carried out and understands that by this agreement he waives all right to plead any misunderstanding regarding the same.

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
1.	JOB	1	OPERATION, JUVENILE COURT EVENING REPORTING CENTERS AS PER EXHIBIT "B" HEREIN.
			<u>\$3,971,160.00/JOB</u>
			<u>\$3,971,160.00/TOTAL</u>

GRAND TOTAL  
NOT TO EXCEED: **\$3,971,160.00**

NOTE: DO NOT SERVICE UNTIL NOTIFIED BY DEPARTMENT.

CONTRACT PERIOD: FEBRUARY 1, 2010 THROUGH JANUARY 31 2013

AUNT MARTHA'S YOUTH SERVICE CENTER, INC.  
EVENING REPORTING CENTER

	FY2010	FY2011	FY2012
<b>TOTAL REVENUE</b>	1,883,380	1,241,400	1,241,400
<b>EXPENSE DETAIL</b>			
<b>WAGE</b>			
INDEP CONTRACTOR - PHYSICIAN			
INDEP CONTRACTOR - LNP			
INDEP CONTRACTOR - MEDICAL OTHER			
INDEP CONTRACTOR - DENTIST			
INDEP CONTRACTOR - NURSING			
INDEP CONTRACTOR - MENTAL HEALTH			
INDEP CONTRACTOR - PSYCHIATRIST			
INDEP CONTRACTOR - LCSW			
INDEP CONTRACTOR - TRAINING			
INDEP CONTRACTOR - RECREATION			
INDEP CONTRACTOR - FOOD SERVICE			
INDEP CONTRACTOR - LAUNDRY			
INDEP CONTRACTOR - NUTRITION			
INDEP CONTRACTORS - THERAPEUTIC			
INDEP CONTRACTOR - STAFF RECRUITMENT			
INDEP CONTRACTOR - OTHER			
CONSULTANTS - COMPUTERS/SOFTWARE			
CONSULTANTS - TRAINING			
CONSULTANTS - OTHER			
CONSULTANTS - TECHNICAL ASSIST.			
<b>INDEP CONTRACTOR</b>			
<b>LEGAL SERVICES</b>			
AUDIT/ACCOUNTING SERVICES			
PAYROLL SERVICE FEES			
BANK SERVICE FEES			
SUBCONTRACTED SERVICES			
<b>PROF SERVICES</b>			
EMPLOYEE BUSINESS MEALS			
EMPLOYEE CELL PHONES/PAGERS			
EMPLOYEE EXPENSES OTHER			
EMPLOYEE RECOGNITION EVENTS			
EMPLOYEE UNIFORMS			
<b>EMPLOYEE EXPENSES</b>			
EMPLOYEE TRAINING/CONFERENCES			
EMPLOYEE TRAVEL			
EMPLOYEE TRAVEL - PARENTS TOO SOON			
EMPLOYEE TRAVEL AIR FARE			
EMPLOYEE TRAVEL LODGING			
EMPLOYEE CME			
<b>EMPLOYEE TRAVEL &amp; TRAINING</b>			
EMPLOYEE TUITION REIMBURSEMENT			
TUITION REIMBURSEMENT			
CLIENT ACTIVITIES			

CLIENT ALLOWANCE	1,200	1,200	1,200
CLIENT CLOTHING			
CLIENT ENTITLEMENT			
CLIENT INCENTIVES			
CLIENT FURNATURE			
CLIENT LAB FEES			
CLIENT MEALS & GROCERIES			
CLIENT MEDICAL/DENTAL			
CLIENT MENTORING			
CLIENT DAYCARE			
CLIENT PARENT TRAVEL OUT OF TOW			
CLIENT OTHER PARENT ACTIVITIES			
CLIENT PERSONAL ITEMS			
CLIENT INFANT NEEDS			
CLIENT RE-LOCATION COSTS			
CLIENT RENT			
CLIENT RESPITE			
CLIENT TRANSPORTATION (GAS,-)			
CLIENT TUITION			
CLIENT UTILITIES			
HS - MEDICAL CARE			
HS - FIELD TRIPS			
HS - FOOD FOR PARENTS			
HS - TRANSITION			
FOSTER PARENT PAYMENTS			
CLIENT OTHER			
CLIENT ACTIVITIES EXPENSE			
SUPPLIES - MEDICAL			
SUPPLIES - PHARMEUTICAL			
SUPPLIES - MEDICAL			
PRINTED MATERIALS			
SUPPLIES - CLASSROOM			
SUPPLIES - HOME MAINTENANCE			
SUPPLIES - JANITORIAL			
SUPPLIES - PERSONAL			
SUPPLIES - GROCERIES			
SUPPLIES - GASOLINE/AUTOMOTIVE			
SUPPLIES - OFFICE			
SUPPLIES - POSTAGE			
SUPPLIES - OTHER			
SUPPLIES - NON MEDICAL			
RENT			
RENT			
UTILITIES			
TELECOM VOICE SERVICE			
TELECOM DATA SERVICES			
SOLID WASTE AND/OR MEDICAL WASTE			
UTILITIES			
INDEP CONTRACTOR - BUILDING & GROUNDS			
SUPPLIES - BUILDING & GROUNDS			
BUILDING LICENSES & PERMITS			
INDEP CONTRACTOR - HOUSEKEEPING			

CLIENT ALLOWANCE	1,200	1,200	1,200
CLIENT CLOTHING			
CLIENT ENTITLEMENT			
CLIENT INCENTIVES			
CLIENT FURNATURE			
CLIENT LAB FEES			
CLIENT MEALS & GROCERIES			
CLIENT MEDICAL/DENTAL			
CLIENT MENTORING			
CLIENT DAYCARE			
CLIENT PARENT TRAVEL OUT OF TOW			
CLIENT OTHER PARENT ACTIVITIES			
CLIENT PERSONAL ITEMS			
CLIENT INFANT NEEDS			
CLIENT RE-LOCATION COSTS			
CLIENT RENT			
CLIENT RESPITE			
CLIENT TRANSPORTATION (GAS,-)			
CLIENT TUITION			
CLIENT UTILITIES			
HS - MEDICAL CARE			
HS - FIELD TRIPS			
HS - FOOD FOR PARENTS			
HS - TRANSITION			
FOSTER PARENT PAYMENTS			
CLIENT OTHER			
CLIENT ACTIVITIES EXPENSE			
SUPPLIES - MEDICAL			
SUPPLIES - PHARMEUTICAL			
SUPPLIES - MEDICAL			
PRINTED MATERIALS			
SUPPLIES - CLASSROOM			
SUPPLIES - HOME MAINTENANCE			
SUPPLIES - JANITORIAL			
SUPPLIES - PERSONAL			
SUPPLIES - GROCERIES			
SUPPLIES - GASOLINE/AUTOMOTIVE			
SUPPLIES - OFFICE			
SUPPLIES - POSTAGE			
SUPPLIES - OTHER			
SUPPLIES - NON MEDICAL			
RENT			
RENT			
UTILITIES			
TELECOM VOICE SERVICE			
TELECOM DATA SERVICES			
SOLID WASTE AND/OR MEDICAL WASTE			
UTILITIES			
INDEP CONTRACTOR - BUILDING & GROUNDS			
SUPPLIES - BUILDING & GROUNDS			
BUILDING LICENSES & PERMITS			
INDEP CONTRACTOR - HOUSEKEEPING			

REAL ESTATE TAXES	3,066	3,066	3,066
BUILDING SECURITY	27,533	27,533	27,533
OCCUPANCY			
INSURANCE - FACILITIES			
INSURANCE-UMBRELLA			
INSURANCE-MEDICAL			
INSURANCE - MAL PRACTICE	15,732	15,732	15,732
INSURANCE - VEHICLE			
INSURANCE OTHER			
INSURANCE	15,732	15,732	15,732
AMORTIZATION EXPENSE			
DEPRECIATION - BUILDING			
DEPRECIATION - BUILDING IMPR			
DEPRECIATION - LEASEHOLD IMPR	568	568	568
DEPRECIATION - VEHICLES			
DEPRECIATION - FURNITURE & FIX.			
DEPRECIATION - COMPUTER EQUIP.			
DEPRECIATION - SITE IMPROVEMENT			
GRANT CAPITAL ASSETS - BUILDING			
GRANT CAPITAL ASSETS - EQUIPMENT			
DEPRECIATION			
EQUIPMENT-CLINIC			
EQUIPMENT - COMPUTERS			
EQUIPMENT - IT GENERAL	826	826	826
EQUIPMENT - FURNITURE OTHER			
EQUIPMENT - FURNITURE - CLASSROOM			
EQUIPMENT - SECURITY			
EQUIPMENT - TELECOM DATA			
EQUIPMENT - TELECOM VOICE			
EQUIPMENT-CELL PHONE or Pager's	153	153	153
EQUIPMENT - OTHER			
REPAIRS & MAINTENANCE - EQUIPMENT			
REPAIRS & MAINTENANCE - MEDICAL	1,150	1,150	1,150
REPAIRS & MAINTENANCE - OFFICE			
REPAIRS & MAINTENANCE - VEHICLE	9,500	9,500	9,500
SERVICE AGREEMENTS - EQUIPMENT	2,000	2,000	2,000
COMPUTER SOFTWARE MAINTENANCE			
COMPUTER HARDWARE MAINTENANCE			
COMPUTER SOFTWARE			
COMPUTER SOFTWARE-LICENSES	150	150	150
LEASED - COMPUTERS			
LEASED - OFFICE EQUIPMENT			
LEASED - TELECOM DATA EQUIPMENT			
LEASED - TELECOM VOICE EQUIPMENT	2,462	2,462	2,462
LEASED - DATA CENTER HARDWARE			
LEASED - VEHICLES			
LEASED - OTHER EQUIPMENT	9,670	9,670	9,670
EQUIPMENT			
BAD DEBT EXPENSES			
BAD DEBT EXPENSES			
PROF MEMBERSHIPS DUES			
SUBSCRIPTIONS/PUBLICATIONS			



**CIRCUIT COURT OF COOK COUNTY**  
**JUVENILE COURT EVENING REPORTING CENTERS**  
**FOR**  
**JUVENILE PROBATION AND COURT SERVICES**

**Response to RFP**  
**Aunt Martha's Youth Service Center, Inc.**

**3.02**      **CURRENT SOLUTION / METHOD**

Since December, 1995, Aunt Martha's Youth Service Center (AMYSC) has been the administrator of the Juvenile Court Evening Reporting Centers for Juvenile Probation and Court Services. During this period the program served over 24,000 adolescents and has achieved a success rate of 81%. Our success is a direct result of providing:

1. highly structured and well-supervised group activities during late afternoon and evening weekday time periods for the adolescents ordered to the ERC;
2. opportunities for the adolescents to enhance their current strengths and gain new skills to reduce their risks to re-offend;
3. reducing the likelihood of re-arrest while allowing the minor to continue attending school and to remain at home;
4. teaching social/life skills;
5. providing reinforcement for pro-social behaviors;
6. providing support to each adolescent on school work;
7. close collaboration with the Juvenile Probation Department to increase positive/productive behaviors and reduced negative/destructive behaviors.

