

**PROFESSIONAL SERVICES AGREEMENT**

**For**

**RECIDIVISM REDUCTION DEMONSTRATION GRANTS**

**CONTRACT NO. 13-53-073E**

**BETWEEN**



**COOK COUNTY GOVERNMENT**

**COOK COUNTY JUSTICE ADVISORY COUNCIL**

**AND**

**WESTSIDE HEALTH AUTHORITY**

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**Toni Preckwinkle**  
**Cook County Board President**

**Shannon E. Andrews**  
**Chief Procurement Officer**

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# PROFESSIONAL SERVICES AGREEMENT

## TABLE OF CONTENTS

TERMS AND CONDITIONS .....	1
ARTICLE 1) INCORPORATION OF BACKGROUND .....	1
ARTICLE 2) DEFINITIONS.....	1
a) Definitions.....	1
b) Interpretation.....	2
c) Incorporation of Exhibits .....	3
ARTICLE 3) DUTIES AND RESPONSIBILITIES OF CONTRACTOR .....	3
a) Scope of Services .....	3
b) Deliverables .....	3
c) Standard of Performance.....	4
d) Personnel.....	4
e) Insurance .....	5
f) Indemnification .....	8
g) Confidentiality and Ownership of Documents .....	8
h) Patents, Copyrights and Licenses .....	9
i) Examination of Records and Audits .....	9
j) Subcontract Subcontracting or Assignment of Contract or Contract Funds.....	10
ARTICLE 4) TERM OF PERFORMANCE.....	11
a) Term of Performance .....	11
b) Timeliness of Performance .....	11
ARTICLE 5) COMPENSATION .....	12
a) Basis of Payment.....	12
b) Method of Payment.....	12
c) Funding .....	12
d) Non-Appropriation.....	12
e) Taxes .....	12
f) Price Reduction.....	13
g) Contractor Credits.....	13

ARTICLE 6)	DISPUTES .....	13
ARTICLE 7)	COMPLIANCE WITH ALL LAWS .....	13
ARTICLE 8)	SPECIAL CONDITIONS .....	14
a)	Warranties and Representations.....	14
b)	Ethics.....	15
c)	Joint and Several Liability .....	15
d)	Business Documents .....	15
e)	Conflicts of Interest.....	16
f)	Non-Liability of Public Officials .....	17
ARTICLE 9)	.EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION AND RIGHT TO OFFSET .....	17
a)	Events of Default Defined .....	17
b)	Remedies .....	18
c)	Early Termination .....	19
d)	Suspension .....	20
e)	Right to Offset.....	20
f.)	Delays .....	21
g.)	Prepaid Fees .....	21
ARTICLE 10)	GENERAL CONDITIONS .....	22
a)	Entire Agreement .....	22
b)	Counterparts .....	22
c)	Modifications and Amendments .....	23
d)	Governing Law and Jurisdiction.....	23
e)	Severability .....	24
f)	Assigns .....	24
g)	Cooperation.....	24
h)	Waiver.....	24
i)	Independent Contractor.....	24
j)	Governmental Joint Purchasing Agreement .....	25
ARTICLE 11)	NOTICES.....	25
ARTICLE 12)	AUTHORITY .....	26

Economic Disclosure Statement

**List of Exhibits**

- Exhibit 1: Scope of Services
- Exhibit 2: Schedule of Compensation
- Exhibit 3 Evidence of Insurance

## **AGREEMENT**

This Agreement is made and entered into by and between the County of Cook, a public body corporate of the State of Illinois, on behalf of Office of the Chief Procurement Officer hereinafter referred to as "County" and Westside health Authority, doing business as a Corporation of the State of Illinois, hereinafter referred to as "Contractor."

## **BACKGROUND**

The County of Cook issued a Request for Proposals "RFP" for Recidivism Reduction Demonstration Grants. Proposals were evaluated in accordance with the evaluation criteria published in the RFP. The Contractor was selected based on the proposal submitted and evaluated by the County representatives. Contractor represents that it has the professional experience and expertise to provide the necessary services and further warrants that it is ready, willing and able to perform in accordance with the terms and conditions as set forth in this Agreement.

**NOW, THEREFORE**, the County and Contractor agree as follows:

## **TERMS AND CONDITIONS**

### **ARTICLE 1)           INCORPORATION OF BACKGROUND**

The Background information set forth above is incorporated by reference as if fully set forth here.

### **ARTICLE 2)           DEFINITIONS**

#### **a)       Definitions**

The following words and phrases have the following meanings for purposes of this Agreement:

**"Additional Services"** means those services which are within the general scope of Services of this Agreement, but beyond the description of services required under Article 3, and all services reasonably necessary to complete the Additional Services to the standards of performance required by this Agreement. Any Additional Services requested by the Department require the approval of the Chief Procurement Officer in a written modification to this Agreement before Contractor is obligated to perform those Additional Services and before the County becomes obligated to pay for those Additional Services.

**"Agreement"** means this Professional Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications or revisions made in accordance with its terms.

**"Chief Procurement Officer"** means the Chief Procurement Officer for the County of Cook and any representative duly authorized in writing to act on his behalf.

**"Department"** means the Cook County Justice Advisory Council.

**"Services"** means, collectively, the services, duties and responsibilities described in Article 3 of this Agreement and any and all work necessary to complete them or carry them out fully and to the standard of performance required in this Agreement.

**"Subcontractor"** means any person or entity with whom Contractor contracts to provide any part of the Services, including subcontractors of any tier, suppliers and materials providers, whether or not in privity with Contractor.

**b) Interpretation**

- i) The term **"include"** (in all its forms) means "include, without limitation" unless the context clearly states otherwise.
- ii) All references in this Agreement to Articles, Sections or Exhibits, unless otherwise expressed or indicated are to the Articles, Sections or Exhibits of this Agreement.
- iii) Words importing persons include firms, associations, partnerships, trusts, corporations and other legal entities, including public bodies, as well as natural persons.
- iv) Any headings preceding the text of the Articles and Sections of this Agreement, and any table of contents or marginal notes appended to it, are solely for convenience or reference and do not constitute a part of this Agreement, nor do they affect the meaning, construction or effect of this Agreement.
- v) Words importing the singular include the plural and vice versa. Words of the masculine gender include the correlative words of the feminine and neuter genders.
- vi) All references to a number of days mean calendar days, unless expressly indicated otherwise.

**c) Incorporation of Exhibits**

The following attached Exhibits are made a part of this Agreement:

- Exhibit 1      Scope of Services
- Exhibit 2      Schedule of Compensation
- Exhibit 3      Evidence of Insurance

**ARTICLE 3)                    DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

**a)      Scope of Services**

This description of Services is intended to be general in nature and is neither a complete description of Contractor's Services nor a limitation on the Services that Contractor is to provide under this Agreement. Contractor must provide the Services in accordance with the standards of performance set forth in Section 3c. The Services that Contractor must provide include, but are not limited to, those described in Exhibit 1, Scope of Services and Time Limits for Performance, which is attached to this Agreement and incorporated by reference as if fully set forth here.

**b)      Deliverables**

In carrying out its Services, Contractor must prepare or provide to the County various Deliverables. "**Deliverables**" include work product, such as written reviews, recommendations, reports and analyses, produced by Contractor for the County.

The County may reject Deliverables that do not include relevant information or data, or do not include all documents or other materials specified in this Agreement or reasonably necessary for the purpose for which the County made this Agreement or for which the County intends to use the Deliverables. If the County determines that Contractor has failed to comply with the foregoing standards, it has 30 days from the discovery to notify Contractor of its failure. If Contractor does not correct the failure, if it is possible to do so, within 30 days after receipt of notice from the County specifying the failure, then the County, by written notice, may treat the failure as a default of this Agreement under Article 9.

Partial or incomplete Deliverables may be accepted for review only when required for a specific and well-defined purpose and when consented to in advance by the County. Such Deliverables will not be considered as satisfying the requirements of this Agreement and partial or incomplete Deliverables in no way relieve Contractor of its commitments under this Agreement.

**c) Standard of Performance**

Contractor must perform all Services required of it under this Agreement with that degree of skill, care and diligence normally shown by a Contractor performing services of a scope and purpose and magnitude comparable with the nature of the Services to be provided under this Agreement. Contractor acknowledges that it is entrusted with or has access to valuable and confidential information and records of the County and with respect to that information, Contractor agrees to be held to the standard of care of a fiduciary.

Contractor must assure that all Services that require the exercise of professional skills or judgment are accomplished by professionals qualified and competent in the applicable discipline and appropriately licensed, if required by law. Contractor must provide copies of any such licenses. Contractor remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Contractor or its Subcontractors or others on its behalf. All Deliverables must be prepared in a form and content satisfactory to the Department and delivered in a timely manner consistent with the requirements of this Agreement.

If Contractor fails to comply with the foregoing standards, Contractor must perform again, at its own expense, all Services required to be re-performed as a direct or indirect result of that failure. Any review, approval, acceptance or payment for any of the Services by the County does not relieve Contractor of its responsibility for the professional skill and care and technical accuracy of its Services and Deliverables. This provision in no way limits the County's rights against Contractor either under this Agreement, at law or in equity.

**d) Personnel**

**i) Adequate Staffing**

Contractor must, upon receiving a fully executed copy of this Agreement, assign and maintain during the term of this Agreement and any extension of it an adequate staff of competent personnel that is fully equipped, licensed as appropriate, available as needed, qualified and assigned exclusively to perform the Services. Contractor must include among its staff the Key Personnel and positions as identified below. The level of staffing may be revised from time to time by notice in writing from Contractor to the County and with written consent of the County, which consent the County will not withhold unreasonably. If the County fails to object to the revision within 14 days after receiving the notice, then the revision will be considered accepted by the County.

ii) **Key Personnel**

Contractor must not reassign or replace Key Personnel without the written consent of the County, which consent the County will not unreasonably withhold. "Key Personnel" means those job titles and the persons assigned to those positions in accordance with the provisions of this Section 3.d(ii). The Department may at any time in writing notify Contractor that the County will no longer accept performance of Services under this Agreement by one or more Key Personnel listed. Upon that notice Contractor must immediately suspend the services of the key person or persons and must replace him or them in accordance with the terms of this Agreement. A list of Key Personnel is found in Exhibit 1, Scope of Services.

iii) **Salaries and Wages**

Contractor and Subcontractors must pay all salaries and wages due all employees performing Services under this Agreement unconditionally and at least once a month without deduction or rebate on any account, except only for those payroll deductions that are mandatory by law or are permitted under applicable law and regulations. If in the performance of this Agreement Contractor underpays any such salaries or wages, the Comptroller for the County may withhold, out of payments due to Contractor, an amount sufficient to pay to employees underpaid the difference between the salaries or wages required to be paid under this Agreement and the salaries or wages actually paid these employees for the total number of hours worked. The amounts withheld may be disbursed by the Comptroller for and on account of Contractor to the respective employees to whom they are due. The parties acknowledge that this Section 3.4(c) is solely for the benefit of the County and that it does not grant any third party beneficiary rights.

e) **Insurance**

Contractor must provide and maintain at Contractor's own expense, during the term of this Agreement and any time period following expiration if Contractor is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverages and requirements specified below, insuring all operations related to this Agreement.

i) **Insurance To Be Provided**

(1) **Workers Compensation and Employers Liability**

Workers Compensation Insurance, as prescribed by applicable law, covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident or illness.

(2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense and contractual liability (with no limitation endorsement). Cook County is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the Services.

Subcontractors performing Services for Contractor must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.6(a)(ii).

(3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with Services to be performed, Contractor must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence limit, for bodily injury and property damage. The County is to be named as an additional insured on a primary, non-contributory basis.

(4) Professional Liability

When any professional Contractors perform Services in connection with this Agreement, Professional Liability Insurance covering acts, errors or omissions must be maintained with limits of not less than \$2,000,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of Services on this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of 2 years.

Subcontractors performing Services for Contractor must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.6(a)(iv).