AMYSC operates ninety two programs in nearly forty locations throughout Cook County and beyond. These programs offer community-based social service networks that youth can be linked with in order to further their educational and emotional growth. The programs offer guidance and support for lawful behavior as well as programs to address physical and mental health issues, academic deficits, and recreation needs. Moreover, we have referral relationships with many community organizations throughout Cook County which are available to provide support for ERC

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youth. We currently sit on an Executive Steering Committee which is chaired by the Honorable Judge Sophia H. Hall, Presiding Judge of the Resource Section of the Juvenile Justice and Child Protection Department, and Michael J. Rohan, Director of Juvenile Probation and Court Services Department. The committee is planning a conference intended to assist local groups in advancing their work in developing and implementing local juvenile justice plans with an emphasis on reliance upon community-based organizations. With a more cooperative approach to addressing the needs of youth, we hope to enhance the linkage between current juvenile justice programs and local community services. Since the committee represents all six (6) municipal districts, we have a plethora of available resources within our reach.

Furthermore, AMYSC offers a variety of programs and services designed to provide a full continuum of preventive health services for children, teens, and families including mental health and primary healthcare. Specifically, our healthcare network of fourteen (16) clinics in Cook County and in other locations offer the following services:

Behavioral Health

HIV

Dental Care

OB/GYN

Family Case Management

Primary Health

Family Planning

Quick Care

Healthy Start/Outreach

For the past six months our ERC youth have taken advantage of our dental screening services via the agency's mobile dental van. We have hosted several mobile dental visits this year, and the recent visit took place on September 10, 2009. It was during this last visit that one of our female ERC youth was screened and the dentist found three (3) cavities that were so severe that she required three (3) emergency root canals. It is our plan to establish a quarterly schedule for our dental van, as well as the physical health van.

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In addition to the Evening Reporting Center and Pre-Trial Supervision services, AMYSC is experienced in administering many other juvenile justice programs. For many years, we have been contracted to provide the following juvenile justice programs:

Crossroads

Delinquency Diversion Project

Juvenile Justice Diversion Project

Juvenile Justice Substance Abuse Program

Youthful Offenders Education Program

Unified Delinquency Intervention Service

Release Upon Request

Station Adjustment Enhancement Services

Title V Delinquency Prevention

Our juvenile justice programs provide the support youth need to maintain a lawful productive presence in the community. Through our prevention, intervention or reintegration programs, we establish trusting relationships to help youth develop basic life skills and provide fun alternatives to destructive behavior. For example, we have a monthly newsletter, "The Underground," which is solely published by our youth (see Exhibit 2). The publication has a commitment and responsibility to provide an outlet for youth expression. The newsletter contains youthful expressions of art, poetry, short stories, and more that are created by our youth. In summary, providing comprehensive, community-based services to give youth the knowledge and resources to succeed is one of the most significant attributes of our mission.

As a social service agency serving system-involved youth, Aunt Martha's has encountered a high percentage of youth who exhibit risk-taking behaviors and are disconnected from family, school, peers, and the community. Furthermore, we've seen an increasing need for programs that offer an alternative to incarceration for young offenders in Cook County. Cook County had an increase of more than 36% in the number of Juvenile Probation cases between 1998 and 2003, in spite of a 7% (850 cases) decrease for the state of Illinois. During this same span our service area, alone, experienced an increase of 17%, with 4,500 juvenile probation cases in the service area, and 2,100 youth court-ordered into juvenile placements (foster home, relative, residential treatment, or group home) in 2003 according to the Administrative Office of the Illinois Courts. We are proud to be a

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part of the array of successful alternatives to detention, and we are fervent in our desire to continue our excellent collaboration with the Cook County Juvenile Probation Department which has resulted in such a positive result for victims, our youth, and the community.

The ERC services we provide include but are not limited to:

➤ **A behavior management program**

At intake, each adolescent is provided with an overview of the ERC program rules<sup>3</sup> (expectations) which are signed by both the youth and staff. The expectations are reviewed daily, either at the beginning of group activities, during dinner, quiet time, or van rides. In fact, it is these expectations that set the tone for the group and help position the adolescents for success. Currently we are transitioning from our current behavior management system to a "Youth Prompt" system to address violations of the rules and to administer consequences for negative behaviors. The youth will be informed of how many prompts they will receive prior to being excused from group. Should youth be engaging in disruptive behaviors, staff will provide instructions to the youth that redirect unacceptable behaviors or conversations (ex., "John, please change the topic. John, please lower your voice."). A youth will be excused from group after receiving two prompts, and if they receive one more prompt upon returning to the group, they will be excused for the day, with no option to return to the session that day. Conversely, youth are rewarded for positive behavior with praise and recognition within the group setting, among their peers; allowed extra computer time; appointed to assist the facilitators with group related tasks (in order to showcase their leadership qualities); and given certificates for outstanding performance.

If a youth's disruptive behavior persists despite all efforts, staff may utilize other progressive consequences or approaches. The most graduated sanctions available within the program are suspension from the program and violation from the program. However, as this is a detention alternative program, and largely recognized as a second chance for youth, staff are encouraged to hold youth accountable for their behaviors, to identify appropriate consequences whenever feasible, and allow the youth to remain in the program and to complete it successfully.

Although these instances are infrequent, youth may be recommended for graduated sanctions beyond the program. In such cases, program supervisors may staff the case with the assigned Probation Officer, who may submit a written report to the Supervising Probation Officer, who will in turn

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present the report to the State's Attorney, who may or may not recommend that the case be brought before the judge for ordering of graduated sanctions. Graduated sanctions may include the Sheriff's Work Alternative Program (SWAP), Electronic Monitoring, Staff Secure Shelter, or a brief stay in the Juvenile Temporary Detention Center. After such sanctions conclude, youth may be referred back to the program for services.

Regarding crisis intervention, all of our staff are scheduled for TCI (Therapeutic Crisis Intervention) training and certification. This will allow them to intervene in conflicts among the youth in the most respectful and the least invasive manner. We have demonstrated throughout our tenor as administrator of the ERC that we are able to establish trusting relationships to help youth develop basic self-management skills and provide alternatives to destructive behaviors. Because of the quality of our relationships with the ERC youth the instances of physical confrontation in our programs are infrequent.

➤ **Tutoring on school assignments**

Tutoring is available for each youth, as needed. We emphasize success at school and provide both tutoring and homework assistance to the youth. Our group facilitators and co-facilitators are competent and capable of tutoring the adolescents in the academic areas, such as language arts, reading comprehension, math, and science. Also, staff use internet resources such as ask.com, encarta.msn.com, homeworkhelp.com in order to assist youth in research and resolving of difficult subject areas. Internet usage is closely supervised.

➤ **Intervention with issues of literacy**

Once it has been determined that a youth has issues with literacy, we will issue a documented alert to the ERC probation department for follow up with the youth's school. For those participants who have a degree of difficulty reading we will assist through tutoring. Youth with pronounced difficulties or who cannot read at all will be identified and a referral to a formal literary program will be accomplished.

➤ **Group and individual training on life skills and social skills**

Last year Aunt Martha's developed the first curriculum for the ERC program. This curriculum is geared toward girls and was well received by the Cook County Juvenile Probation Department. We have since coordinated the development of an even more comprehensive curriculum that addresses

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the needs of both males and female (see both curricula attached). Moreover we have trained every staff person in our program, including the subcontractors, in the use of this curriculum. This gender specific curriculum, approved by the Juvenile Probation Department, with age-appropriate activities and scenarios addressing the social, emotional, health and educational needs of each population is currently being used at each site (see Exhibit 4 and 5).

The following topics are contained in the curriculum:

- a. Anger Management
- b. Community Responsibility
- c. Decision Making/Problem Solving
- d. Fatherhood Peer Pressure
- e. Financial Responsibility
- f. Goal-Setting
- g. Gun Violence
- h. Healthy Relationships
- i. HIV/AIDS
- j. Legal Rights
- k. Nutrition
- l. Self Esteem
- m. Strengthening Communication
- n. Stress Management
- o. Substance Abuse
- p. Trauma and Victimization

Aside from the curriculum, group discussions cover other subjects including: crime and delinquency, health and hygiene education, teen pregnancy issues, political education, job readiness and employment, and current events. Also, the Probation Department provides several other experiences that enhance our programs such as: Victims Impact Panels, Art Therapy, Violence Prevention, and Animal Assisted Therapy. Additionally special guests and other resource people who have expertise in various areas address the groups on an interim basis.

The group sessions are facilitated by the ERC staff with the support of the Cook County Juvenile Court probation officer who is assigned to the ERC. Working cohesively as a team, the ERC staff conduct trainings on life and socials skills included in the curriculum, while the probation officer

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provides support, behavior management, and important input in the group discussions. When it has been determined that a youth requires more individualized training, the ERC staff, Probation officer, and Home Confinement Officer (if applicable) will determine what additional resources are needed and develop a plan of action for referral and follow up. Some youth require more specialized attention, as they may present with deficits, seen and unforeseen, that must be addressed. All of these efforts help to facilitate the youth's successful completion of the program.

➤ **Recreational activities that are healthy and fun for the age/gender capabilities of each participant**

The youth are engaged in a variety of weekly recreational activities. Each ERC site has computers, board games, ping pong or pool table for on site recreation. Physical activities, such as basketball, baseball, and skating are contracted out at local YMCAs or other public venues unless the ERC site has access to a gym within the facility. The Harvey center is a showcase for the ERC housing a large group room with computer kiosk, a gym, kitchen, and is adjacent to a community park offering a host of recreation options.

All youth are taken on field trips to movies, bowling, skating, game arcades, parks, zoos, restaurants, etc. We have taken the youth to visit various cultural activities such as the Museum of Science and Industry, The Dusable Museum, Museum of Natural History, Museum of Contemporary Arts Chicago, Adler Planetarium and Museum, African American Art Museum, local colleges, job fairs,, work sites, libraries, etc., and, theatrical productions such as the Blue Man Group. The group has been involved in various experiences related to African American, Latino, and Asian cultures. Also, this year, the females were taken to the inspirational and empowering "My Black is Beautiful 2009 Tour," whose theme was "what makes you beautiful inside and out." The girls were given the opportunity to have up-close and personal discussions with celebrities about how they overcame their challenges to become successful. Many of these activities have occurred on Saturdays and required that our staff work on a day they would normally be off. The staff have expressed that they enjoy these outings with the youth.

➤ **Transportation of participants to the ERC from their residences and transportation from the ERC to the participants' residences at the end of each evening.**

As previously stated, all drivers are provided a daily route sheet which lists the names, addresses, pick up times, and phone numbers of the youth on their schedule. By November 2009 these routes

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will be linked to an electronic route sheet for the drivers. The clients' addresses will be electronically linked to a Google map and a print-out will be generated, detailing point-to-point driving directions based on the most timely and efficient route. This electronic route sheet system will assist in minimizing the time youth spend in the vehicle, while maximizing the time they spend at the ERC.

All clients are made aware of their pick up window prior to starting the ERC program. The client's home is called a few minutes before arrival to ensure that the client is ready for pick up. This has resulted in improved program arrival times for all of our sites. All clients are expected to be at their assigned ERC by 4:30 p.m.; barring any unforeseen traffic and/or client issues. The most difficult transportation responsibility has been for the Girls Center. Currently there is one Girls Center to serve the whole of Cook County making timely transportation to and from outlying areas very challenging. In this RFP we are proposing two Girls Centers to help relieve this problem. We do background checks including a driving record on all potential staff and our record for transporting the ERC youth safely has been excellent.

➤ **Appropriate intervention for the emergent psychological and emotional issues that participants experience**

Recently Aunt Martha's Youth Services contracted with Dr. Alonzo DeCarlo to provide training to all of our ERC staff including subcontractors, juvenile probation officers, and the probation supervisor to provide education and training regarding the emotional and social challenges of the young people in the ERC program. The staff have been trained to understand that underneath the anger is almost always sadness and pain; recognizing that aggression comes from pain, and that youth can only express emotions that come out of their experience or have an organic source. Youth who demonstrate emergent psychological or emotional distress with contingent behavior are redirected in a non-confrontational manner. If the issue cannot be resolved through the staff's (including the probation officer's) individual intervention, the probation officer removes the youth from the group so that the group is not disrupted. After working with the youth in a separate room the probation officer may decide to return the youth to the group or to transport the youth home. The ERC Program Manager is available to help develop a plan of action, which may include a discussion with the parent/guardian and linkage with mental health resources.

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➤ **Emergency first-aid for minor medical issues and emergency contact/referrals for more significant medical and mental health matters**

Most ERC staff are trained in crisis intervention and each site is currently equipped with a first-aid kit for minor medical issues. In the event that a youth shows evidence of serious medical or psychological distress 911 will be called. Immediately afterward, the parent or guardian, the Juvenile Probation Supervisor, and the ERC Program Manager will be called. Once the emergency has abated, referrals and assistance with linkage to physical and mental health resources will be facilitated.

**Mission**

Aunt Martha's currently administers a network of ERCs which, consistent with the principles of Restorative Justice, balance the unique needs of the victims, offenders, and communities. The program provides structured supervision of each youth during the hours when juvenile crime is most likely, preserving the safety of the public, and the program participants are held accountable to victims. Under our administration of the ERC network of agencies and through an energetic collaboration with the Cook County Juvenile Probation Department, this program has provided academic assistance, support for positive social behaviors, and taught competencies that have helped prepare juveniles to make positive contributions in their communities. Our goal for this contract period is to further enhance this alternative system of care in order to affect an increase in the current success rate.

**Authority**

Adolescents are referred to the ERC via judicial order. The order includes a requirement that the adolescent be confined to the home (Home Confinement) for up to twenty-one (21) calendar days. The Cook County Juvenile Probation Department will monitor compliance with the court orders and provide status reports to the Court on the adolescent's compliance with the orders.

**Target Population**

AMYSO proposes to operate seven ERCs which serve a target group of adolescent males and females from Municipal District 1, Municipal District 6, and three suburbs in Municipal District 4 (Bellwood, Berkeley, and Maywood) who are:

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1. either charged with a violation of probation and who are waiting for a court hearing or disposition; or
2. apprehended on warrants and presented to the court for dispositions on the warrants.

The youth will participate in the ERC program from five (5) to twenty-one (21) days in lieu of an order of custody to the Juvenile Temporary Detention Center (JTDC).

### **Participant Capacity**

Five ERCs will each have the capacity to supervise and counsel a minimum of ten (10) male youth and a maximum of 25 males. Two ERCs will each have the capacity to supervise and counsel a minimum of five (5) female youth and a maximum of 20 females between the ages of 10 – 18. Aunt Martha's Youth Service Center (AMYSC) will operate three of the centers, (two male and one female), and subcontract with Youth Outreach Services (one male center); Treatment Alternatives for Safe Communities (one male center); and Westside Association for Community Action (one male and one female center).

### **Hours of Operation**

Each ERC will operate each weekday between the hours of 4:30 p.m. to 8:30 p.m. Any desired changes in the standard hours for holidays and special events will be requested in writing to the Department. The ERC full-time staff hours are 2:00 p.m. to 10:00 p.m. and part-time staff hours are 3:30 to 9:15.

### **Program Goals**

The overall goal of our ERCs is to:

1. provide highly structure and well-supervised group activities during the late afternoon and evening weekday time period;
2. provide opportunities for the adolescents to enhance their current strengths and gain new skills to reduce their risks to re-offend; and,
3. reduce the likelihood of re-arrest while allowing the minor to continue attending school and to remain at home.

### **Program Design**

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The ERCs are fully operational with adolescents either onsite or at an approved offsite activity from 4:30pm to 8:30pm Monday through Friday. While they are in the program they are actively engaged in interesting and instructive experiences which provide adult supervision during times they might be tempted to recidivate. Operation of the ERC occurs thusly:

A primary Probation Officer is assigned to each adolescent and Evening Reporting Center. This officer is responsible for the overall supervision of the youth for the time period specified by the court order. This includes working with the family, school, fostering positive social networks and enforcing compliance with court-ordered conditions. All youth referred to the ERC should be seen in person by the ERC Probation Officer before being scheduled for pick-up. During the in-person visit, the ERC Probation Officer reviews all rules and expectations<sup>1</sup>. If the youth is not home, the officer will explain the expectations to the parent/guardian. Each youth will also receive a Notice of Assignment to the ERC letting them know which ERC they will be attending and when their pick-up day begins.

The Evening Reporting Center staff establishes a productive rapport with the probation officer and complements the role of the officer. In addition to the primary probation officer, each youth in the ERC will also be monitored by the Home Confinement Unit. Together, the ERC staff, probation officer, and Home Confinement officer will develop the supervision plan. Specifically, the primary probation officer will complete the recommended/revised "Notice of Assignment to ERC (Exhibit 1)," that captures information relevant to certain high risk factors, such as medical information (allergies, medications), mental health, and physical health/disabilities. The Notice of Assignment, referred to hereafter as "referrals" will be faxed by the Department to Aunt Martha's ERC administrative office at 191 West 155<sup>th</sup> Place, Harvey, Illinois. Per agreement with the Department, all referrals sent after 1:00 p.m. will begin the program on the following day. Earlier referrals are picked up the same day as referred. The information from the adolescent's referral is entered into the ERC Client Management System (ERC/CMS) to ensure that the client's name is pre-populated on the daily attendance sheet and included on the daily transportation route sheet. Additionally, when the ERC staff conducts the Intake/Orientation, they solicit information from the youth regarding their interests and goals (the youth's strengths), and note this information in the "Comment" section of the Intake form. The ERC staff and the Probation Officer should conduct a staffing by phone to

<sup>1</sup> See attached Evening Reporting Center Rules and Home Confinement Rules that all youth sign prior to participation.

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review high risk factors (including plans for adolescents on psychotropic medications); the youth's interests and goals, and to develop a supervision plan. Every effort will be made to hold the staffing within 24 hours after the referral is received. Any resources needed to support the supervision plan will be sought by the ERC staff and the ERC probation officer.

All referrals are faxed to AMYSC's Administrative Office and entered into the ERC/CMS. Once the referrals are entered into the ERC/CMS, daily attendance sheets are electronically produced and emailed to each site. If any site's computer system is down, the daily attendance sheets are faxed. Also, the client's address is entered into a daily transportation route sheet, which lists the clients to be transported and the assigned driver. All youth are transported from their residences to the ERC and transported home after the program ends. The clients' addresses will be linked to Google map and a print-out will be generated, detailing driving directions based on the most timely and efficient routes. This electronic route sheet system will assist in minimizing the time adolescents spend in the vehicle, while maximizing the time they spend at the ERC. All clients arrive at their assigned ERC by 4:30 p.m.; barring any unforeseen traffic and/or client issues. The ERC staff monitor each youth from the time of pick-up until they arrive home in the evening from the ERC. Youth are expected to be in attendance based on their individual planned start and discharge dates. An electronic attendance record is maintained via the ERC client management system.

Upon arrival at the ERC all youth are searched. Searching includes a front and back, top to bottom pat down, and includes youth removing and "tapping out" their shoes and pulling their pants pockets inside out. Staff are permitted to search book-bags or purses brought in by youth. Youth may not bring to the program such items as jewelry, caps or "do-rags," lighters, contraband, combs or hair picks. If staff identify any of the above banned items, they confiscate the item. If the item is illegal drug or tobacco contraband, the staff communicates with the Probation Officer to determine an appropriate course of action. Other confiscated items (i.e., jewelry, combs, cap) are returned to the youth at the end of the night in accordance with program policy.

After the pat-down search, all youth sign in using the pre-populated sign-in sheet. Staff sign their names, and indicate their time of arrival and the number of youth they transported out of the total number of youth they were assigned to transport (ex., 6 of 8). Probation officers also sign in with the time of their arrival, and any youth they transported. Guest speakers (including Victim Impact, or other special and invited guests) sign in as well. Youth who were not home for transport or refused

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to be transported are reported to the ERC probation officer and indicated on the sign-in sheet. These youth are contacted (via phone call and/or home visit) by the ERC Probation Officer that evening. The ERC P.O. troubleshoots any problems that are a barrier to the youth's attendance and attempts to engage the client and family so that the youth returns to programming. At the end of the night, staff and the ERC P.O. indicate their time of departure. Sign-in sheets are faxed to Aunt Martha's and Cook County Probation upon completion of each evening's services.