(5) Valuable Papers

When any designs, drawings, specifications and documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

ii) **Additional Requirements**

(1) Contractor must furnish the County of Cook, Cook County, Office of the Chief Procurement Officer, 118 N, Clark St., Room 1018, Chicago, IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Contractor must submit evidence of insurance on the County Insurance Certificate Form (copy attached as Exhibit 3) or equivalent prior to Agreement award. The receipt of any certificate does not constitute agreement by the County that the insurance requirements in this Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the County to obtain certificates or other insurance evidence from Contractor is not a waiver by the County of any requirements for Contractor to obtain and maintain the specified coverages. Contractor must advise all insurers of the provisions in this Agreement regarding insurance. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of this Agreement, and the County retains the right to terminate this Agreement or to suspend this Agreement until proper evidence of insurance is provided.

(1) The insurance must provide for 60 days prior written notice to be given to the County in the event coverage is substantially changed, canceled or non-renewed. All deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor. Contractor agrees that insurers waive their rights of subrogation against the County of Cook, its employees, elected officials, agents or representatives.

(2) The coverages and limits furnished by Contractor in no way limit Contractor's liabilities and responsibilities specified within this Agreement or by law. Any insurance or self-insurance programs maintained by the County of Cook apply in excess of and do not contribute with insurance provided by Contractor under this Agreement.

(3) The required insurance is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

(4) Contractor must require all Subcontractors to provide the insurance required in this Agreement, or Contractor may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Contractor unless otherwise specified in this Agreement. If Contractor or Subcontractor desires additional coverages, the party desiring the additional coverages is responsible for its acquisition and cost.

(5) The County's Risk Management Office maintains the right to modify, delete, alter or change these requirements. "Risk Management Office" means the Risk Management Office, which is under the direction of the Director of Risk Management and is charged with reviewing and analyzing insurance and related liability matters for the County.

**f) 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.

**g) 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.

**h) Patents, Copyrights and Licenses**

If applicable, Contractor shall furnish the Chief Procurement Officer 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 Chief Procurement Officer. 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 Contractors' 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.

**i) Examination of Records and Audits**

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.

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.

**j) Subcontract 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 Chief Procurement Officer, which approval shall be granted or withheld at the sole discretion of the Chief Procurement Officer. 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 Chief Procurement Officer. 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 Chief Procurement Officer the names of any and all subcontractors it intends to use in the performance of the Contract. The Chief Procurement Officer shall have the right to disapprove any subcontractor. Identification of subcontractors to the Chief Procurement Officer shall be in addition to any communications with County offices other than the Chief Procurement Officer. 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 Chief Procurement Officer upon request.

The Contractor must disclose the name and business address of each subcontractor, attorney,

lobbyist, accountant, Contractor 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 Chief Procurement Officer or his designee while on any County property and shall abide by all rules and regulations imposed by the County.

#### **ARTICLE 4) TERM OF PERFORMANCE**

##### **a) Term of Performance**

This Agreement takes effect when approved by the Cook County Board and its term shall begin on July 1, 2013 ("**Effective Date**") and continue until June 30, 2014 or until this Agreement is terminated in accordance with its terms, whichever occurs first.

##### **b) Timeliness of Performance**

- i) Contractor must provide the Services and Deliverables within the term and within the time limits required under this Agreement, pursuant to the provisions of Section 4.a and Exhibit 1. Further, Contractor acknowledges that TIME IS OF THE ESSENCE and that the failure of Contractor to comply with the time limits described in this Section 4.2 may result in economic or other losses to the County.
- ii) Neither Contractor nor Contractor's agents, employees or Subcontractors are entitled to any damages from the County, nor is any party entitled to be reimbursed by the County, for damages, charges or other losses or expenses incurred by Contractor by reason of delays or hindrances in the performance of the Services, whether or not caused by the County.

## **ARTICLE 5) COMPENSATION**

### **a) Basis of Payment**

The County will pay Contractor \$80,000.00 for the services listed in Exhibit 1, Scope of Services.

### **b) Method of Payment**

Contractor shall submit all invoices to the Justice Advisory Council for payment. The invoices 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.

### **c) Funding**

Payments under this Agreement must not exceed \$80,000.00 without a written amendment in accordance with Section 10.c.

### **d) Non-Appropriation**

If no funds or insufficient funds are appropriated and budgeted in any fiscal period of the County for payments to be made under this Agreement, then the County will notify Contractor in writing of that occurrence, and this Agreement will terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. Payments for Services completed to the date of notification will be made to Contractor. No payments will be made or due to Contractor and under this Agreement beyond those amounts appropriated and budgeted by the County to fund payments under this Agreement.

### **e) 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.

**f) 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 5.f., 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.

**g) 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.

**ARTICLE 6) DISPUTES**

Any dispute arising under the Contract between the County and Contractor shall be decided by the Chief Procurement Officer. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Chief Procurement Officer. Upon request of the Chief Procurement Officer, the party complained against shall respond to the complaint in writing within five days of such request. The Chief Procurement Officer will reduce her decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Chief Procurement Officer 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 Chief Procurement Officer 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 Chief Procurement Officer of a dispute. No inference shall be drawn from the absence of a decision by the Chief Procurement Officer. 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.

**ARTICLE 7) COMPLIANCE WITH ALL 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.

## **ARTICLE 8) SPECIAL CONDITIONS**

### **a) Warranties and Representations**

In connection with signing and carrying out this Agreement, Contractor:

- i) warrants that Contractor is appropriately licensed under Illinois law to perform the Services required under this Agreement and will perform no Services for which a professional license is required by law and for which Contractor is not appropriately licensed;
- ii) warrants it is financially solvent; it and each of its employees, agents and Subcontractors of any tier are competent to perform the Services required under this Agreement; and Contractor is legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated in this Agreement;
- iii) warrants that it will not knowingly use the services of any ineligible Contractor or Subcontractor for any purpose in the performance of its Services under this Agreement;
- iv) warrants that Contractor and its Subcontractors are not in default at the time this Agreement is signed, and have not been considered by the Chief Procurement Officer to have, within 5 years immediately preceding the date of this Agreement, been found to be in default on any contract awarded by the County ;
- v) represents that it has carefully examined and analyzed the provisions and requirements of this Agreement; it understands the nature of the Services required; from its own analysis it has satisfied itself as to the nature of all things needed for the performance of this Agreement; this Agreement is feasible of performance in accordance with all of its provisions and requirements, and Contractor warrants it can and will perform, or cause to be performed, the Services in strict accordance with the provisions and requirements of this Agreement;

- vi) represents that Contractor and, to the best of its knowledge, its Subcontractors are not in violation of the provisions of the Illinois Criminal Code, 720 ILCS 5/33E as amended, and the Illinois Municipal Code, 65 ILCS 5/11-42.1-1; and
- vii) acknowledges that any certification, affidavit or acknowledgment made under oath in connection with this Agreement is made under penalty of perjury and, if false, is also cause for termination under Sections 9.1 and 9.3.

**b) Ethics**

In addition to the foregoing warranties and representations, Contractor warrants:

- i. no officer, agent or employee of the County is employed by Contractor or has a financial interest directly or indirectly in this Agreement or the compensation to be paid under this Agreement except as may be permitted in writing by the Board of Ethics.
- ii. no payment, gratuity or offer of employment will be made in connection with this Agreement by or on behalf of any Subcontractors to the prime Contractor or higher tier Subcontractors or anyone associated with them, as an inducement for the award of a subcontract or order.

**c) Joint and Several Liability**

If Contractor, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination of them), then under this Agreement, each and without limitation every obligation or undertaking in this Agreement to be fulfilled or performed by Contractor is the joint and several obligation or undertaking of each such individual or other legal entity.

**d) Business Documents**

At the request of the County, Contractor must provide copies of its latest articles of incorporation, by-laws and resolutions, or partnership or joint venture agreement, as applicable.

e) **Conflicts of Interest**

- i) No member of the governing body of the County or other unit of government and no other officer, employee or agent of the County or other unit of government who exercises any functions or responsibilities in connection with the Services to which this Agreement pertains is permitted to have any personal interest, direct or indirect, in this Agreement. No member of or delegate to the Congress of the United States or the Illinois General Assembly and no Commissioner of the Cook County Board or County employee is allowed to be admitted to any share or part of this Agreement or to any financial benefit to arise from it.
- ii) Contractor covenants that it, and to the best of its knowledge, its Subcontractors if any (collectively, "**Consulting Parties**"), presently have no direct or indirect interest and will not acquire any interest, direct or indirect, in any project or contract that would conflict in any manner or degree with the performance of its Services under this Agreement.
- iii) Upon the request of the County, Contractor must disclose to the County its past client list and the names of any clients with whom it has an ongoing relationship. Contractor is not permitted to perform any Services for the County on applications or other documents submitted to the County by any of Contractor's past or present clients. If Contractor becomes aware of a conflict, it must immediately stop work on the assignment causing the conflict and notify the County.
- iv) Without limiting the foregoing, if the Consulting Parties assist the County in determining the advisability or feasibility of a project or in recommending, researching, preparing, drafting or issuing a request for proposals or bid specifications for a project, the Consulting Parties must not participate, directly or indirectly, as a prime, subcontractor or joint venturer in that project or in the preparation of a proposal or bid for that project during the term of this Agreement or afterwards. The Consulting Parties may, however, assist the County in reviewing the proposals or bids for the project if none of the Consulting Parties have a relationship with the persons or entities that submitted the proposals or bids for that project.
- v) The Contractor further covenants that, in the performance of this Agreement, no person having any conflicting interest will be assigned to perform any Services or have access to any confidential information, as defined in Section 3.11 of this Agreement. If the County, by the Chief Procurement Officer in his reasonable judgment, determines that any of Contractor's Services for others conflict with the Services Contractor is to render for the County under this Agreement, Contractor must terminate such other services immediately upon request of the County.

- vi) Furthermore, if any federal funds are to be used to compensate or reimburse Contractor under this Agreement, Contractor represents that it is and will remain in compliance with federal restrictions on lobbying set forth in Section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal year 1990, 31 U.S.C. § 1352, and related rules and regulations set forth at 54 Fed. Reg. 52,309 ff. (1989), as amended. If federal funds are to be used, Contractor must execute a Certification Regarding Lobbying, which will be attached as an exhibit and incorporated by reference as if fully set forth here.

**f) Non-Liability of Public Officials**

Contractor and any assignee or Subcontractor of Contractor must not charge any official, employee or agent of the County personally with any liability or expenses of defense or hold any official, employee or agent of the County personally liable to them under any term or provision of this Agreement or because of the County's execution, attempted execution or any breach of this Agreement.

**ARTICLE 9) EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION AND RIGHT TO OFFSET**

**a) Events of Default Defined**

The following constitute events of default:

- i) Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Contractor to the County.
- ii) Contractor's material failure to perform any of its obligations under this Agreement including the following:
  - (a) Failure due to a reason or circumstances within Contractor's reasonable control to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services;
  - (b) Failure to perform the Services in a manner reasonably satisfactory to the Chief Procurement Officer or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;
  - (c) Failure to promptly re-perform within a reasonable time Services that were rejected as erroneous or unsatisfactory;
  - (d) Discontinuance of the Services for reasons within Contractor's reasonable control; and

- (e) Failure to comply with any other material term of this Agreement, including the provisions concerning insurance and nondiscrimination.
- iii) Any change in ownership or control of Contractor without the prior written approval of the Chief Procurement Officer, which approval the Chief Procurement Officer will not unreasonably withhold.
- iv) Contractor's default under any other agreement it may presently have or may enter into with the County during the life of this Agreement. Contractor acknowledges and agrees that in the event of a default under this Agreement the County may also declare a default under any such other Agreements.
- (v) Failure to comply with Section 7a. in the performance of the Agreement.
- (vi) Contractor's repeated or continued violations of County ordinances unrelated to performance under the Agreement that in the opinion of the Chief Procurement Officer indicate a willful or reckless disregard for County laws and regulations.

**b) Remedies**

The occurrence of any event of default permits the County, at the County's sole option, to declare Contractor in default. The Chief Procurement Officer may in his sole discretion give Contractor an opportunity to cure the default within a certain period of time, which period of time must not exceed 30 days, unless extended by the Chief Procurement Officer. Whether to declare Contractor in default is within the sole discretion of the Chief Procurement Officer and neither that decision nor the factual basis for it is subject to review or challenge under the Disputes provision of this Agreement.