Before the formalized educational activities and trainings begin, the ERC staff typically open the program with either a reading and discussion of current events or engage them in an exercise on the "Word of the Day." In this exercise, the facilitator states the word of the day, establishes the definition, and allows each adolescent to express their meaning of the word. Staff are sensitive to youth who may be reluctant to participate and support them with ongoing encouragement. All staff are trained and are aware of the unique societal and developmental challenges of our adolescents and manage their interactions with this understanding. After this ice-breaker, the formal educational activities and trainings begin. They include topics that are found in the curriculum which Aunt Martha's Youth Service Center developed for the ERC. This period may also include one-on-one time with a staff member for tutoring or to respond to a request for help with a school assignment. After the group session the participants take a short break, wash their hands, and partake of a meal with the staff. Every day youth are provided with a well-balanced and nutritious dinner (hot meals, 4x/week, and boxed meals on Fridays) which are catered. Other snacks and drinks are also provided prior to the dinner. The meals also serve as an incentive for youth to attend. Following the meal they engage in planned recreation. When recreation comes to a close the participants help clean up and prepare to be transported back to their homes.

## **PROGRAM STANDARDS**

### **Standards of Service**

Our philosophy of care is spelled out in our core values (Exhibit 3) which communicates our care and respect for the dignity and worth of each youth, while supporting and contributing to their developmental needs (physical and psychological), and embracing their diversity and uniqueness. An excerpt reads, "We treat our customers as we wish to be treated and ensure that every interaction is conducted in a pleasant and professional manner. We embrace diversity, treat our customers and each other with respect and dignity, and we hold each other to these standards." An awareness of the challenging developmental imperatives of adolescence has informed the creation of our services for

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youth, and the application of sensitivity in providing these services has always been a hallmark of Aunt Martha's. Responsible caring for children, adolescents and families remains the nucleus of our services today and provides a safe haven for children, youth, and families in crisis, providing the tools necessary to allow them to succeed. As stated earlier, we also have strong referral relationships that provide important options to help our youth in the community.

The ERC program staff collaborate with the Juvenile Probation Department to facilitate each adolescent's successful completion of the program. The ERC staff will also collaborate with the Department in the development and implementation of a supervision plan for each adolescent who will be in the facility for two weeks or more. The plan will address the youth's highest risk factors and encourage enhancement of the youth's strengths to increase the likelihood that the youth will obey the law.

#### **JDAI and Restorative Justice**

The ERC is an important part of the Circuit Court's Juvenile Detention Alternative Initiative which sprang from the Balanced and Restorative philosophy of the Juvenile Justice Act. The evidence is that juvenile detention facilities have high recidivism rates, while the alternative, releasing youth into the community without appropriate structure and supervision, not only poses a threat to the community, but a significant proportion of youth do not return for their court dates. As one of the detention alternatives (which include Home Confinement, Community Outreach Supervision, Sheriff's Work Initiative, Electronic monitoring, and Staff Secure Shelter ) our ERCs help insure that youth are well supervised in a positive environment, complete the program, return to court for their hearings, and do not commit crimes while awaiting their court date. Our 81% success rate is testimony to our commitment to the principles of Restorative Justice.

#### **Ethical Standards**

Please note that all of AMYSC's medical and clinical services provided are compliant with ethical standards for the provision of these services as established by the respective professional disciplines and any additional ethical provisions specific to clinical work promulgated by those professional associations.

#### **Confidentiality**

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All of our ERC staff comply with policies and procedures promulgated by the Juvenile Court regarding copying or distributing reports or other documents produced by the ERC and with applicable legal and ethical requirements concerning confidentiality.

### **Collaboration**

We will continue to collaborate with the Using Department to ensure effective supervision of all activities to monitor compliance with contract terms and program standards.

### **STAFFING REQUIREMENTS**

All employees, interns, and volunteers will be oriented and trained to the program prior to being assigned duties with any youth in the program, and ongoing trainings will be provided.

There is a staffing ratio of 5:1 for each male adolescent and 3:1 for the female adolescents. These staffing ratios are currently achieved through a combination of full-time and part-time staff, however most of our current staff are full time employees.

The staffing for the adolescent females will be predominately female and at no time will the female youth be supervised in the absence of a female staff member. The Evening Reporting Center Program Manager or the ERC Team Leader will make sure that there is a continuity of services and interface daily with the ERC probation officers to problem solve, monitor attendance, behavior and communication issues. However, the ERC Program Manager is ultimately responsible for the daily operations and supervision of the ERC and ongoing communications and planning with the Department's Supervising Probation Officer of Community Supervision.

Continual supervision will be provided from the moment of initial contact with the adolescent, at the beginning of the evening, i.e., when the youth is either picked-up by ERC staff or is dropped-off at the ERC facility, and until the end of the evening, i.e., when the adolescent is dropped-off at his/her residence by the ERC staff. All ERC staff is trained/cross-trained as group facilitators and co-facilitators, in tutoring and recreation. Each assumes responsibilities for the direct supervision of the youth and promotes positive interaction among group members, assists with educational activities such as lesson planning, may communicate with the youth's school to arrange homework, and supervises the completion of assignments in both group and individual settings. They also organize recreational activities such as use of the local YMCA and park district facilities, organize field trips once per month and help youth learn new activities, as well as provide round trip transportation.

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This staffing pattern of both full and part-time staff has proven to be the most effective, as on any given day staff may be required to support other centers due to surges in referrals and enrollments into the program or staff shortages due to vacations and offsite trainings.

The current ERC Program Manager has a Bachelor's Degree in the field of human services, and all other direct service staff either have a bachelor's degree or comparable and relevant work experience. In the event that a staff person does not qualify for independent practice in their profession, a designated supervisor will be assigned specifically for monitoring their performance at the ERC. All supervisors will sign-off on any evaluation reports, other documentation submitted the Juvenile Court, as well as notes and records generated by the employee.

All staff transporting the youth possess valid driver's licenses and current and up-to-date automobile insurance. Copies of all background checks and CANTS (including a copy of the DCFS clearance upon receipt), driver's license and insurance are submitted to the Department.

All ERC staff will maintain certification in CPR, First Aid, crisis prevention and restraint training. Each ERC will have at least one staff member on duty who has been trained in medication monitoring. Aunt Martha's health clinics are JACHO certified and provide training in medication management.

All of our ERC staff candidates comply with the screening/hiring protocols established by the Cook County Board of Commissioners and the Office of the Chief Judge, including but not limited to:

- submission to urine drug testing as a condition of employment; and,
- submission to both a criminal record check and a child abuse/neglect background check.

In addition, all of our staff are least twenty-one (21) years old and approved by the Department. We understand that Criminal record checks and situational urine testing (based on reasonable suspicion) for illegal use of drugs may be conducted by the Department on ERC staff after employment throughout the contract period and we will cooperate and assist in this process.

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Furthermore, every person hired by AMYSC participates in eleven mandatory trainings within the first year; three of which lay the foundation for developing staff in the area of caring and cultural sensitivity: 1) Cultural Awareness (2-Days) , 2) Reality Therapy Basic (5-Days) , and (3) Certification in Reality Therapy (1-Day). The other mandatory trainings include: Safety/Security Awareness, Mandated Reporting, Site Safety, Infection Control, HIPAA, HIV/AIDS/STDS.

AMYSC will require that each of the sub-contractor staff are trained in cultural sensitivity. Moreover, all staff shall have access to and participate in training and continuing education activities to ensure effective delivery of the supervision of services. As part as AMYSC staff development and training plan, all employees will obtain at least 30 hours of training each year, which can be accomplished through in-service trainings or external trainings such as workshops and seminars.

### Facility

All ERC facilities offer a clean, healthy and secure/safe environment with smoke and fire detection systems, which are in compliance with all building and regulatory codes, utility service and basic security. Our kitchens areas are equipped with a stove, refrigerator and microwave, and the kitchens areas are licensed and approved by the Chicago Health Department; water coolers; adequate space for groups, recreation areas (table games and pool/ping-pong tables); resident gym or nearby local gym; furniture and equipment, such as tables, chairs, computer workstations for staff and clients, printers, fax and copy machines and phone lines; media station (TV, DVD players); ample lighting and ventilation; as well as space which allows for smooth flow of traffic and continuous monitoring and supervision of the youth.

AMYSC and its sub-contractors will operate in seven (7) ERCs facilities that are located within close proximity to the residences of the adolescents who are assigned to the ERC. The facilities for boys are located in the geographic areas with the highest concentration of detained minors in the County. There will be two (2) facilities for females; one to be located centrally and within six (3) miles from Cook County Juvenile Court, and the other will be located south in Chicago. There will be no interaction between male and female youth in the ERC, as each will have their own facility. We have conducted many ERC tours with interested visitors from all over the county and our facilities are open and available at all times for any site tours requested by the County, the Department, or the Office of the Chief Judge. The ERCs services will be held at the following

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Aunt Martha's Youth Service Center is the current administrator of the County's ERC network. We are ready and prepared to continue in this role without interruption.

### **Admission Criteria**

#### **Limiting Conditions:**

Substance dependent youth or youth on psychotropic medications will be admitted to the ERC program only if they are linked to a therapist or treatment program and are taking their medications as prescribed. Pregnant females and youth with physical, behavioral, mental health, or developmental challenges will be admitted to the program as long as their condition does not prohibit participation, present a significant disruption to the program, or present a threat to the him/herself, the staff, or fellow participants.

Other than the above limitations youth meeting the Using Department's established admission criteria are accepted into the program on a no-decline basis.

#### **Daily Nourishment**

Youth are provided with a well-balanced nutritious dinner (hot meals, 4x/week, and lunchboxes on Fridays) which are catered. Other snacks and drinks are also provided prior to the dinner to satisfy the hunger/thirst of the adolescents who often have not had proper nourishment earlier in the day. Drinking water is freely available.

#### **Data On Operations And Services**

AMYSC currently compiles and maintains statistical data for evaluation of the operations and services. The documentation collected and maintained includes client demographics, referral and discharge data, intake/admissions data, consents, daily attendance, monthly calendars and reports, information on successful and unsuccessful completions, unusual incident reports (staff and client-related), quality assurance data (i.e., client satisfaction surveys), billing data and reports. Additionally, we have begun the development of a standard operations procedural manual that will be clear and concise; updated on a regularly basis, and used as a tool for staff training, driving performance improvement, and improving of programmatic results.

#### **Management Information System**

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In August 2008, AMYSC developed the Evening Reporting Center Client Information System to manage, track, report and evaluate ERC functions. The transition to this electronic record keeping system represented an opportunity to make easily available the information necessary to monitor the effectiveness and efficiency of ERC operations. The benefits range from the ability to make operational adjustments and improvements at the organizational level, to the ability to quickly and easily draw upon historic information related to a specific client, site, time period, or any number of other variables. Specifically, the system is designed to:

- Improve each site's ability to manage its ERC operation, as well as the County's ability to monitor its entire network by:
  - storing and making accessible all essential information in a central database;
  - dramatically reducing the amount of time and effort spent simply gathering data, allowing ERC staff and probation officers to analyze the available information and make meaningful decisions based on documented evidence; and,
  - enabling County and ERC site administrators to analyze program performance from very broad to very specific levels – and at the touch of a button.
  