The Chief Procurement Officer will give Contractor written notice of the default, either in the form of a cure notice ("**Cure Notice**"), or, if no opportunity to cure will be granted, a default notice ("**Default Notice**"). If the Chief Procurement Officer gives a Default Notice, he will also indicate any present intent he may have to terminate this Agreement, and the decision to terminate (but not the decision not to terminate) is final and effective upon giving the notice. The Chief Procurement Officer may give a Default Notice if Contractor fails to effect a cure within the cure period given in a Cure Notice. When a Default Notice with intent to terminate is given as provided in this Section 9.b and Article 11, Contractor must discontinue any Services, unless otherwise directed in the notice, and deliver all materials accumulated in the performance of this Agreement, whether completed or in the process, to the County. After giving a Default Notice, the County may invoke any or all of the following remedies:

- i) The right to take over and complete the Services, or any part of them, at Contractor's expense and as agent for Contractor, either directly or through others, and bill Contractor for the cost of the Services, and Contractor must pay the difference between the total amount of this bill and the amount the County

would have paid Contractor under the terms and conditions of this Agreement for the Services that were assumed by the County as agent for the Contractor under this Section 9.2;

- ii) The right to terminate this Agreement as to any or all of the Services yet to be performed effective at a time specified by the County;
- iii) The right of specific performance, an injunction or any other appropriate equitable remedy;
- iv) The right to money damages;
- v) The right to withhold all or any part of Contractor's compensation under this Agreement;
- vi) The right to consider Contractor non-responsible in future contracts to be awarded by the County.

If the Chief Procurement Officer considers it to be in the County's best interests, he may elect not to declare default or to terminate this Agreement. The parties acknowledge that this provision is solely for the benefit of the County and that if the County permits Contractor to continue to provide the Services despite one or more events of default, Contractor is in no way relieved of any of its responsibilities, duties or obligations under this Agreement, nor does the County waive or relinquish any of its rights.

The remedies under the terms of this Agreement are not intended to be exclusive of any other remedies provided, but each and every such remedy is cumulative and is in addition to any other remedies, existing now or later, at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any event of default impairs any such right or power, nor is it a waiver of any event of default nor acquiescence in it, and every such right and power may be exercised from time to time and as often as the County considers expedient.

**c) Early Termination**

In addition to termination under Sections 9.1 and 9.2 of this Agreement, the County may terminate this Agreement, or all or any portion of the Services to be performed under it, at any time by a notice in writing from the County to Contractor. The County will give notice to Contractor in accordance with the provisions of Article 11. The effective date of termination will be the date the notice is received by Contractor or the date stated in the notice, whichever is later. If the County elects to terminate this Agreement in full, all Services to be provided under it must cease and all materials that may have been accumulated in performing this Agreement, whether completed or in the process, must be delivered to the County effective 10 days after the date the notice is considered received as provided under Article 11 of this Agreement (if no date is given) or upon the effective date stated in the notice.

After the notice is received, Contractor must restrict its activities, and those of its Subcontractors, to winding down any reports, analyses, or other activities previously begun. No costs incurred after the effective date of the termination are allowed. Payment for any Services actually and satisfactorily performed before the effective date of the termination is on the same basis as set forth in Article 5, but if any compensation is described or provided for on the basis of a period longer than 10 days, then the compensation must be prorated accordingly. No amount of compensation, however, is permitted for anticipated profits on unperformed Services. The County and Contractor must attempt to agree on the amount of compensation to be paid to Contractor, but if not agreed on, the dispute must be settled in accordance with Article 6 of this Agreement. The payment so made to Contractor is in full settlement for all Services satisfactorily performed under this Agreement.

Contractor must include in its contracts with Subcontractors an early termination provision in form and substance equivalent to this early termination provision to prevent claims against the County arising from termination of subcontracts after the early termination. Contractor will not be entitled to make any early termination claims against the County resulting from any Subcontractor's claims against Contractor or the County to the extent inconsistent with this provision.

If the County's election to terminate this Agreement for default under Sections 9.1 and 9.2 is determined in a court of competent jurisdiction to have been wrongful, then in that case the termination is to be considered to be an early termination under this Section 9.3.

**d) Suspension**

The County may at any time request that Contractor suspend its Services, or any part of them, by giving 15 days prior written notice to Contractor or upon informal oral, or even no notice, in the event of emergency. No costs incurred after the effective date of such suspension are allowed. Contractor must promptly resume its performance of the Services under the same terms and conditions as stated in this Agreement upon written notice by the Chief Procurement Officer and such equitable extension of time as may be mutually agreed upon by the Chief Procurement Officer and Contractor when necessary for continuation or completion of Services. Any additional costs or expenses actually incurred by Contractor as a result of recommencing the Services must be treated in accordance with the compensation provisions under Article 5 of this Agreement.

No suspension of this Agreement is permitted in the aggregate to exceed a period of 45 days within any one year of this Agreement. If the total number of days of suspension exceeds 45 days, Contractor by written notice may treat the suspension as an early termination of this Agreement under Section 9.3.

**e) Right to Offset**

i) In connection with performance under this Agreement:

The County may offset any excess costs incurred:

- (i) if the County terminates this Agreement for default or any other reason resulting from Contractor's performance or non-performance;
- (ii) if the County exercises any of its remedies under Section 9.2 of this Agreement; or
- (iii) if the County has any credits due or has made any overpayments under this Agreement.

The County may offset these excess costs by use of any payment due for Services completed before the County terminated this Agreement or before the County exercised any remedies. If the amount offset is insufficient to cover those excess costs, Contractor is liable for and must promptly remit to the County the balance upon written demand for it. This right to offset is in addition to and not a limitation of any other remedies available to the County.

**f.) 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.

**g.) 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.

## **ARTICLE 10) GENERAL CONDITIONS**

### **a) Entire Agreement**

#### **i) General**

This Agreement, and the exhibits attached to it and incorporated in it, constitute the entire agreement between the parties and no other warranties, inducements, considerations, promises or interpretations are implied or impressed upon this Agreement that are not expressly addressed in this Agreement.

#### **ii) No Collateral Agreements**

Contractor acknowledges that, except only for those representations, statements or promises expressly contained in this Agreement and any exhibits attached to it and incorporated by reference in it, no representation, statement or promise, oral or in writing, of any kind whatsoever, by the County, its officials, agents or employees, has induced Contractor to enter into this Agreement or has been relied upon by Contractor, including any with reference to: (i) the meaning, correctness, suitability or completeness of any provisions or requirements of this Agreement; (ii) the nature of the Services to be performed; (iii) the nature, quantity, quality or volume of any materials, equipment, labor and other facilities needed for the performance of this Agreement; (iv) the general conditions which may in any way affect this Agreement or its performance; (v) the compensation provisions of this Agreement; or (vi) any other matters, whether similar to or different from those referred to in (i) through (vi) immediately above, affecting or having any connection with this Agreement, its negotiation, any discussions of its performance or those employed or connected or concerned with it.

#### **iii) No Omissions**

Contractor acknowledges that Contractor was given an opportunity to review all documents forming this Agreement before signing this Agreement in order that it might request inclusion in this Agreement of any statement, representation, promise or provision that it desired or on that it wished to place reliance. Contractor did so review those documents, and either every such statement, representation, promise or provision has been included in this Agreement or else, if omitted, Contractor relinquishes the benefit of any such omitted statement, representation, promise or provision and is willing to perform this Agreement in its entirety without claiming reliance on it or making any other claim on account of its omission.

### **b) Counterparts**

This Agreement is comprised of several identical counterparts, each to be fully signed by the parties and each to be considered an original having identical legal effect.

**c) Modifications and Amendments**

The parties may 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.

In the case of Contracts not approved by the Board, the Chief Procurement Officer may amend a contract provided that any such amendment does not extend the Contract by more than one (1) year, and further provided that the total cost of all such amendments does not increase the total amount of the Contract beyond \$150,000. Such action may only be made with the advance written approval of the Chief Procurement Officer. If the amendment extends the Contract beyond one (1) year or increases the total award amount beyond \$150,000, then Board approval will be required.

No County department or employee thereof has authority to make any modifications or amendments to this Contract. Any modifications or amendments to this Contract made without the express written approval of the Chief Procurement Officer is void and unenforceable.

Contractor is hereby notified that, except for modifications and amendments which are made in accordance with this Section 10.c., Modifications and Amendments, no County department or employee thereof has authority to make any modification or amendment to this Contract.

**d) Governing Law and Jurisdiction**

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, 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.

**e) Severability**

If any provision of this Agreement is held or considered to be or is in fact invalid, illegal, inoperative or unenforceable as applied in any particular case in any jurisdiction or in all cases because it conflicts with any other provision or provisions of this Agreement or of any constitution, statute, ordinance, rule of law or public policy, or for any other reason, those circumstances do not have the effect of rendering the provision in question invalid, illegal, inoperative or unenforceable in any other case or circumstances, or of rendering any other provision or provisions in this Agreement invalid, illegal, inoperative or unenforceable to any extent whatsoever. The invalidity, illegality, inoperativeness or unenforceability of any one or more phrases, sentences, clauses or sections in this Agreement does not affect the remaining portions of this Agreement or any part of it.

**f) Assigns**

All of the terms and conditions of this Agreement are binding upon and inure to the benefit of the parties and their respective legal representatives, successors and assigns.

**g) Cooperation**

Contractor must at all times cooperate fully with the County and act in the County's best interests. If this Agreement is terminated for any reason, or if it is to expire on its own terms, Contractor must make every effort to assure an orderly transition to another provider of the Services, if any, orderly demobilization of its own operations in connection with the Services, uninterrupted provision of Services during any transition period and must otherwise comply with the reasonable requests and requirements of the Department in connection with the termination or expiration.

**h) Waiver**

Nothing in this Agreement authorizes the waiver of a requirement or condition contrary to law or ordinance or that would result in or promote the violation of any federal, state or local law or ordinance.

Whenever under this Agreement the County by a proper authority waives Contractor's performance in any respect or waives a requirement or condition to either the County's or Contractor's performance, the waiver so granted, whether express or implied, only applies to the particular instance and is not a waiver forever or for subsequent instances of the performance, requirement or condition. No such waiver is a modification of this Agreement regardless of the number of times the County may have waived the performance, requirement or condition. Such waivers must be provided to Contractor in writing.

**i) Independent Contractor**

This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between Contractor and the County. The rights and the obligations of the parties are only those expressly set forth in this Agreement. Contractor must perform under this Agreement as an independent contractor and not as a representative, employee, agent, or partner of the County.

This Agreement is between the County and an independent contractor and, if Contractor is an individual, nothing provided for under this Agreement constitutes or implies an employer-employee relationship such that:

- i) The County will not be liable under or by reason of this Agreement for the payment of any compensation award or damages in connection with the Contractor performing the Services required under this Agreement.
- ii) Contractor is not entitled to membership in the County Pension Fund, Group Medical Insurance Program, Group Dental Program, Group Vision Care, Group Life Insurance Program, Deferred Income Program, vacation, sick leave, extended sick leave, or any other benefits ordinarily provided to individuals employed and paid through the regular payrolls of the County.
- iii) The County is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to the Contractor.

**j) Governmental Joint Purchasing Agreement**

Pursuant to Section 4 of the Illinois Governmental Joint Purchasing Act (30 ILCS 525) and the Joint Purchase Agreement approved by the Cook County Board of Commissioners (April 9, 1965), other units of government may purchase goods or services under this contract.

**ARTICLE 11) NOTICES**

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.

If to the County: Justice Advisory Council  
69 West Washington, Room 1110  
Chicago, Illinois 60602  
Attention: Department Director

and

Cook County Chief Procurement Officer  
118 North Clark Street. Room 1018  
Chicago, Illinois 60602  
(Include County Contract Number on all notices)

If to Contractor: Westside Health Authority  
5417 west Division Street  
Chicago, IL 60651

Changes in these addresses must be in writing and delivered in accordance with the provisions of this Article 11. Notices delivered by mail are considered received three days after mailing in accordance with this Article 11. Notices delivered personally are considered effective upon receipt. Refusal to accept delivery has the same effect as receipt.