- Produce reports showing:
  - client, staff, and probation officer attendance rates, ratios and trends;
  - client referral trends (i.e. number of clients referred to a specific site or organization over a specified period of time);
  - service provision trends (i.e. average number of service hours provided at a specific site);
  - client transportation needs;
  - electronically produce the billing and reimbursement reports that are currently submitted to the County on a monthly basis;
  - electronically produce reports showing each site's performance level as it relates to the outcome expectations as identified in this ERC proposal; and
  - electronically transmit billing and reimbursement data<sup>2</sup>, as well as performance outcome data, directly from the ERC/CMS to the County's system, if the County has an electronic system capable of accepting and importing data files from an outside source.

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Additionally, we will provide the Department with timely documentation and reporting of:

1. daily attendance;
2. participation in daily activities;
3. daily progress (as requested by the Court or Court personnel)
4. rewards given;
5. consequences administered;
6. critical incidents, including all injuries that occur and all health concerns that arise;
7. all variances to the approved program protocols/policies/procedures;
8. any violation of the rights of the participants or infliction of any harm; and,
9. any illegal activity or unprofessional conduct of a staff member.

#### **Program Evaluation**

AMYSC will ensure that qualitative and quantitative measures are put in place evaluate the effectiveness and efficiency of the ERC programs. Using the ERC/CMS we have the ability to generate "quantitative reports" to measure all performance indicators (e.g., average successful completion rate of 90%), and use client satisfaction surveys to gauge the qualitative aspects of the program. We will review, analyze and report the findings, explore all viable solutions to improving our quantitative performance; and, incorporate recommendations which are feasible and cost effective. On a quarterly basis, we will submit reports to the Department detailing activities and service delivery, in accordance with standardized reporting formats developed in consultation with the Department. Furthermore, we will work in concert with the Department and utilize the FADE QI model for quality improvement review, which is comprised of five steps:

**FOCUS: Define and verify the process to be improved**

**ANALYZE:** Collect and analyze data to establish baselines, identify root causes and toward possible solutions

point

**DEVELOP:** Based on the data, develop action plans for improvement, including implementation, communication, and measuring/monitoring

**EXECUTE:** Implement the action plans, on a pilot basis as indicated, and

**EVALUATE:** Install an ongoing measuring/monitoring (process control) system to ensure success.

It is a cyclic process and once changes are made, the process begins over again:

1. Evaluate the impact of your change
2. Focus again
3. Analyze the problem to find the root cause(s)
4. Develop methods for further improvement
5. Execute and Evaluate again

The process is repeated until the goal is achieved. See figure below.



on Satisfaction Surveys, or on other data, information or reports. Quality and Performance Improvement Initiatives will be designed to address one or more of the expectations identified within the contract. We will write a Quality or Performance Improvement Plan and will track and monitor progress on a quarterly basis, reporting progress to Cook County via written report and presented at quarterly quality assurance meetings.

**Personnel**

**(SEE ATTACHMENT A)**

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# SECTION 4:

## SubProposer Identification

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## WESTSIDE ASSOCIATION FOR COMMUNITY ACTION (WACA)

The Westside Association for Community Action, WACA, as it is affectionately known in service arenas, is a non-profit, community-based, social service agency. We are proud to say that we have provided a wide range of critical services to residents within the North Lawndale, Austin, Brighton Park and Garfield communities for over 38 years. Founded in 1971, and located on Chicago's Westside, our mission has been to identify and alleviate problems that contribute to the disintegration of our communal fabric. Within our multi-service community based network, we work diligently to increase the strength of familial ties, maintain and develop important bi-partisan relationships, while also expanding our local, state, and national networks of community based providers committed to working with at-risk youth by offering positive alternatives to negligent life-styles. WACA is an organization based on high moral principle that is equipped to handle diverse situations. Part of that equipment is our vast range of influential staff persons who possess extreme levels of sincerity, commitment and dedication, which are needed and often make the difference in the outcome of delicate situations. Our motto "Give a man a fish, he'll eat for a day. Teach a man to fish, he'll eat for a life time," is a reflection philosophy...by providing a safe, confidential and non-judgmental environment, as well as one-on-one and group counseling for the youth we service we increase the likelihood of behavioral modification.

WACA has an extensive impressive record of being a "collaborator," and "facilitator." WACA is also recognized as a leader and coordinator of unified program operations on the Westside of Chicago. Over the past 38 years we have provided technical assistance and support to member agencies, served as fiscal agents, created innovative housing programs and spun them off to member agencies.

WACA is composed of a 25 member board of directors and its membership consists of over 100 community organizations, public and private agencies, business and industry, block clubs and individuals are representative of every sector of the Lawndale community and its' supporters outside. In 1977 WACA was formally incorporated as a not-for-profit institution to take on direct operations of some of the services indicated by the regular discussion of local needs and interests—especially those requiring interagency collaboration.

### **Programs and Services:**

**Chicago Family Case Management** - Provides case management and outreach services to pregnant women and infants, 0-1 years of age who receive coverage under the State of Illinois Medicaid Program. Assist individuals in gaining access to well child services, early prenatal care and linkage to needed social services.

**Healthy Births for Healthy Communities** - Designed to identify, recruit and enroll hard to reach at risk pregnant women into high-risk case management services

**Health Works of Cook County** - Provides case management services to Wards of the State of Illinois, 0-5 years of age.

**Women's Health Initiative** - HIV/AIDS awareness, prevention, testing (oral sure / rapid) and counseling services.

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**Communities for Youth** - A diversion program in collaboration with the Academy for Learning designed to divert youth from the Juvenile Court System. Advocates are on call 24 hours with referrals coming from the 10th District Police Department, community residents and community based organizations. Youth who are not in school and cannot return to their original school are referred to the Academy for Learning. Structured recreational activities are planned with an additional educational curriculum.

**Evening Reporting Center (ERC)** - Youth who are awaiting trial and sometimes on home confinement are referred from Juvenile Court to report five days a week from 4pm to 9pm for structured activities at the ERC which include tutorial, educational, recreational, and cultural activities. A balanced snack is served daily. Advocates pick up participants daily and bring them to the ERC. Participants are taken home at the end of the evening.

**Pre Trial Services** - A 24 hour support and crisis intervention program which provides intensive supervision and monitoring of youth offenders awaiting a court hearing. Youth advocates provide 10 hours of direct service weekly.

**Release Upon Request (RUR)** - Court Liaison refers and transports minors under the age of 17 from Cook County detention center to a temporary service. There youth would have remained in detention an additional 7 days, due to their parent/guardian unwillingness to appear.

**Unified Delinquency Intervention Services (UDIS)** - Youth advocacy program for adjudicated delinquents. Structure is provided through an advocate who provides 10 hours of direct service per week with the youth and his/her family. The advocate coordinates and monitors individualized service plans to meet the specific needs of the youth.

**Community Forums** - Since 1972, WACA has hosted monthly forums to address National, State, County and Community-wide issues. Currently WACA hosts Bi-Monthly community forums on the fourth Tuesday of the particular month.

**Women, Infants and Children (WIC) WACA / SINAI** - is a comprehensive nutrition program that provides nutrition education and healthy food items to pregnant women, infants and children up to age five. Supplemental nutrition for Women, Infants and Children. Administered by DHS and is funded by the USDA. WIC provides nutritional education, food, health screenings, counseling, breast feeding support and referral services.

**WACA / UCAN Collaboration** - Collaboration with Uhlich Children's Advantage Network (UCAN) to provide a continuum of mental health services to high-risk re-offending youth with an indication of mental health needs. Services can include weekly individual or family therapy, psychological referrals and treatments in conjunction with WACA case management and life skill development.

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# YOUTH OUTREACH SERVICES

Youth Outreach Services (YOS) is a nonprofit human service agency dedicated to caring for youth in and around Chicago, inspiring positive development in their lives, families and communities. Founded in 1959, YOS has served nearly 300,000 youth through a wide variety of child welfare, counseling, juvenile justice and prevention services. We believe all kids are capable of excellence and are committed to providing the community-based support they need to overcome challenges and succeed.

## **Our Vision**

A society that treasures the safety, well-being and self-worth of every child.

## **Mission**

Youth Outreach Services promotes the strengths and abilities of youth and families by providing community-based services that empower and enrich each to face life's challenges with confidence, competence and dignity.

## **Licensure and Accreditation**

Licensed as a child welfare agency by the Illinois Department of Children & Family Services (IDCFS).

Licensed as a Level 1 and Level 2 substance abuse treatment provider by the Illinois Department of Human Services, Division of Alcoholism and Substance Abuse (DASA).

Licensed as Multisystemic Therapy provider.

Accredited by the Council on Accreditation (COA).

Member of the Child Care Association of Illinois (CCAI).

Member of the Illinois Collaboration on Youth.

Member of United Way.

Member of Voices for Illinois Children.

## **Services**

YOS offers a wide variety of unique programs through four specific service areas, including:

### **Child Welfare**

Child Welfare Services seek to ensure the safety and well-being of youth and their families. We strive to keep families together by providing support and education to those at risk of separation. When it is not safe for kids to remain in their biological homes, we connect each to a caring foster family able to meet their needs, as well as the life skills training they need to transition to adulthood. Specific services include: Traditional and Specialized Foster Care, Intact Family Services, Extended Family Support, Intensive Stabilization, Transitional Living Programs, Independent Living Programs, Runaway & Homeless Youth Services.

### **Counseling**

Counseling Services help youth overcome challenges that lead to addiction, such as low self-esteem, drug and alcohol abuse, gang involvement, poor school performance, delinquency and family conflict. Specific services include: Substance Abuse Intervention, Counseling and 24/7 Crisis Intervention.

### **Prevention**

Prevention Services assist youth and families by providing the skills, opportunities and recognition they need to succeed, such as substance abuse prevention, communication and leadership skills, career development, and conflict resolution.

Specific services include: Alcohol/Drug Abuse Prevention and After-School & Summer Programs.

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## **Juvenile Justice**

Juvenile Justice Services seek to prevent youth from entering the child welfare and juvenile justice systems by addressing obstacles that prevent their future success. Our highly structured programs provide a diversion from negative influences and offer alternatives to detention.

Specific services include: Pre-Trial Services, Detention Alternatives, Diversion Services.

## **Our Impact**

87 percent of youth in our Adolescent Foster Care Program remained in the care of the same foster family, obtaining the support and care needed to thrive in a loving environment. More than 350 youth successfully achieved their treatment goals and completed our Counseling Services.