**ARTICLE 12) AUTHORITY**

Execution of this Agreement by Contractor is authorized by a resolution of its Board of Directors, if a corporation, or similar governing document, and the signature(s) of each person signing on behalf of Contractor have been made with complete and full authority to commit Contractor to all terms and conditions of this Agreement, including each and every representation, certification and warranty contained in it, including the representations, certifications and warranties collectively incorporated by reference in it.

**EXHIBIT 1**

**Scope of Services**

## Executive Summary

Westside Health Authority (WHA) is requesting \$80,000 to serve 100 people with a **targeted area of employment** in order to reduce the recidivism rate for individuals released from the Cook County Juvenile Temporary Detention Center and the general population, day reporting, pre-release, women's justice services and boot camp divisions of the Cook County Jail (CCJ). The target population service area will be the Westside of Chicago (Austin, Humboldt Park, East Garfield Park, West Garfield Park, North Lawndale and South Lawndale). WHA will place 25 or more CCJ releasees into meaningful jobs and achieve a 6-month retention rate of 75% or greater. Moreover, during the course of the one-year demonstration project, WHA's recidivism reduction strategy will result in less than 10% of the 100 participants recidivating. WHA, a 501(c) (3) non-profit organization located in the Austin community has been providing vitally-needed employment and supportive services for community and other residents for over ten years. Founded in 1988, WHA's mission is to use the capacity of local residents to improve the well-being of the community.

2011 Cook County Jail statistics reveal a 3-year recidivism rate of 53.2%. At its Community Re-entry and Employment Center (CREC), WHA has assisted CCJ releasees for years with their employment, supportive services and training needs. As WHA's experience and the County's recidivism statistics demonstrate, Cook County Jail releasees face many challenges and obstacles to a successful and sustained re-entry back into society. In fact, WHA's experience has revealed that the CCJ population is very challenging to work with for numerous reasons which are enumerated in the proposed plan. WHA believes that its proposed plan will significantly improve the aforementioned recidivism rate and map-out a strategy to successfully tackle this issue.

The target population enumerated above for this recidivism reduction demonstration project (RRDP) will be identified and accessed through a number of sources including Deer Rehabilitation Services (DRS); the Sheriff's Department of Re-entry Services Alumni Association; and the 30 or more CCJ releases who seek services through WHA's CREC program each month. We believe the referrals from these three sources will provide ample candidates for the RRDP project.

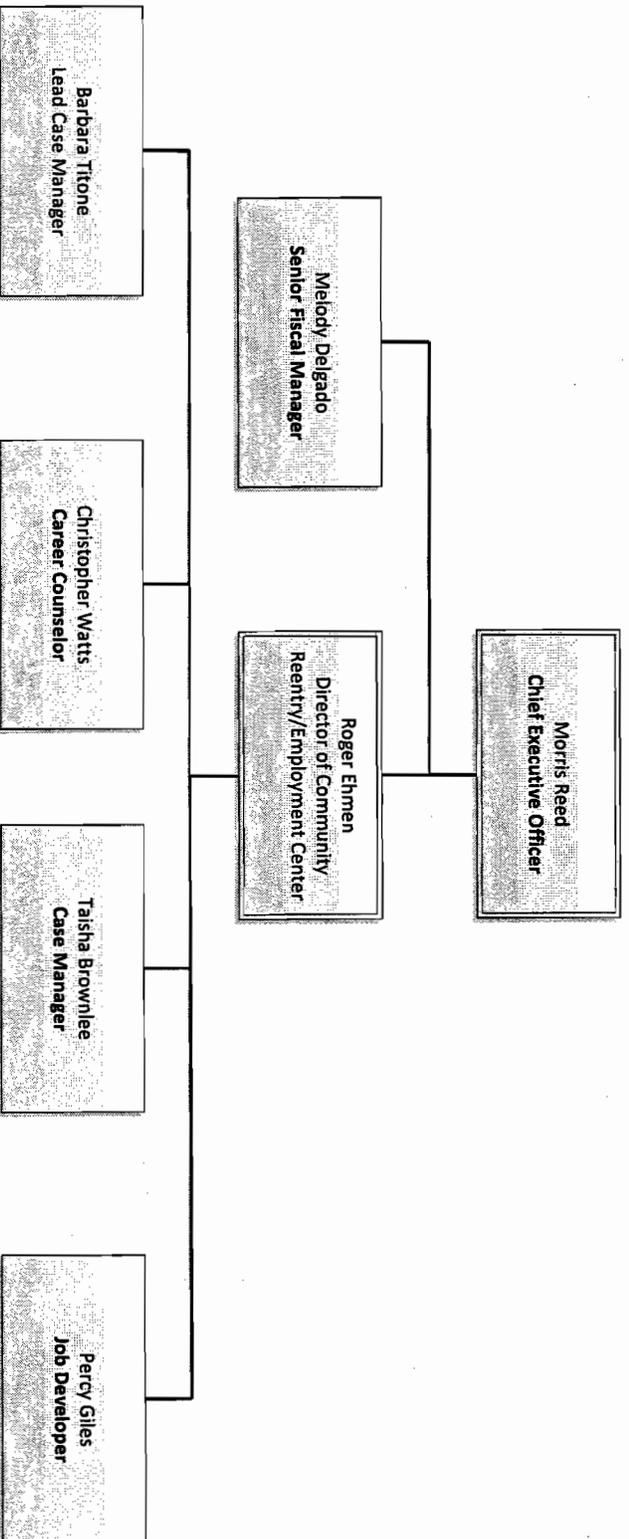
Services will be provided through WHA's Community Re-entry and Employment Center's (CREC) located at 5816 W. Division Street, Chicago, IL. 60651. Also, services will be given through over 40 partner agencies who form the Community Support Advisory Council (CSAC), an Illinois Department of Corrections (IDOC) funded program of which WHA is the lead agency. CSAC agencies work together through linkage agreements

to assure that all the employment, supportive services, training and other needs of the formerly incarcerated are met. Moreover, Deer Rehabilitation Services, the Sheriff's Department of Re-entry Services Alumni Association and non-CSAC participant agencies will provide services. A vast array of onsite CREC services will be provided to program participants which are detailed in the program plan. These services will be provided by a well-educated, credentialed staff of 12 including 1 job developer, 3 job coaches, 3 case managers, 1 intake specialist, 1 receptionist, 2 outreach coordinators and 1 director. WHA staff will utilize an integrated, coordinated team approach as it performs intake assessment for potential program candidates. This approach has been extremely successful in helping WHA clients realize their full potential and in attaining a successful re-entry back into society. A detailed staffing plan is included in the proposed plan.

WHA has an admirable record in regard to finding the formerly incarcerated jobs. In 2012, 630 clients were placed into jobs. In addition, WHA has an excellent job placement and 6-month retention record for funded program clients. For instance, WHA met its job placement benchmarks and had a 6-month retention rate of over 80% for its 2012 DFSS-funded CDBG and Transitional Jobs Programs. For the 2011 CCJ TJP program, WHA placed 13 into jobs when the benchmark was 10 and achieved a 6-month retention rate of 75%. In regard to the 2012 CCJ TJP program, WHA placed 29 clients into jobs (benchmark was 30) with a retention rate yet to be determined since clients placed into jobs in December 2012 will not reach the 6-month benchmark period until May 2013. WHA has a database of 1,660 Chicago/suburban business clients that have employed one or more WHA clients since 2004. WHA plans on utilizing this extensive business partner database to find jobs for RRDP program clients. To facilitate job placement, WHA plans to leverage DFSS TJP funds and place qualified CCJ program participants into subsidized transitional jobs with partner businesses.

An organizational chart for the project follows on the next page.

# Cook County Recidivism Organizational Chart



## Proposed Plan of Action/Program Plan

### Description of Problem

2011 Cook County Jail statistics reveal a 3-year recidivism rate of 53.2%. As these statistics demonstrate, Cook County Jail releasees face many challenges and barriers to a successful and sustained re-entry back into society. WHA has worked with this CCJ population for many years since many releasees seek employment, supportive services and vocational training assistance through WHA's Community Re-entry & Employment Center (CREC). In particular, WHA has found the CCJ population extremely difficult to work with for numerous reasons: little/no work history, poor job skills/training, lack of education, lack of family/peer support systems, anger/authority issues, addictions, housing, restricted movement, CCJ mandated program requirements which preclude/hinder working a job, lack of motivation and other issues which created obstacles to successful re-entry. We believe and have demonstrated during the last two years in the funded CCJ TJP program - that through a coordinated, team approach of dedicated staff properly assessing, motivating, identifying and resolving CCJ clients' needs - successful outcomes can be achieved in terms of employment, job retention, social service issues resolution and recidivism rate reduction.

### Program Description

#### ***Target Population:***

Westside Health Authority (WHA) is requesting \$80,000 to serve 100 people with a **targeted area of employment** in order to reduce the recidivism rate for individuals released from the Cook County Juvenile Temporary Detention Center and the general population, day reporting, pre-release, women's justice services and boot camp divisions of the Cook County Jail (CCJ). The target population service area will be the Westside of Chicago (Austin, Humboldt Park, East Garfield Park, West Garfield Park, North Lawndale and South

Lawndale). WHA will place 25 or more CCJ releasees into meaningful jobs and achieve a 6-month retention rate of 75% or greater. Moreover, during the course of the one-year demonstration project, WHA's recidivism reduction strategy will result in 10% or less of the 100 participants' recidivating.

***Access to CCJ Participants & Who Provides Services:***

The target population enumerated above for this recidivism reduction demonstration project (RRDP) will be identified and accessed through a number of sources. WHA has an established, ongoing working relationship with Deer Rehabilitation Services (DRS) who has access to the target population inside Cook County Jail. In addition, the Sheriff's Department of Re-entry Services Alumni Association has consented to referring qualified program candidates to WHA. Finally, WHA processes approximately 30 new clients each month who were participants in the aforementioned Cook County Jail populations. We believe the referrals from these three sources will provide sufficient candidates for the RRDP project. Services will be provided through WHA's Community Re-entry and Employment Center's (CREC) located at 5816 W. Division Street, Chicago, IL. 60651. CREC is accessible by public transportation and to those with disabilities. Also, services will be given through partner agencies within the Community Support Advisory Council (CSAC). WHA is contracted by the Illinois Department of Corrections (IDOC) to oversee this program of approximately 40 collaborative partner agencies who work together through linkage agreements to assure that all the employment, supportive services, training and other needs of the formerly incarcerated are met. Moreover, Deer Rehabilitation Services, the Sheriff's Department of Re-entry Services Alumni Association and non-CSAC participant agencies such as Association House, A Safe Haven, Westside Holistic Services, Sarah's Inn, Bobby Wright, Entry House, Cornell Interventions, the Chicago Community Colleges and the Women's Treatment Center will provide supportive services for clients. It should also be noted that WHA has three other divisions besides the CREC. The Youth Development division will be utilized to provide for some of the service needs of RRDP participants who came from the Juvenile Detention Center. The

Healthy Lifestyles division will be used to provide for some of the needed participant healthcare related services.

***Services Provided:***

Onsite CREC services provided by WHA include: provision of self-directed services in the resource room such as job vacancy postings, career options, employment trends and information on high growth industries, job search techniques, resume writing and training provider listings; orientation and registration; TABE and PDI Inventory testing; access to computers, computer classes and to computer tutorials through Illinois WorkNet to encourage use of technology; voicemail box services for clients with no telephone; hygiene kits; barber services; doctor office visits from a board-certified internist from Circle Family Healthcare; financial literacy classes conducted by PNC Bank; overcomer support/mentoring/counseling and spirituality groups; employment assistance including job readiness training, career planning, vocational training programs, IEP development, job placement and job club with onsite employer interviews; supportive services including client IAP development; housing (including transitional, substance abuse treatment/recovery and permanent housing), food, clothing, subspecialty medical care, dentistry, vision, mental health treatment, addiction treatment, counseling, education (GED, high school and college programs), mentoring, legal, ID planning, crisis intervention, and other social service needs.

***Proposed Methodology for Providing Assessment, Case Management & Employment Services:***

These services will be provided by a well-educated, credentialed staff of 12 including 1 job developer, 3 job coaches, 3 case managers, 1 intake specialist, 1 receptionist, 2 outreach coordinators and 1 director – many of whom can directly relate to Cook County Jail releasees' issues/obstacles since they were once formerly incarcerated and/or overcame a substance abuse addiction. Of the 12 staff, only 6 employees are included in the project budget with the other 7 staff paid with leveraged funds. All referred CCJ releasees

will receive a general orientation, register, take the TABE and PDI Inventory tests, receive job readiness training as well as be assigned to a job coach and a case manager. WHA staff will utilize a coordinated, integrated team approach as it performs intake assessment for and provides case management/employment services for potential program candidates. The case manager and job coach/job developer will independently review/assess each referred candidate for: felony background, substance abuse addiction history, mental health history, medical problems (including co-occurring disorders), family living environment/support systems, peer support, trauma/violence abuse history, fatherhood situation, socialization skills, income, job skills, workforce credentials/certifications, work history, childcare needs and supportive service needs. An IAP will be developed by the case manager and an IEP will be constructed by the job coach for each individual screened/assessed, whether the candidate is enrolled in the RRDP program or not. All identified issues will be addressed and documented. On a daily basis, the team (case manager, job coach, job developer and director) will review and discuss the suitability of each candidate for enrollment into the project, with a joint decision being made on each candidate. For those candidates not accepted into the project, staff will continue to provide employment and case management services. In regard to those candidates chosen to enter the program as participants, the case manager and job coach will continue to provide for needed participant services as well as communicate with participants on a weekly basis through in-person, internet and telephone conversations. Each participant's progress will be documented in the client's chart and in WHA's proprietary computer database. For those admitted into the RRDP program, enhanced employment services will be provided. This includes a customized IEP in which the client has an active role in developing along with the job coach/job developer. The IEP plan will address/include career planning, vocational training needs, financial literacy, motivational techniques, mock interviews, resume enhancement, application completion, interviewing skills, interview dress/grooming, workplace etiquette, job retention actions and attendance at weekly job club meetings. In addition, the job coach and job developer will both actively work with each participant in regard to search and job placement

activities. Furthermore, the case manager will develop with the participant a customized IAP plan in regard to identifying, addressing and meeting the participant's identified supportive service needs. Where appropriate, mentoring services will be provided to participants through the Overcomer Support Group which meets weekly and through WHA's Daddies of Shorties Program (DOS) participants. The mission of the DOS program is to re-engage fathers with their children in order to rebuild the family structure. Several of the DOS participants have distinguished themselves in terms of stable employment, character and maturity and would make excellent mentors. WHA will provide its partner employers who hire WHA clients with a vast array of program services including: on-site work assessments; identification of employer workforce needs and development of customized plans to meet these needs; employee development activities; account management; assistance with completion of TIF/TIP, empowerment zone, other appropriate tax credits and subsidies; assistance with finding and retaining qualified workers; and links to a network of community partners available to service business needs.

***Implementation Schedule:***

**Month 1** – (1) Staff trained in regard to RRDP program objectives/goals, understanding of the CCJ recidivism problem, understanding of target population barriers/obstacles to successful re-entry, proposed plan methodology including candidate assessment and flow of participants through the program, staffing plan, implementation schedule, planning activities, expected outcomes, record-keeping practices, confidentiality policies, performance evaluation procedures and collaborative agency partners/participant referral procedures; (2) Develop candidate assessment instrument; (3) Meet with collaborative partners to discuss RRDP program participant eligibility, to plan candidate referral processes into the RRDP program and to discuss WHA referrals to collaborative partners for needed participant supportive services; (4) Meet with partner employers in regard to human resource needs, interviewing, program worksite supervisory requirements, documentation requirements and monthly workplace site visits by WHA job developer; (5)

Begin accepting referrals for intake, registration , assessment and provision of services; (6 ) Enroll suitable candidates as participants in the RRDP program.

**Months 2-12** – (1) Continue to accept referrals for intake, registration, assessment and provision of services; (2) Enroll suitable candidates as participants in the RRDP program; (3) Develop IAP's and IEP's for each participant; (4) Identify and meet all participant needs; (5) Perform weekly follow-up with participants to assure all needs are being met by WHA and collaborative partners; (6) Begin job placements with partner employers and make monthly workplace site visits; (7) Maintain job placement and job retention data; (8) Make modifications to IAP's and IEP's as needed; (9) Document all participant activities and progress; (10) Monitor achievement of deliverables on a monthly basis and address problem areas if any; (11) Submit monthly reports as required.

***Record Keeping Practices:***

All required RRDP data/information will be maintained in participant files and in WHA's computer database. All participant records will be maintained in locked file cabinets. Staff will be educated regarding confidentiality and will adhere to confidentiality policies.

***Staffing Plan:***

WHA will provide a motivated, experienced, qualified and superbly credentialed staff to meet the requirements of the RRDP program. Staff will provide an integrated and coordinated team approach in helping each program participant reach their goals and potential. Key personnel who will be responsible for the services to be provided include: Roger Ehmen, who will oversee all aspects of the RRDP on a part-time basis (15% of his time). Mr. Ehmen has a Master's Degree in Business Administration with over 20 years' experience in senior-level administration and has worked in his current position as Director of CREC for 6 years. Barbara Titone, who will provide case management services on a full-time basis (100% of her time). Ms. Titone has an A.A. degree and is a certified addictions counselor with over 20 years of extensive

program development and case management experience. Ms. Titone has been an employee of WHA for one year. Melody Delgado, who will oversee budgeting and financial monitoring of the program as well as complete program financial reports on a part-time basis (15% of her time). Ms. Delgado has a Bachelor's Degree in Accounting and a Master's Degree in Business Administration with an emphasis in Finance. Ms. Delgado has worked at WHA since 2009. Percy Giles, who will provide job development services for the program on a part-time basis (25% of his time). Mr. Giles has a Bachelor's Degree in Business Administration and has worked at WHA for 3 years. Prior to working at WHA, Mr. Giles served as an Alderman for the 37<sup>th</sup> ward for 13 years. Taisha Brownlee, who will provide case management services on a part-time basis (25% of her time). Ms. Brownlee will conclude her Bachelor's Degree in Business Administration this year and has 4 years of experience as a case manager at WHA. Christopher Watts, who will provide job coach services on a part-time basis (25% of his time). Mr. Watts has a Master's Degree in Business Administration and has worked at WHA for 2 years. Mr. Watts is widely known for the Christopher Watts Job Initiative he distributes to employment centers throughout Chicago.

***Expected Outcomes:***

WHA will place 25 or more CCJ releasees into meaningful jobs and achieve a 6-month retention rate of 75% or greater. Moreover, during the course of the one-year demonstration project, WHA's recidivism reduction strategy will result in 10% or less of the 100 participants' recidivating. See expected outcomes plan on next page.

***Monitoring Process:***

The case manager and job coach will meet weekly with program participants to monitor their progress toward achieving IAP and IEP goals. Joint corrective action and IAP/IEP plan modifications will be made as necessary with active input from participants. The job developer will meet monthly with employers where

participants have been placed into jobs to determine participant work performance, attendance and issues that need to be addressed. The job developer will also meet with participants while visiting the businesses to determine and provide for any needs the participant may articulate and to take corrective action related to employer comments about participant work performance. In addition, job developer will ascertain and provide for employer training, human resource, work opportunity tax credit and other needs. Job developer will also verify employment for job retention purposes.

**Reporting Process:**

WHA will submit complete and thorough quarterly reports for the duration of the grant. Each quarterly report will document accomplishments in the quarter, the number of people served in the quarter, the challenges faced in the quarter and other information that will help Cook County understand the problem of recidivism.

**Follow-up Services:**

WHA will follow each participant for at least 6 months after they exit the program. Follow-up services are essential to assuring that the customer is on a successful track for long-term employment/job security, career advancement/growth and self-sufficiency; and that the business is satisfied with the employee's work performance and work etiquette. With this in mind, the job developer and case manager will follow-up on a regular basis with the client and business during and following exit from the program.

**Budget Description:**

Westside Health Authority will expend the Cook County Recidivism grant as outlined below:

<b>Salaries</b>	<b>Allocation FTE</b>	<b>Total</b>
Roger Ehmen, Director of Reentry/Employment	\$55,000 x .15 =	\$8,250
Percy Giles, Job Developer	\$40,000 x .25 =	\$10,000
Barbara Titone, Lead Case Manager	\$30,000 x 100 =	\$30,000
Taisha Brownlee, Case Manager	\$30,000 x .25 =	\$7,500

Christopher Watts, Career Counselor/Job Coach	\$30,000 x .25 =	\$7,500
Melody Delgado, Senior Fiscal Manager	\$45,000 x .15 =	<u>\$6,750</u>
<b>Total Salaries</b>		<b>\$70,000</b>
Fringes @ 22%		<u>\$15,400</u>
<b>Total Personnel</b>		<b>\$85,400</b>
<b>Transportation:</b> Bus passes		<b>\$1,800</b>
<b>Supplies:</b> Paper, Pens, Pencils, etc.		<b>\$800</b>
<b>Total Cost</b>		<b>\$88,000</b>
In Kind Donations		(\$8,000)
<b>Total Amount Requested</b>		<b>\$80,000</b>

Staff located at the Employment center will allocate a portion of their time towards the Cook County Recidivism program. Bus passes will be distributed to program participants and office supplies will be purchased to operate the everyday tasks of the program. To facilitate job placement, WHA plans to leverage DFSS TJP funds and place qualified CCJ program participants into subsidized transitional jobs with partner businesses.

## Qualifications of the Proposer

### ***Organization History:***

Westside Health Authority (WHA) is a 501(c) (3) community-based organization, which was founded in 1988, and incorporated in 1990 with a broad base of membership support from hospitals, clinics, social service organizations, churches and community residents. Headquartered in the Austin Community, located on Chicago's far Westside, WHA's mission is to use the capacity of local people to improve the health and well-being of Westside residents. WHA has four divisions with 29 employees. Divisions include the Community Re-entry & Employment Center, the Youth Development Center, Healthy Lifestyles Center and Community Development Center. WHA has six office locations.

WHA's employment service evolved from its Health Careers Program, begun in 1991 which operated in five local high schools in partnership with Mt. Sinai, Bethany, Loretto and West Suburban Hospitals. By combining the training resources of the hospital with CPS and Malcolm X College, 290 students gained entry level job skills and exposure to careers in healthcare during the 5-year program.

In 1993, WHA initiated the Neighborhood Business Development Network (NBDN) to assist small businesses make connections, build capacity, and procure contracts from local hospitals, healthcare institutions and government. This strategy was undertaken as healthcare and government were the largest industries in the Austin area at the time. Through the NBDN, neighborhood businesses were able to secure over \$2.5 million in contracts during the first three years of operations which allowed these firms to give gainful employment to Westside residents.

In 2002, Westside Health Authority was qualified by the Mayor's Office of Workforce Development (MOWD) as a Job Preparation and Placement Services provider. Although initially funded through the Chicago Empowerment Zone and a special grant to serve ex-offenders, WHA's Community Re-Entry and Employment Program is now funded by a Community Development Block Grant (CDBG) through the

Department of Family & Support Services (DFSS), State of Illinois TANF grant, a DFSS Transitional Jobs Program (TJP) grant, a DFSS Community Re-Entry Center grant, a DFSS mosquito abatement program grant and an Illinois Department of Corrections grant to provide pre and post-release employment/support services for parolees.

Both the neighborhood business development and employment opportunities were greatly enhanced by the construction of the Austin Wellness Center, a \$9.5 million project, which was developed by WHA and opened in June 2004. Funded by the Chicago Empowerment Zone and other public and private partners, WHA provided contracts to 22 neighborhood contractors, who committed themselves to hiring community residents, including many ex-offenders. This project provided full-time, permanent employment for 26 community people.