The YOS 24-hour crisis team—comprised of just four individuals—responded to approximately 250 crisis calls, making a vital impact in the lives of vulnerable youth and families. 81 percent of youth involved in our Irving Park Juvenile Justice Program successfully completed services, making positive steps toward their future success. More than 100 youth participated in our Teen Reach After-school Prevention Programs, working to succeed in school, avoid peer pressure and make positive choices.

## **Staff Leadership**

Rick Velasquez, Executive Director  
David Dickson, Chief Financial Officer  
Gary Koenig, Director of Fund Development  
Jamie Noto, Director of Program Operations  
Ashley Voss, Director of Communications and Marketing  
Birgetta Williams, Director of Human Resource

## **Board of Directors**

Joyce Perry, President  
Jesse Spungin, Vice President  
Michael Hessling, Secretary  
Tony Santilla, Treasurer  
Donna Blau  
Nelson de Castro  
Jon Fanning  
Douglas Geiger  
Brett Kleebauer  
Donald Rubin  
Sandra Williams  
Calvin Tillery Jr.  
James Zumerchick

## **Service Locations**

**Administrative Office**  
2411 W. Congress Pkwy.  
Chicago, Illinois 60612  
773.777.7112  
773.777.7611 (fax)  
[www.yos.org](http://www.yos.org)

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**Cicero Office**

6117 W. Cermak Rd.  
Cicero, Illinois 60804  
708.652.5370

**Irving Park Office**

6417 W. Irving Park Rd.  
Chicago, Illinois 60634  
773.777.7112

**Leyden-Proviso Office**

4419 W. North Ave.  
Melrose Park, Illinois 60160  
708.547.1091

**Austin Office**

5910 W. Division St.  
Chicago, Illinois 60651  
773.379.3600

**Austin-St. Angela's Campus**

1325 N. Menard Ave.  
Chicago, Illinois 60651  
773.261.9320

**Service area**

YOS serves youth and families in the Chicago neighborhoods of Back of the Yards, Edison Park, Norwood Park, Jefferson Park, North Park, Forest Glen, Heritage Park, Irving Park, Dunning, Montclare, Belmont Cragin, Austin, and O'Hare, as well as the suburban communities of Leyden Township, Proviso Township, Cicero Township, Berwyn Township and Norwood Park.

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## TASC (Treatment Alternatives for Safe Communities)

TASC (Treatment Alternatives for Safe Communities) is a not-for-profit organization that provides behavioral health recovery management services for individuals with substance abuse and mental health disorders. Through a specialized system of clinical case management, TASC initiates and motivates positive behavior change and long-term recovery for individuals in Illinois' criminal justice, corrections, juvenile justice, child welfare, and public aid systems. TASC provides direct services, designs model programs and builds collaborative networks between public systems and community-based human service providers. TASC's purpose is to see that under-served populations gain access to the services they need for health and self-sufficiency, while also ensuring that public and private resources are used most efficiently.

TASC works with state administrative bodies, public systems, and community-based agencies across Illinois to deliver comprehensive recovery management services to individuals with substance abuse and mental health disorders. TASC's services also address related issues such as criminal and delinquent behavior, under-employment, housing, and under-education. TASC provides consultation and technical assistance to numerous jurisdictions and agencies seeking to build effective systems to intervene with and manage clients with substance abuse and/or mental health disorders.

TASC's services are guided by **core clinical values** that support positive behavior change.

TASC:

- provides services that help individuals use their own strengths to find solutions to life problems
- recognizes that addiction is a chronic illness that can be treated, and that recovery can be managed
- motivates and engages clients in the recovery process
- respects all individuals with whom TASC works
- focuses on successful outcomes with a recognition that lasting behavior change is incremental and takes time

TASC operates a state-of-the-art laboratory that provides testing for the common drugs of abuse\*. It performs over 250,000 tests annually for TASC's programs, as well as many outside agencies and programs including the Illinois Department of Professional Regulation, Welfare-to-Work programs, drug courts, and probation offices.

Proper chain of custody is used when collecting samples to providing timely, accurate results. Toxicology results and tailored test profiles are available via faxed or mailed reports, or through a secure Web-based system.

TASCLabs offers testing and a variety of test panels for:

Alcohol \* Cocaine \* Cannabinoids (Marijuana) \* Phencyclidine (PCP) \* Opiates  
\*Amphetamines & Methamphetamines \* Methadone \* Benzodiazepines \* Barbiturates

TASC's research and policy division is dedicated to advancing the knowledge of substance abuse trends and models for intervention. The division also works to inform and promote public policies that address these issues.

For over 30 years, local and national health service entities have called upon TASC to perform critical research in Illinois and at the national level. TASC's expertise helps guide effective interventions for persons with substance abuse and mental health issues and inform about current trends in the broader field.

**AUNT MARTHA'S YOUTH SERVICE CENTER**  
**RFP No. 09-50-1052P – Evening Reporting Center**

### **TASC Research & Policy**

TASC's research and policy division works with TASC programs to identify and integrate evidence-based practices into TASC clinical services. This includes conducting internal, utilization-focused surveys and evaluations on TASC programs to ensure the most efficient and effective use of services.

### **The Center For Health & Justice (CHJ) at TASC**

The Center for Health & Justice at TASC collaborates with community leaders and academic institutions to apply extensive research and development work, and the understanding of substance abuse, criminal activity, and general behavioral health toward practical solutions that stop the cycle of drugs and crime.

These collaborations ensure that TASC remains on the leading edge of clinical knowledge and policy formulation, and that best service delivery practices are shared with community partners. CHJ routinely publishes articles and studies on a wide range of topics relevant to substance abuse, treatment, and other social services within the criminal justice system.

### **TASC ERC Facility**

5510 South Paulina  
Chicago, Illinois 60636  
773-778-3950

### **Hamilton Juvenile Services**

1100 S. Hamilton Ave.  
Chicago, IL 60612  
(312) 666-7339 • (312) 666-8531 fax

### **TASC Administrative Offices**

1500 N. Halsted  
Chicago, IL 60642  
(312) 787-0208  
(312) 787-9663 fax

### **Administrators:**

James Brown • ACJS • TASC Administrative Offices  
Anthony Harden • Juvenile Services • Roosevelt Road Office  
Riley Jones • ACJS • TASC Administrative Offices  
Marc Smith • RCP, SBIRT • Roosevelt Road Office

**AUNT MARTHA'S YOUTH SERVICE CENTER**  
**RFP No. 09-50-1052P – Evening Reporting Center**

**AUNT MARTHA'S PROPOSED FACILITIES AND SUBCONTRACTORS**

**ERC FACILITY**

**SERVING**

Aunt Martha's Youth Service Center  
335 West 75<sup>th</sup> Street  
Chicago, Illinois

Females in Municipal District 1, District 6,  
and three west suburbs (Bellwood, Berkeley  
and Maywood)

Aunt Martha's Youth Service Center  
Rebecca K. Crown Center  
7601 South Phillips  
Chicago, Illinois

Males in Chicago (southeast)

Aunt Martha's Youth Service Center  
Harvey Center  
191 West 155<sup>th</sup> Place  
Harvey, Illinois

Males in Municipal District 6

Treatment Alternatives for Safe  
Communities  
5510 South Paulina  
Chicago, Illinois

Males in Chicago (southwest)

Westside Association for Community  
Action  
3600 West Ogden Avenue  
Chicago, Illinois

Males in Chicago (north and near south)

Westside Association for Community  
Action  
3524 West Ogden  
Chicago, Illinois

Females in Chicago (central)

Youth Outreach Services  
1325 North Menard  
Chicago, Illinois

Males in Chicago (northwest)

**AUNT MARTHA'S YOUTH SERVICE CENTER**  
**RFP No. 09-50-1052P – Evening Reporting Center**

**ECONOMIC DISCLOSURE STATEMENT  
AND EXECUTION DOCUMENT  
INDEX**

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**INSTRUCTIONS FOR COMPLETION OF  
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every party responding to a Request for Proposals or Request for Qualifications ("Proposer"), and others as required by the Purchasing Agent. If the Undersigned is awarded a contract pursuant to the procurement process for which this EDS was submitted (the "Contract"), this Economic Disclosure Statement and Execution Document shall stand as the Undersigned's execution of the Contract.

**Definitions.** Capitalized terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, or other documents, as applicable.

**"Affiliated Entity"** means a person or entity that, directly or indirectly, controls the Bidder, is controlled by the Bidder, or is, with the Bidder, under common control of another person or entity. Indicia of control include, without limitation, interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; and organization of a business entity following the ineligibility of a business entity to do business with the County under the standards set forth in the Certifications included in this EDS, using substantially the same management, ownership or principals as the ineligible entity.

**"Bidder," "Proposer," "Undersigned," or "Applicant,"** is the person or entity executing this EDS. Upon award and execution of a Contract by the County, the Bidder, Proposer, Undersigned or Applicant, as the case may be, shall become the Contractor or Contracting Party.

**"Proposal,"** for purposes of this EDS, is the Undersigned's complete response to an RFP/RFO, or if no RFO/RFP was issued by the County, the "Proposal" is such other proposal, quote or offer submitted by the Undersigned, and in any event a "Proposal" includes this EDS.

**"Code"** means the Code of Ordinances, Cook County, Illinois available through the Cook County Clerk's Office website (<http://www.cookctyclerk.com/sub/ordinances.asp>). This page can also be accessed by going to [www.cookctyclerk.com](http://www.cookctyclerk.com), clicking on the tab labeled "County Board Proceedings," and then clicking on the link to "Cook County Ordinances."

**"Contractor" or "Contracting Party"** means the Bidder, Proposer or Applicant with whom the County has entered into a Contract.

**"EDS"** means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.

**"Lobby" or "lobbying"** means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.

**"Lobbyist"** means any person or entity who lobbies.

**"Prohibited Acts"** means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

**Sections 1 through 3: MBE/WBE Documentation.** Sections 1 and 2 must be completed in order to satisfy the requirements of the County's MBE/WBE Ordinance, as set forth in the Contract Documents, if applicable. If the Undersigned believes a waiver is appropriate and necessary, Section 3, the Petition for Waiver of MBE/WBE Participation must be completed.

**Section 4: Certifications.** Section 4 sets forth certifications that are required for contracting parties under the Code. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

**Section 5: Economic and Other Disclosures Statement.** Section 5 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Undersigned to the warranties, representations, agreements and acknowledgements contained herein.