In 2011, WHA received a \$30,000 grant funded by the Illinois Criminal Justice Information Authority to place 10 Cook County Jail individuals from the day reporting, women's justice, pre-release, boot camp and general population into transitional jobs. WHA placed 13 into jobs and met the 6-month job retention benchmark of 75%. In 2012, WHA was funded \$120,000 through the Department of Justice/Cook County Sheriff's Office to place 30 Cook County Jail individuals into jobs. WHA successfully placed 29 people. The 6-month retention final percentage won't be calculated until the end of May 2013.

WHA received a \$1,000,000, 2-year grant from DCEO in October 2012 for an Urban Weatherization Grant. This will provide many WIA clients with the opportunity to obtain green industry jobs.

WHA also has extensive experience with youth employment services. In addition to its Health Careers Program, started in 1991, WHA received a \$2,400,000 contract in 2008 to serve as fiscal agent for Governor Blagojevich's Summer Youth Employment Program. This program placed 1,600 youth ages 15-22 in jobs with twelve (12) community organizations throughout the Westside. The following year, WHA

was named a Hub for the Youth Ready Chicago Summer Jobs Program. WHA was tasked with recruiting and screening for WIA-eligibility more than 300 youth, aged 14-24. Of the 300+ youth that were recruited, 271 were found to be eligible for the program and 247 were hired and placed at 30 worksites throughout the Westside. Other federal programs managed by WHA include Weed & Seed.

**Past Performance Record:**

WHA has extensive experience and success in managing government-funded workforce development programs. The three workforce development programs listed below were/are managed by WHA and demonstrate WHA's strong track record of service provision, administration and benchmark achievement:

- Community Development Block Grant (CDBG) – Chicago Department of Family & Support Services 1999-2013
  - ✓ *Services:* Arrange and provide for assistance in acquiring academic or vocational skills to enable individuals to obtain, retain or improve employment and overcome barriers to employability
  - ✓ *Population:* Formerly incarcerated and low-income individuals
  - ✓ *Dollar Value of Project:* \$60,000
  - ✓ *Performance:* Met all job placement and 90-day/180-days retention benchmarks each year of contracting
  - ✓ *Name of Organization:* Chicago Department of Family & Support Services
  - ✓ *Address:* 1615 W. Chicago Avenue
  - ✓ *Reference:* Juan Cruz, DFSS, 312-744-9193, [juan.cruz@cityofchicago.org](mailto:juan.cruz@cityofchicago.org)
  
- Transitional Jobs Placement (TJP) – Chicago Department of Family/Support Services 2008-2013
  - ✓ *Services:* Work closely with partner businesses to determine their human resource needs; Place ex-offenders into subsidized jobs at partner businesses that combine real work, skills development and supportive services which may lead to permanent employment
  - ✓ *Population:* Formerly incarcerated residents of Chicago
  - ✓ *Dollar Value of Project:* \$150,000
  - ✓ *Performance:* Met or exceeded all job placement and 30, 60 and 90 job retention benchmarks each year of contracting
  - ✓ *Name of Organization:* Chicago Department of Family & Support Services
  - ✓ *Address:* 1615 W. Chicago Avenue
  - ✓ *Reference:* Juan Cruz, DFSS, 312-744-9193, [juan.cruz@cityofchicago.org](mailto:juan.cruz@cityofchicago.org)

- Transitional Jobs Program – Cook County Sheriff's Office/DFSS/Department of Justice 2011-2012
  - ✓ *Services:* Work closely with partner businesses to determine their human resource needs; Place Cook County Jail offenders into subsidized jobs at partner businesses that combine real work, skills development and supportive services which may lead to permanent employment.
  - ✓ *Population:* Cook County offenders in the general, day reporting, pre-release, women's justice and boot camp populations.
  - ✓ *Dollar Value:* \$30,000 in 2011 and \$120,000 in 2012
  - ✓ *Performance:* Met or exceeded all job placement and 6-month retention benchmarks for 2011. In 2012, placed 29 offenders into jobs with the benchmark being 30. 6-month retention benchmark final percentage cannot be determined until the end of May 2013
  - ✓ *Organization:* Cook County Sheriff's Office
  - ✓ *Address:* 3015 N. California Avenue
  - ✓ *Contact:* Robert Mindell, Cook County Sheriff's Office, 773-674-4758, [robert.mindell@cookcounty.il.gov](mailto:robert.mindell@cookcounty.il.gov).

## Time Commitment for Key Personnel

The time commitment for key personnel is:

**Roger Ehmen, Director, 15%**

**Barbara Titone, Case Manager, 100%**

**Percy Giles, Job Developer, 25%**

**Christopher Watts, Job Coach/Career Counselor, 25%**

**Taisha Brownlee, Case Manager, 25%**

**Melody Delgado, Fiscal Manager 15%**

**ROGER H. EHMEN**  
1220 W. Weston Drive  
Arlington Heights, IL. 60004  
847-394-8404 (Home)  
224-456-3328 (Cell)  
r.ehmen@comcast.net

**QUALIFICATIONS/PROFESSIONAL SKILLS:**

- Extensive managerial and administrative experience
- Ability to manage multiple tasks in a stressful environment
- Commitment to continuing job-related education
- Exceptional work ethic and flexibility
- Excellent written and verbal communication skills
- Unique ability to get along well with others
- Embrace the practice of integrity and ethics in the work place
- Passion for excellence
- Computer literate

**EMPLOYMENT HISTORY:**

- 05/07 – Present      **Westside Health Authority**      Chicago, IL.  
**Director, Community Re-Entry Center**  
**Director, CSAC-West**
- Manages re-entry center with over 12,000 visits each year.
  - Supervises 11 staff.
  - Oversees all aspects of 6 city and state funded programs (\$543,000 collective budget).
  - Oversees all aspects of the IDOC's Community Support Advisory Council program.
  - Works closely with partner businesses to provide meaningful work opportunities for clients.
  - Collaborates with WorkNet and CBO agencies to facilitate the provision of services needed by clients.
- 08/77 – 01/01      **Edgewater Medical Center**      Chicago, IL.  
**Grant Hospital**  
**Senior Vice President**
- Managed internal medicine, surgery and family practice residency programs.
  - Oversaw Premier Years Senior Program, Public Relations, Marketing, Medical Staff, Planning Departments.
  - Handled all patient and community relations.
- 06/73 - 07/77      **Michael Reese Medical Center**      Chicago, IL.  
**Assistant Director, Medical Record Department**
- Managed 75 staff in all aspects of medical record science.

**EDUCATION:**

1964 - 1968

**Western Illinois University**

Macomb, IL.

- Received Bachelor, Business Administration degree

1972 - 1973

**Northern Illinois University**

DeKalb, IL.

- Received Master's, Business Administration degree

**REFERENCES:**

Bob Dougherty, St. Leonard's Ministries, 312-718-7661

Juan Cruz, Department of Family & Supportive Services,  
312-746-7760

Mark Kaufman, Career Advancement Network, 312-356-9158

**Barbara DeHart Titone, CADC**

2035 N 73rd Court  
Elmwood Park, IL 60707  
(708) 536-8775  
[barbtitone@reffnews4u.com](mailto:barbtitone@reffnews4u.com)

**OBJECTIVE:**

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

**ACCOMPLISHMENTS:**

- Received the Gold Apple Award for Community Service.
- Developed and organized special education support tutoring programs for Falconer School.
- Trained in: Access to Recovery, WRAP, CRAFT, Motivational Technique.
- Authored, Published family story book "A New Home For Nana."
- Organized and facilitated Positive single Parents program at Wright College.
- Developed and provided trainings for DCFS North Cook.
- Trainer & Keynote Speaker for P.R.I.D.E Prevention Program annual Parent Conference.

**EMPLOYMENT EXPERIENCE:**

2011 – Present

**WIA Program Coordinator**

- Complete client intakes.
- Maintain IWDS documentation and case notes.
- Conduct initial assessment.
- Conduct TABE testing.
- Conduct ongoing Assessment (NOCTI).
- Provide career planning, individual and group.
- Develop IEP plan.
- Provide referrals for GED & ESL.
- Provide motivational education.
- Follow-up with clients, post-exit.
- Provide supportive service assessments.
- Provide referrals for transportation, child care, clothing & other needs
- Follow-up to confirm clients received services.
- Maintain documentation in IWDS.
- Provide career and business program development.

1999 - 2005

**Resurrection Behavioral Health**

**Counselor/Coordinator, Project Safe Program of DCFS Initiative Program**

- Provided counseling for Level I and Level II treatment programs.
- Supervised case management staff.
- Coordinated expansion of services to include DCFS and DuPage County judicial clients.

- Provided parent and motivational education.
- Provided life-skills and employment readiness education.

**Our Lady of the Resurrection**

**Substance Abuse Counselor**

- Developed the pilot-program for Emergency Department Crisis Intervention Program for substance involved patients,
- Provided in-service staff training for Nursing and Emergency Department personnel.

**Procure Center**

**Addictions Counselor, Project Safe Program** (DCFS initiative program)

- Provided intensive outpatient program counseling for Level I and II Clients
- Developed and managed Family Education Services at local community hospital.

1986 – 1998

**A Touch Of Home Day Care**

**Director of Self-developed Business**

- Directed and provided early Childhood education in home based day care program.
- Organized and facilitated daily care of infants from 6 weeks to 2 years of age.

2005 to Present

**Recovery Education For Families**

**Developer of Non-profit Organizations**

- Developed and direct REFF, a 501(c)3 organization.
- Provide brief intervention and family recovery community education.
- Provide prevention education at the elementary, high school and college level.
- Develop and manage customer service surveys, tracking program performance.
- Create and print newsletter, maintain website and maintain Resource Help Line.
- Develop community linkage agreements with other community agencies
- Provide professional development and motivational trainings.

**EDUCATION:**

**1997 to 1999**

**Triton College**

- Completed Addiction Certification
- Completed Illinois IAODAPCA Certification

**1973 to 1983**

**Wright College**

- Completed Associates Degree
- Major: Early Childhood Education

**REFERENCES:**

- Bernard Lane, Gateway Program, 773-862-2270
- Noreine Philbin, MSW, 773-539-0218
- Dr. Jacqueline Elder, 708-717-8528

Percy Giles  
20013 Monterey Ave.  
Lynwood, Illinois 60411  
(682) 682-6045

**QUALIFICATIONS/PROFESSIONAL SKILLS:**

- Extensive managerial and administrative experience
- Ability to manage multiple tasks in a stressful environment
- Commitment to continuing job-related education
- Exceptional work ethic and flexibility
- Unique ability to get along well with others
- Computer literate

**EMPLOYMENT HISTORY:**

- 07/10 – Present      **Westside Health Authority**      Chicago, IL.  
**Director, Employment Programs**  
**Job Developer**
- Manages Transitional Job Programs
  - Establish relationship and contractual agreements with area businesses to hire **WHA** clients.
  - Works closely with partner businesses to provide meaningful work opportunities for clients.
- 06/07 – 06/10      **Broadcast Minister Alliance of Chicago**      Chicago, IL.  
**Consultant**
- Assisted with education presentation of diseases that were at high risk to the minority communities, which included HIV/AIDS, Breast/Cervical Cancer and Prostate Cancer...
  - Managed crew of 10 at events where health awareness presentations and education awareness literature distributed...
  - Trained 38 in First Aid/CPR/AED
  - Organized and managed over 100 events that promoted health awareness.
- 03/03 - 06/10      **Giles Consultant**      Chicago, IL.  
**Independent Consultant**
- Assisted businesses with zoning changes
  - Assisted businesses/churches/organizations with special use permits
  - Assisted businesses/churches/organizations with building permits
  - Assisted businesses/churches/organizations with building plans and implementation
- 03/86 – 11/99      **Alderman/City of Chicago 37<sup>th</sup> Ward**      Chicago, IL.
- Washington Square Mall (North Ave. & Cicero Ave)

- Manage a staff of 8 and a volunteer crew of 100 who provided array of city services to over 50,000 37<sup>th</sup> ward residents
- Worked with over 75 block clubs in providing city services
- First to request for disaster relief for 1997 flood and received a letter of acknowledgement from President Bill Clinton
- Changed the way the City of Chicago collected garbage in the Westside wards by advocating for change
- Chairman/City Council Human Right committee 1987-1991
- Chairman/City Council Landmark committee 1991-1995
- Chairman/City Council Special Events committee 1995- 11/1999
- Prepared agendas and presided over committee meeting monthly and reported to the full City council at its monthly meetings

**EDUCATION:**

**Bachelor of Science Degree**

University of Arkansas at Pine Bluff (UAPB) in Business Administration (1974)

**Certificates**

- Certificate of Completion of Portable and Editing (CAN TV 2004)
- Certificate of Training in Multi-family Property Management (CIC-2005)
- Certificate of Ordination (To Preach the Gospel) 2005
- Illinois Faith-based Emergency Preparedness Initiative Lead Pastor ( IDPH-2007)
- Pandemic Flu Leader (IDPH-2007)
- Fundamentals of HIV Prevention Counseling (IDPH-2008)
- Lay Responder First Aid/CPR/AED Instructor (ARC-2008)
- Strategic National Stockpile (SNS) (BMA 2009)
- Incident Command System (ICS) 100 & 200 (FEMA 2009)
- National Incident Management System (NIMS) 700 (FEMA 2009)
- National Response Framework (NRF) 800 (FEMA 2009)
- Psychological First Aid (ARC 2009)
- Introduction to Exercise IS-120 (FEMA 2009)
- Mid-America Regional Public Health Leadership Institute Fellow (MARPHLI) (UIC 2009-2010)
- Illinois Poison Center's poison Prevention Educator Training Course (IPC 2010)

**REFERENCES:**

1. Congressman Danny Davis 773-533-7520
2. Dr. Vaughn Tatum 708-848-7673
3. Walker Harris 773-826-3110

**PROFESSIONAL PROFILE**

Disciplined and effective professional with over 8 years of experience in leadership, supervision, program development, program coordination, career guidance and office management. Polished technology skills combined with proven ability to manage relationships, deliver growth and successfully oversee programs. Outstanding strategist distinguished for proven leadership and team-building skills. Noted for communications skills in leveraging writing, social interaction and social media to educate and engage people. Consider effective alternatives and implement constructive solutions based on extensive experience, sound judgment and strategic planning.

**EDUCATION****Morris Graduate School of Management**

M.B.A., Business Administration  
Concentration: HR Management

**Robert Morris University of IL**

M.B.A., Business Administration  
Concentration: Management

**PROFESSIONAL DEVELOPMENT****Microsoft Office Professional & QuickBooks 2010**

LEED Council, 2010

**Total Quality Management**

The Quality Training Institute,  
2009

**PROFESSIONAL EXPERIENCE****The Christopher Watts Initiative – Founder (07/2010 – Present)**

- Publish an independent weekly electronic newsletter that contains information on professional development, networking events, community resources, job fairs and job postings
- Provide presentations on resume and cover letter development, job hunting with social media, job search strategy and job training for community organizations
- Gather information from network partners, online resources and community events to provide life resources to underserved demographics
- Manage Twitter and Facebook social media accounts to provide information on jobs and community events to fans and followers
- Plan and facilitate community job clubs and workshops that serve as a support group to job seekers that provides needed information for successful job search

**Westside Health Authority – Career Counselor (09/2010 – Present)**

- Secure 15+ unsubsidized job placements per month for individuals with barriers to employment
- Develop, implement and facilitate the department's first job readiness training program
- Develop, implement and facilitate the department's first weekly job club
- Monitor and maintain all contractual requirements for WIA, CDBG, TJP, TANF and other contracts
- Develop individual employment plans that include strategies for support, training and follow-up services
- Develop and maintain ongoing relationships with prospective employers to identify jobs for clients with barriers to employment
- Assist clients with resume, cover letter, reference list, thank you letter, and effective job search strategy development
- Make referrals to community agencies and to other programs and services in order to maintain quality services for clients

**Baste Financial Services – Tax Office Manager (Seasonal) (01/2009 – 05/2012)**

- Received the 2012 "Closing the Sale" award for having the lowest walkout percentage
- Increased revenues by 18% in 2012, 12% in 2011 and 9% in 2010 through execution of strategies that empowered staff and improved customer satisfaction
- Promoted from Tax Specialist to Tax Office Manager
- Received award for fostering a good team environment in 2011 and 2010
- Managed the performance of five Tax Specialist and three Wavers
- Completed over 400 returns without an IRS due diligence violation or return errors

**Lutheran Social Services of Illinois – Community Liaison (10/2009 – 10/2010)**

- Initiated the department's first outreach initiative through contacting over 150 organizations resulting in the creation of a resource guide used by staff and the expansion of the capacity of the department
- Maintained and built relationships with partner organizations to expand the effectiveness of the department's referral program
- Counseled clients on career and educational opportunities to help meet placement targets and affect change in the community
- Provided job ready clients with job leads that matched their backgrounds and skill sets
- Recruited volunteers for the organization's food pantry, Legacy Corps and Visits To Mom programs
- Authored and administered a grant from the Illinois Commission on Volunteerism and Community Service which provided funds to create and implement a target strategy to increase awareness among individuals with disabilities of AmeriCorps and Lutheran Social Services of Illinois' effort to increase employment of individuals with disabilities

## AREAS OF EXPERTISE

- Workforce Development
- Program Development
- Process Improvement
- Career Counseling
- Public Speaking
- Supervision
- Leadership
- Communications
- Outreach
- Organizational Relations
- Individual Tax Preparation

## REFERENCES

### ***Percy Giles***

#### ***Director of Employment Programs***

Westside Health Authority

16 W Division

Chicago, IL 60651

773.786.0226

[pgiles@healthauthority.org](mailto:pgiles@healthauthority.org)

### ***Nadeem Baste***

#### ***Regional Manager/Accountant***

Baste Financial Services

4657 W 79<sup>th</sup> Street

Chicago, IL 60652

773.581.2500

[nadeem@bastefinancial.com](mailto:nadeem@bastefinancial.com)

### ***Cara Lynn Johnson***

#### ***HR Specialist***

Sherran Social Services of Illinois

1501 E. Touhy Avenue, Suite 50

Des Plaines, IL 60018

847.635.4600

[caralynn.johnson@lssi.org](mailto:caralynn.johnson@lssi.org)

### ***Louise Straughter***

#### ***Program Director***

Athletes Against Drugs

455 Cityfront Plaza Drive

Chicago, IL 60611

773.930.6576 or 312.321.3400

[lstraugh@hotmail.com](mailto:lstraugh@hotmail.com)

### ***Ethel Perry***

#### ***Project Manager***

CareerBuilder

200 N LaSalle Suite 1100

Chicago, IL 60601

773.527.3692

[ethel.perry@careerbuilder.com](mailto:ethel.perry@careerbuilder.com)

### **Athletes Against Drugs – Program Coordinator (09/2004 – 09/2008)**

- Performed classroom instruction, issued assignments, tutored, and mentored at-risk youth
- Coordinated and directed literacy, health, business/leadership, summer camp, and sports programs for at-risk youth
- Executed organizational volunteer management strategy through recruitment, interviews, training, and supervision of staff
- Coordinated five year-round during and after school programs that served more than 300 youth

## PUBLICATIONS

### **Be Cautious About Attending Big Job Fairs**

Yahoo! Voices, January 7, 2013

### **A Time for Transformation: A New Look for Returning Citizens**

Yahoo! Voices, October 5, 2012

### **Changing Lanes**

Yahoo! Voices, July 30, 2012

### **Why Candidates Do Not Get The Job**

Worklocal.org Community Jobs Initiative, June 28, 2012

### **Are You Sure Your Criminal Background is Stopping You from Getting a Job?**

Worklocal.org Community Jobs Initiative, March 17, 2012.

Yahoo! Voices, November 28, 2011

### **I Have A Criminal Background, Will This Company Hire Me?**

Worklocal.org Community Jobs Initiative, March 17, 2012.

### **What We Can Do to Assist Returning Citizens**

Yahoo! Voices, March 8, 2012.

### **Be Happy; Do Not Settle for Content with Your Career**

Yahoo! Voices, February 6, 2012

### **Prison Experience Does Not Belong on a Resume**

Yahoo! Voices, January 4, 2012

### **Look A Little Farther To Find That Job**

Third World Press Blog, December 6, 2011

### **Be Mentally Fit for Your Job Search**

Yahoo! Voices, November 2, 2011

## **TAISHA BROWNLEE**

1122 S. Mayfield Ave. 2<sup>nd</sup> Fl. ♦ Chicago, IL 60644 ♦ (773) 971-1948 ♦ taishabrownlee@yahoo.com

Proficient in MS Word and Excel. Over 15 years of customer service experience, strong ability to work effectively with multiple supervisors, capable of handling complex and/or multi-faceted task. Provided administrative and secretarial support to a large department, managed a number of simultaneous projects and met deadlines consistently and accurately. An independent worker recognized for a proactive approach to problem-solving. Proven experience in a demanding work environment dealing successfully with competing needs and different challenges.

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### **EMPLOYMENT HISTORY:**

#### **WESTSIDE HEALTH AUTHORITY, CHICAGO, IL - JUNE 2008 – PRESENT OFFICE/SENIOR CASE MANAGER**

- ♦ Supervise & manager a team of eleven employees
- ♦ Evaluate & assess clients employment & social service needs
- ♦ Complete Individual Action Plans (IAP) on all clients
- ♦ Serve as a liaison for potential vendors & community groups
- ♦ Work closely with Director to compose & finalize potential grants & proposals
- ♦ Monthly reporting of all intakes, referrals & meetings held within facility & outside agencies

#### **WORKFLOW ONE (QPS STAFFING), ELGIN, IL - AUG. 2004 – MAR. 2006 INVENTORY SPECIALIST/ADMINISTRATIVE ASSISTANT**

- ♦ Prepared weekly spreadsheets of new, damaged & returned inventory
- ♦ Performed all bookkeeping, payroll, A/R & A/P processing
- ♦ Performed administrative & office support activities for multiple supervisors
- ♦ Fielding telephone calls, word processing, filing, & faxing as well as composing correspondence & reports

#### **PROTECTION ONE ALARM CO., ELK GROVE VILLAGE, IL - MAR. 2001 – JUNE 2004 BRANCH ADMINISTRATOR**

- ♦ Calculated & entered payroll for commission/hourly paid sales reps & technicians in Krono's Payroll System
- ♦ Assigned accounting codes to incoming bills, processed all invoices & received/processed incoming/outgoing mail
- ♦ Compiled new hire binders, personnel & benefit folders, arranged facility & system access
- ♦ Served as a liaison between the recruiter, hiring managers, placement agencies & candidates

#### **MITSUMI-SOKO, WOOD DALE, IL - FEB. 2000 – MAR. 2001 INVENTORY SPECIALIST/ADMINISTRATIVE ASSISTANT**

- ♦ Prepared bills of lading
- ♦ Scheduled pickup and delivers of Sylvania televisions to Best Buy, Kmart and VA Hospital across the country
- ♦ Cycle counted all merchandise when addressed in the warehouse
- ♦ Prepared charge backs for late or missed deliveries

#### **COMMUNITY INSURANCE CENTER, CHICAGO, IL – SEPT.1994 - JAN. 2000 CUSTOMER SERVICE REPRESENTATIVE**

- ♦ Quoted new/existing auto/homeowners insurance policies & answered any questions regarding their insurance
- ♦ Make endorsements & processed claim information for existing policies
- ♦ Calculated square footage of homes

**EDUCATION:**

**A.A.S. - ROBERT MORRIS UNI, CHICAGO IL 2008**

**FOOD & SANITATION LICENSE - SERVSAFE 2013**

**110 CREDITS COMPLETED TOWARDS BACHELORS DEGREE IN BUSINESS ADMIN.**

**REFERENCES:**

**Milton E. Moses - CEO/OWNER, Community Insurance Center, Chicago IL 773-651-6200**

**Jacquanite Johnson - CEO/Owner, Open Heart of Love, Frankfort IL 815-378-1998**

**Betty Collins - Senior Administrator, Marillac House, Chicago IL 773-722-7440**

# MELODY DELGADO

312-671-5265 ♦ melodydelgado1@hotmail.com

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## PROFILE

Highly motivated and quality-oriented professional with accounting, finance and cash management experience. Recognized for my multi-facet accounting knowledge, attention to detail, analytical and problem-solving skills. Ability to work efficiently in challenging environments and capable of establishing positive relationships with all levels of management. Possess a high ambition to transfer my strong accounting background and process driven work behavior to benefit the growth and development of an organization.