**Sections 6, 7, & Execution Forms.** The Bidder executes this EDS, and the Contract, by completing and signing three copies of the appropriate Signature Page. Section 6 is the form for a sole proprietor, Section 7 is the form for a partnership or joint venture, and Section 8 is the form for a corporation. Proper execution requires **THREE ORIGINALS**; therefore, the appropriate Signature Page must be filed in, three copies made, and all three copies must be properly signed, notarized and submitted. The forms may be printed and completed by typing or hand writing the information required. The County is in the process of converting these forms into a format that may be downloaded and completed on the user's computer. Once this feature is available, those having the necessary software may follow the instructions set forth below under the heading "Instructions for Completing PDF Forms."

**Required Updates.** The information provided in this EDS will be kept current. In the event of any change in any information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Undersigned will supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is requested.

**Additional Information.** The County's Governmental Ethics and Campaign Financing Ordinances, impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit our web-site at [www.cookcountygov.com](http://www.cookcountygov.com) and go to the Ethics Department link. The Bidder must comply fully with the applicable ordinances.

**MBE/WBE UTILIZATION PLAN**

**Section 1**

N/A Non-Profit

BIDDER/PROPOSER HEREBY STATES that all MBE/WBE firms included in this Plan are certified MBEs/WBEs by at least one of the entities listed in the General Conditions.

**I. BIDDER/PROPOSER MBE/WBE STATUS: (check the appropriate line)**

\_\_\_\_\_ Bidder/Proposer is a certified MBE or WBE firm. (If so, attach copy of appropriate Letter of Certification.)

\_\_\_\_\_ Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs. (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit - available from the Office of Contract Compliance.)

\_\_\_\_\_ Bidder/Proposer is not a certified MBE or WBE firm, nor a Joint Venture with MBE/WBE partners, but will utilize MBE and WBE firms either Directly or Indirectly in the performance of the Contract. (If so, complete Sections II and III).

**II. Direct Participation of MBE/WBE Firms**

MBEs/WBEs will perform as subcontractors/suppliers/consultants include the following:

MBE/WBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount Participation: \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_ %

\*Letter of Intent attached? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Letter of Certification attached? Yes \_\_\_\_\_ No \_\_\_\_\_

MBE/WBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount Participation: \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_ %

\*Letter of Intent attached? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Letter of Certification attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Attach additional sheets as needed.

\*Where goals have not been achieved through Direct Participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission.

N/A

II. Indirect Participation of MBE/WBE Firms

NOTE: This section need not be completed if the MBE/WBE goals have been met through Direct Participation. However, Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.

MBEs/WBEs will perform as subcontractors/suppliers/consultants include the following:

MBE/WBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount Participation: \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_ %

\*Letter of Intent attached? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Letter of Certification attached? Yes \_\_\_\_\_ No \_\_\_\_\_

MBE/WBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount Participation: \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_ %

\*Letter of Intent attached? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Letter of Certification attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Attach additional sheets as needed.

\*All Letters of Intent, Letters of Certification and documentation of Good Faith Efforts omitted from this bid/proposal must be submitted to the Office of Contract Compliance so as to assure receipt by the Contract Compliance Administrator not later than three (3) business days after bid opening or proposal due date.

COOK COUNTY LETTER OF INTENT  
(Section 2)

N/A

FROM MBE/WBE TO PERFORM AS SUBCONTRACTOR, SUPPLIER AND/OR CONSULTANT

Contract Title & Number: \_\_\_\_\_ / \_\_\_\_\_

From: \_\_\_\_\_  
(MBE/WBE Firm)

To: \_\_\_\_\_ and the County of Cook  
(Bidder/Proposer Firm)

The Undersigned is prepared to provide the following services, supplies and project in connection with the above named contract (the "Contract"):

Each service performed and/or item supplied will be detailed under Description of Service/Supply and Project with all services/items totaled under Fee/Cost to equal the full dollar amount of the Letter of Intent. All services performed and/or supplies provided must be directly related to this specific Cook County contract and must not include any services/supplies related to any other government contract.

Description of Service/Supply/Project	Fee/Cost
1. _____	\$ _____ %
2. _____	\$ _____ %
3. _____	\$ _____ %
4. _____	\$ _____ %
Total:	\$ _____ %

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement conditioned upon the Bidder/Proposer's receipt of a signed contract from the County of Cook. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/Supply and Fee/Cost were completed.

Upon Penalty of perjury, I \_\_\_\_\_ (print name)

the \_\_\_\_\_ (title) and duly authorized representative of the \_\_\_\_\_ (MBE/WBE firm) affirm

that the foregoing information is true and correct and the services, supplies, and/or project indicated above will be

supplies/performed for the above indicated total dollar amount \$ \_\_\_\_\_ which represents the

above indicated total percentage \_\_\_\_\_ % for the contract amount \$ \_\_\_\_\_

\_\_\_\_\_  
(Signature of affiant)

\_\_\_\_\_  
(Date)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary's Signature)

\_\_\_\_\_  
(Notary Seal)

COOK COUNTY LETTER OF INTENT  
FROM BIDDER OR PROPOSER TO COOK COUNTY

N/A

Upon penalty of perjury, \_\_\_\_\_ (print name)

the \_\_\_\_\_ (title) and duly authorized

representative of \_\_\_\_\_ (Bidder/Proposer firm).

affirm that the foregoing information is true and correct and the services, supplies, and/or project indicated above will be supplied/performed for the above indicated total dollar amount \$ \_\_\_\_\_, which represents the

above indicated total percentage \_\_\_\_\_ % for the contract amount \$ \_\_\_\_\_.

\_\_\_\_\_  
(Signature of affiant)

\_\_\_\_\_  
(Date)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary's Signature)

\_\_\_\_\_  
(Notary Seal)

N/A

**PETITION FOR WAIVER OF MBE/WBE PARTICIPATION  
(SECTION 3)**

**A. BIDDER/PROPOSER HEREBY REQUESTS:**

FULL MBE WAIVER

FULL WBE WAIVER

REDUCTION (PARTIAL MBE and/or WBE PARTICIPATION)

\_\_\_\_\_ % of Reduction for MBE Participation

\_\_\_\_\_ % of Reduction for WBE Participation

**B. REASON FOR FULL/REDUCTION WAIVER REQUEST**

Bidder/Proposer shall check each item applicable to its reason for a waiver request. Additionally, supporting documentation shall be submitted with this request. If such supporting documentation cannot be submitted with bid/proposal/quotation, such documentation shall be submitted directly to the Office of Contract Compliance no later than three (3) days from the date of submission date.

1) lack of sufficient qualified MBEs and/or WBEs capable of providing the goods or services required by the contract (please explain)

2) the specifications and necessary requirements for performing the Contract make it impossible or economically infeasible to divide the Contract to enable the contractor to utilize MBEs and/or WBEs in accordance with the applicable participation (please explain)

3) price(s) quoted by potential MBEs and/or WBEs are above competitive levels and increase cost of doing business and would make acceptance of such MBE and/or WBE bid economically impracticable, taking into consideration the percentage of total contract price represented by such MBE and/or WBE bid (please explain)

4) there are other relevant factors making it impossible or economically infeasible to utilize MBE and/or WBE firms (please explain)

N/A

**C. GOOD FAITH EFFORTS TO OBTAIN MBE/WBE PARTICIPATION**

**Bidder/Proposer shall check each item applicable to its reason for a waiver request. Additionally, supporting documentation shall be submitted with this request. If such supporting documentation cannot be submitted with bid/proposal/quotation, such documentation shall be submitted directly to the Office of Contract Compliance no later than three (3) days from the date of submission date.**

- 1) Made timely written solicitation to identified MBEs and WBEs for utilization of goods and/or services; and provided MBEs and WBEs with a timely opportunity to review and obtain relevant specifications, terms and conditions of the proposal to enable MBEs and WBEs to prepare an informed response to solicitation (please attach) :
- 2) Followed up initial solicitation of MBEs and WBEs to determine if firms are interested in doing business (please attach)
- 3) Advertised in a timely manner in one or more daily newspapers and/or trade publication for MBEs and WBEs for supply of goods and services (please attach)
- 4) Use the services and assistance of the Office of Contract Compliance Staff (please explain)
- 5) Engaged MBEs & WBEs for indirect participation (please explain)

**D. OTHER RELEVANT INFORMATION**

Attach any other documentation relative to Good Faith Efforts in complying with MBE/WBE participation.

**CERTIFICATIONS  
(SECTION 4)**

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

**A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION**

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

- 1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;
- 2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act, Act. 15 U.S.C. Section 1 et seq.;
- 3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;
- 4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act, 15 U.S.C. Section 1, et seq.;
- 5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;
- 6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;
- 7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or
- 8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20 % or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

**THE UNDERSIGNED HEREBY CERTIFIES THAT:** The Undersigned has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Undersigned has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Undersigned would not violate the provisions of such Section or of the Code.

**B. BID-RIGGING OR BID ROTATING**

**THE UNDERSIGNED HEREBY CERTIFIES THAT:** In accordance with 720 ILCS 5/33 E-11, neither the Undersigned nor any Affiliated Entity is barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.

**CERTIFICATIONS  
(SECTION 4)**

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

**A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION**

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

- 1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;
- 2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act, Act. 15 U.S.C. Section 1 et seq.;
- 3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;
- 4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act, 15 U.S.C. Section 1, et seq.;
- 5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;
- 6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;
- 7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or
- 8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20 % or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

**THE UNDERSIGNED HEREBY CERTIFIES THAT:** The Undersigned has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Undersigned has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Undersigned would not violate the provisions of such Section or of the Code.

**B. BID-RIGGING OR BID ROTATING**

**THE UNDERSIGNED HEREBY CERTIFIES THAT:** In accordance with 720 ILCS 5/33 E-11, neither the Undersigned nor any Affiliated Entity is barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.

**C. DRUG FREE WORKPLACE ACT**

**THE UNDERSIGNED HEREBY CERTIFIES THAT:** The Undersigned will provide a drug free workplace, as required by Public Act 86-1459 (30 ILCS 5802-11).

**D. DELINQUENCY IN PAYMENT OF TAXES**

**THE UNDERSIGNED HEREBY CERTIFIES THAT:** The Undersigned is not an owner or a party, responsible for the payment of any tax or fee administered by Cook County, by a local municipality, or by the Illinois Department of Revenue, which such tax or fee is delinquent, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-129.

**E. HUMAN RIGHTS ORDINANCE**

No person who is a party to a contract with Cook County ("County") shall engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public accommodations, housing, or provision of County facilities, services or programs (Code Chapter 42, Section 42-30 et seq).

**F. ILLINOIS HUMAN RIGHTS ACT**

**THE UNDERSIGNED HEREBY CERTIFIES THAT:** It is in compliance with the the Illinois Human Rights Act (775 ILCS 5/2-105), and agrees to abide by the requirements of the Act as part of its contractual obligations.

**G. MACBRIDE PRINCIPLES, CODE CHAPTER 34, SECTION 34-132**

If the primary contractor currently conducts business operations in Northern Ireland, or will conduct business during the projected duration of a County contract, the primary contractor shall make all reasonable and good faith efforts to conduct any such business operations in Northern Ireland in accordance with the MacBride Principles for Northern Ireland as defined in Illinois Public Act 85-1390.

**H. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-127;**

The Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is determined from time to time by, and is available from, the Chief Financial Officer of the County.

For purposes of this EDS Section 4, H, "Contract" means any written agreement whereby the County is committed to or does expend funds in connection with the agreement or subcontract thereof. The term "Contract" as used in this EDS, Section 4, I, specifically excludes contracts with the following:

- 1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for-profit law);
- 2) Community Development Block Grants;
- 3) President's Office of Employment Training;
- 4) Sheriff's Work Alternative Program; and
- 5) Department of Correction inmates.

REQUIRED DISCLOSURES  
(SECTION 5)

1. DISCLOSURE OF LOBBYIST CONTACTS

List all persons or entities that have made lobbying contacts on your behalf with respect to this contract:

Name

Address

Capitol Associates, Inc. 426 C. Street, NE, Washington DC 20002  
ATH & Associates, 321 1/2 South Sixth, Suite 200, Springfield, IL  
Government Affairs Specialist 217 E. Monroe St  
Suite 204 Springfield IL  
62701

2. LOCAL BUSINESS PREFERENCE DISCLOSURE; CODE, CHAPTER 34, SECTION 34-151(p)

"Local Business" shall mean a person authorized to transact business in this State and having a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County, including a foreign corporation duly authorized to transact business in this State and which has a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County.

a) Is Bidder a "Local Business" as defined above?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

b) If yes, list business address(es) within Cook County:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Does Bidder employ the majority of its regular full-time workforce within Cook County?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE PREFERENCE (CODE, CHAPTER 34, SECTION 34-366)

Every Applicant for a County Privilege shall be in full compliance with any child support order before such Applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege. All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS and complete the following, based upon the definitions and other information included in such Affidavit.

Applicant has no "Substantial Owner."

OR

The Cook County Affidavit of Child Support Obligations has been completed by all "Substantial Owners" and is attached to this EDS.

**4. REAL ESTATE OWNERSHIP DISCLOSURES.**

The Undersigned must indicate by checking the appropriate provision below and providing all required information that either:

a) The following is a complete list of all real estate owned by the Undersigned in Cook County.

PERMANENT INDEX NUMBER(S): \_\_\_\_\_

(see attached)  
\_\_\_\_\_  
(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

b) The Undersigned owns no real estate in Cook County.

**5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.**

If the Undersigned is unable to certify to any of the Certifications or any other statements contained in this EDS and not explained elsewhere in this EDS, the Undersigned must explain below.

\_\_\_\_\_  
\_\_\_\_\_

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Undersigned certified to all Certifications and other statements contained in this EDS.

Updated 5/14/2010

**Aunt Martha's Youth Service Center, Inc.**  
**List of Owned Buildings in Cook County**

		Pin #
19990 Governors Hwy. Olympia Fields, Il. 60461	Administration	31-14-200-022-0000
1536 Vincennes Ave, Chicago Hts., Il. 60411	Community Health Center	32-20-416-023-0000 32-20-416-024-0000 32-20-416-025-0000 32-20-416-026-0000 32-20-416-027-0000
233 W. Joe Orr Rd. - South Chicago Hts., Il. 60411	Women's Health Center	32-17-115-041-0000
233 W. Joe Orr Rd. - North Chicago Hts., Il. 60411	Health Administration	37-12-115-042-0000
5001 Michigan Ave. Chicago, Il. 60615	Children's Reception Center	20-10-120-001-0000 20-10-120-002-0000 20-10-120-003-0000 20-10-120-004-0000 20-10-120-005-0000 20-10-120-006-0000 20-10-120-007-0000
440 Forest Blvd. Park Forest, Il. 60466	Youth Employment/Residential Training/Facility Maintenance	31-36-200-031-0000
15 W. 137th Place Riverdale, Il. 60827	Transition to Independence Shelter	25-33-408-007-0000

## COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT

The Cook County Code of Ordinances (§2-610 et seq.) requires that any Applicant for any County Action must disclose information concerning ownership interests in the Applicant. This Disclosure of Ownership Interest Statement must be completed with all information current as of the date this Statement is signed. Furthermore, this Statement must be kept current, by filing an amended Statement, until such time as the County Board or County Agency shall take action on the application. The information contained in this Statement will be maintained in a database and made available for public viewing.

If you are asked to list names, but there are no applicable names to list, you must state NONE. An incomplete Statement will be returned and any action regarding this contract will be delayed. A failure to fully comply with the ordinance may result in the action taken by the County Board or County Agency being voided.

"Applicant" means any Entity or person making an application to the County for any County Action.

"County Action" means any action by a County Agency, a County Department, or the County Board regarding an ordinance or ordinance amendment, a County Board approval, or other County agency approval, with respect to contracts, leases, or sale or purchase of real estate.

"Entity" or "Legal Entity" means a sole proprietorship, corporation, partnership, association, business trust, estate, two or more persons having a joint or common interest, trustee of a land trust, other commercial or legal entity or any beneficiary or beneficiaries thereof.

This Disclosure of Ownership Interest Statement must be submitted by:

1. An Applicant for County Action and
2. An individual or Legal Entity that holds stock or a beneficial interest in the Applicant and is listed on the Applicant's Statement (a "Holder") must file a Statement and complete #1 only under Ownership Interest Declaration.

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers.

This Statement is being made by the  Applicant or  Stock/Beneficial Interest Holder

This Statement is an:  Original Statement or  Amended Statement

**Identifying Information:**

Name: Aunt Martha's Youth Service (N/A) EIN NO.: 23-7188150

Street Address: 19990 Governors Hwy.

City: Olympia Fields, State: IL Zip Code: 60461

Phone No.: 708-747-7100

Form of Legal Entity: Non Profit ORganization

Sole Proprietor  Partnership  Corporation  Trustee of Land Trust

Business Trust  Estate  Association  Joint Venture

Other (describe) \_\_\_\_\_

**Ownership Interest Declaration:**

1. List the name(s), address, and percent ownership of each individual and each Entity having a legal or beneficial interest (including ownership) of more than five percent (5%) in the Applicant/holder.

Name	Address	Percentage Interest in Applicant/holder
	501 (3)(C) Nonprofit Corporation	entity in its self

2. If the interest of any individual or any Entity listed in (1) above is held as an agent or agents, or a nominee or nominees, list the name and address of the principal on whose behalf the interest is held.

Name of Agent/Nominee	Name of Principal	Principal's Address

3. Is the Applicant constructively controlled by another person or Legal Entity?  If yes, state the name, address and percentage of beneficial interest of such person or legal entity, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship

**Declaration (check the applicable box):**

- I state under oath that the Applicant has withheld no disclosure as to ownership interest in the Applicant nor reserved any information, data or plan as to the intended use or purpose for which the Applicant seeks County Board or other County Agency action.
- I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

Raul Garza  
 Name of Authorized Applicant/Holder Representative (please print or type)

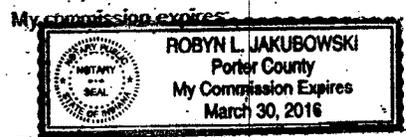
*[Signature]*  
 Signature

rgarza@auntmarthas.org  
 E-mail address

Subscribed to and sworn before me this 17th day of June, 2010

*[Signature]*  
 Notary Public Signature

CEO  
 Title  
 6/17/2010  
 Date  
 708-747-7100  
 Phone Number



Notary Seal  
 04.09

RECEIVED  
 OFFICE OF THE  
 PURCHASING AGENT  
 2010 JUN 18 AM 10:20  
 PROCUREMENT

**SIGNATURE BY A CORPORATION  
(SECTION 8)**

The Undersigned hereby certifies and warrants that all of the statements, certifications, and representations set forth in this EDS are true, complete and correct, that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all of the facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Purchasing Agent in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: Aunt Martha's Youth Service Center, Inc.

BUSINESS ADDRESS: 19990 Governors Hwy.  
Olympia Fields, IL. 60461

BUSINESS TELEPHONE: 708-747-7100 FAX NUMBER: 708-747-0491

CONTACT PERSON: Raul Garza

FEIN: 23-7188150 \*IL CORPORATE FILE NUMBER: 50682326

LIST THE FOLLOWING CORPORATE OFFICERS:

PRESIDENT: Deborah Watson VICE PRESIDENT: William Wesender

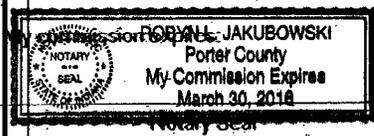
SECRETARY: Charles Childress TREASURER: Andrew Jones

\*\*SIGNATURE OF PRESIDENT: [Signature]

ATTEST: [Signature] (CORPORATE SECRETARY)

Subscribed and sworn to before me this  
7th day of June, 2010

X [Signature]  
Notary Public Signature



If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

In the event that this Signature Page is signed by any persons than the President and Secretary, attach either a certified copy of the corporate by-laws, resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.

COOK COUNTY SIGNATURE PAGE  
(SECTION 9)

ON BEHALF OF THE COUNTY OF COOK, A BODY POLITIC AND CORPORATE OF THE STATE OF ILLINOIS, THIS CONTRACT IS HEREBY EXECUTED BY:

*Todd H. Jones*

PRESIDENT, COOK COUNTY BOARD OF COMMISSIONERS

*Carmen K. Trinke-Cobrin*

COOK COUNTY PURCHASING AGENT

*Constantine K. Kouris*

COOK COUNTY COMPTROLLER

DATED AT CHICAGO, ILLINOIS THIS 16<sup>th</sup> DAY OF March, 2010

IN THE CASE OF A ~~BID~~ PROPOSAL, THE COUNTY HEREBY ACCEPTS:

THE FOREGOING ~~BID~~ PROPOSAL AS IDENTIFIED IN THE CONTRACT DOCUMENTS FOR CONTRACT NUMBER

10-41-58

OR

ITEM(S), SECTION(S), PART(S):

TOTAL AMOUNT OF CONTRACT: \$ 3,971,160.00  
(DOLLARS AND CENTS)

FUND CHARGEABLE:

APPROVED BY BOARD OF  
COOK COUNTY COMMISSIONERS

JUL 13 2010

APPROVED AS TO FORM

*Julia Scenari*

COM \_\_\_\_\_

ASSISTANT STATES ATTORNEY