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## PROFESSIONAL EXPERIENCE

### Senior Fiscal Manager/Grants & Contracts Manager Westside Health Authority – Chicago, Illinois

August 2010 to Present

- Manage the organizations \$4.5M operating revenue by performing accounting transactions in Quickbooks. Process Accounts Receivable for government grants and capital assets to ensure revenue recognition is applied appropriately, postpone revenues over contract period, estimate and document uncollected funds or deficits
- Prepare and manage various programs and capital assets budgets, reports, contracts and billing to ensure expenses are properly applied and allocated. Certify contract guidelines are followed and benchmarks achieved
- Process payroll and manage employee time cards in ADP. Prepare 1099 forms for consultants
- Assist CFO with preparing and analyzing financial reports, prepare and coordinate external auditors request

### Internal Controls and Compliance Analyst CME Group – Chicago, Illinois

August 2009 to May 2010

- Utilize Trintech software tools to automate compliance monitoring and reporting
- Establish and execute comprehensive control testing activities to ensure business processes are in compliance with accounting rules and regulations
- Conduct quarterly certification meetings with management from various departments
- Assist with preparation of Internal Controls Financial Reporting document. Review and update documented business processes narratives, flowcharts and procedures

### Accounts Payable Specialist/Accounting Assistant II CME Group/Chicago Board of Trade – Chicago, Illinois

March 2005 to August 2009

- Review all invoices for appropriate documentation and approval prior to processing for payment in PeopleSoft Financial System (Oracle), interact with vendors and staff to resolve invoice discrepancies
- Audit staff expense reports, assist with travel and expense questions
- Design and implement process improvements, assist supervisor with testing for any system enhancements
- Process monthly journal entry for accrual of open invoices and prepare invoice reports for management

**Teller II**

**December 2003 to March 2005**

**LaSalle Bank – Chicago, Illinois**

- Provide customers with superior and quality customer service while performing efficient and accurate transaction processing
- Maximize client solutions by referring new products and services to clients based on their financial goals while performing banking transactions
- Supported sales/service activities within the Branch by participating in seminars, micro-marketing events, promotional campaigns and product initiatives
- Resolve account service issues and respond to customer inquiries promptly and effectively

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**EDUCATION**

**Certificate in Business Fraud Examination**

**June 2009**

Roosevelt University - Chicago, Illinois

**Master's Business Administration: Finance**

**May 2008**

Roosevelt University - Chicago, Illinois

**Bachelors of Science: Accounting**

**July 2003**

University of Illinois at Chicago - Chicago, Illinois

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**REFERENCES**

Tiffany Smith, Chicago Public Schools Teacher (773) 842-9020

Danielle Crawford, Metra Conductor (312) 607-7066

Elvira Sanchez, CME Group Senior Accountant (773) 425-8400

**Legal Actions**

Westside Health Authority has no pending litigation.

**Conflict of Interest**

Westside Health Authority has no conflict of interest issues.

**EXHIBIT 2**

**Schedule of Compensation**

**Budget Description:**

Westside Health Authority will expend the Cook County Recidivism grant as outlined below:

<b>Salaries</b>	<b>Allocation FTE</b>	<b>Total</b>
Roger Ehmen, Director of Reentry/Employment	\$55,000 x .15 =	\$8,250
Percy Giles, Job Developer	\$40,000 x .25 =	\$10,000
Barbara Titone, Lead Case Manager	\$30,000 x 100 =	\$30,000
Taisha Brownlee, Case Manager	\$30,000 x .25 =	\$7,500
Christopher Watts, Career Counselor/Job Coach	\$30,000 x .25 =	\$7,500
Melody Delgado, Senior Fiscal Manager	\$45,000 x .15 =	\$6,750
<b>Total Salaries</b>		<b>\$70,000</b>
Fringes @ 22%		<u>\$15,400</u>
<b>Total Personnel</b>		<b>\$85,400</b>
<b>Transportation:</b> Bus passes		<b>\$1,800</b>
<b>Supplies:</b> Paper, Pens, Pencils, etc.		<b>\$800</b>
<b>Total Cost</b>		<b>\$88,000</b>
In Kind Donations		(\$8,000)
<b>Total Amount Requested</b>		<b>\$80,000</b>

Staff located at the Employment center will allocate a portion of their time towards the Cook County Recidivism program. Bus passes will be distributed to program participants and office supplies will be purchased to operate the everyday tasks of the program. To facilitate job placement, WHA plans to leverage DFSS TJP funds and place qualified CCJ program participants into subsidized transitional jobs with partner businesses.

**EXHIBIT 3**

**Evidence of Insurance**

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/28/2013

**INSURANCE SUPPORT SYSTEMS, INC.**  
 333 North Michigan Ave, Ste 901  
 Chicago, IL 60601  
 (312) 831-4650

**WESTSIDE HEALTH AUTHORITY**  
 5437 WEST DIVISION STREET  
 CHICAGO, IL 60651  
 773-354-2841

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC#
INSURER A: GREAT AMERICAN INSURANCE COMPANY	
INSURER B: ZURICH INSURANCE COMPANY	
INSURER C: PHILADELPHIA INSURANCE CO.	
INSURER D:	
INSURER E:	

### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDF. INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMSMADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	PAC 757-44-80	05-31-13	05-31-14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				CAP 0006282
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMSMADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	UMB 757-44-80	05-31-13	05-31-14	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC 03237924	10-03-12	10-03-13	WC STATUTORY LIMITS OTH-ER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
C		OTHER DIRECTORS & OFFICERS	PHSD325200	05-31-13	05-31-14	\$1,000,000 LIMIT
A		BUILDING	PHSD325200	05-31-13	05-31-14	\$ 112,000 LIMIT

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

IT IS HEREBY AGREED AND UNDERSTOOD THAT THE CERTIFICATE HOLDER, COOK COUNTY IS AN ADDITIONAL INSURED AS IT RELATES TO CONTRACT NO. (13-53-073) INCLUDING ITS EMPLOYEES, ITS COMMISSIONERS AND ITS OFFICIALS.

### CERTIFICATE HOLDER

**COOK COUNTY**  
**OFFICE OF CHIEF PROCUREMENT**  
 118 N. CLARK STREET ROOM 1018  
 CHICAGO, ILLNOIS 60602  
 ATTN: KEVIN B. CASEY  
 312.603.6830

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Shirley Harris*

**ECONOMIC DISCLOSURE STATEMENT  
AND EXECUTION DOCUMENT  
INDEX**

<b>Section</b>	<b>Description</b>	<b>Pages</b>
Instructions	Instructions for Completion of EDS	EDS i - ii
1	Certifications	EDS 1, 2
2	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest	EDS 3 – 9
3	Sole Proprietor Signature Page	EDS 10a/b/c
4	Partnership Signature Page	EDS 11/a/b/c
5	Limited Liability Corporation Signature Page	EDS 12a/b/c
6	Corporation Signature Page	EDS 13a/b/c
7	Cook County Signature Page	EDS 14

**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 Chief Procurement Officer. 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/RFQ, or if no RFQ/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.

**Section 1: Certifications.** Section 1 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 2: Economic and Other Disclosures Statement.** Section 2 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 therein.

**Sections 3, 4, 5, 6: Execution Forms.** The Bidder executes this EDS, and the Contract, by completing and signing three copies of the appropriate Signature Page. Section 3 is the form for a sole proprietor, Section 4 is the form for a partnership or joint venture; Section 5 is the form for a Limited Liability Corporation, and Section 6 is the form for a Corporation. Proper execution requires **THREE ORIGINALS**; therefore, the appropriate Signature Page must be filled 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.

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

**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.

## CERTIFICATIONS (SECTION 1)

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 580/2-11).

**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) Cook County Works Department;
- 4) Sheriff's Work Alternative Program; and
- 5) Department of Correction inmates.

**REQUIRED DISCLOSURES (SECTION 2)**

**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
N/A	

**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:   X   No: \_\_\_\_\_

b) If yes, list business addresses within Cook County:

5417 W. Division Street, Chicago IL 60651

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

Yes:   X   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 (EDS-8) and complete the following, based upon the definitions and other information included in such Affidavit.**

**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 list.

\_\_\_\_\_  
\_\_\_\_\_  
**(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.

	<b>Property Address</b>	<b>P.I.N #</b>
1	5852 W. North Ave	13-32-412-029-0000
2	5850 W. North Ave	13-32-412-030-0000
3	4824 W. Chicago	16-04-430-024-0000
4	4814 W. Chicago	16-04-430-026-0000
5	4822 W. Chicago	16-04-430-025-0000
6	820 N. Cicero	16-04-430-027-0000
7	818 N. Cicero	16-04-430-028-0000
8	816 N. Cicero	16-04-430-029-0000
9	808 N. Cicero	16-04-430-030-0000
10	4800 W. Chicago	16-04-430-031-0000
11	5420 W. Division St.	16-04-130-035-0000
12	5332 W. Ferdinand	16-09-119-013-0000
13	5039 W.Huron	16-09-210-006-0000
14	4932 W. Ohio	16-09-214-030-0000
15	213 N. Leclaire Ave	16-09-408-014-0000
16	1521 S. Drake	16-23-223-008-0000
17	4318 W. Washington	16-10-418-032-0000
18	1018 W. 104th Place	25-17-209-027-0000
19	4928 W. Chicago	16-04-429-028-0000
20	144 W. 105th St.	25-16-209-039-0000
21	6424 S. Wood	20-19-211-032-0000
22	8106 S. Burnham	21-31-123-023-0000
23	8541 S. Ada	20-32-320-012-0000
24	622 N. Lotus	16-09-108-021-0000
25	1435 W. 120th St.	25-29-104-010-0000

## 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: Westside Health Authority D/B/A: WHA EIN NO.: 36-3789879

Street Address: 5417 W. Division Street

City: Chicago State: IL Zip Code: 60651

Phone No.: (773) 378-1878

**Form of Legal Entity:**

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
None		

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
None		

3. Is the Applicant constructively controlled by another person or Legal Entity? [ ] Yes [  ] No  
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
None			

**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.

MORRIS REED  
Name of Authorized Applicant/Holder Representative (please print or type)  
Morris Reed  
Signature  
mreed@healthauthority.org  
E-mail address

CEO  
Title  
03/07/2013  
Date  
773-378-1878 ext. 2213  
Phone Number

Subscribed to and sworn before me this 7<sup>th</sup> day of MARCH, 2013

My commission expires: 9/29/2014

x Sylvia Hall  
Notary Public Signature





## COOK COUNTY BOARD OF ETHICS

69 W. WASHINGTON STREET, SUITE 3040

CHICAGO, ILLINOIS 60602

312/603-4304

312/603-9988 FAX 312/603-1011 TT/TDD

### **FAMILIAL RELATIONSHIP DISCLOSURE PROVISION:**

Section 2-582 of the Cook County Ethics Ordinance requires any person or persons doing business with Cook County, upon execution of a contract with Cook County, to disclose to the Cook County Board of Ethics the existence of familial relationships they may have with all persons holding elective office in the State of Illinois, the County of Cook, or in any municipality within the County of Cook.

The disclosure required by this section shall be filed by January 1 of each calendar year or within thirty (30) days of the execution of any contract or lease. Any person filing a late disclosure statement after January 31 shall be assessed a late filing fee of \$100.00 per day that the disclosure is late. Any person found guilty of violating any provision of this section or knowingly filing a false, misleading, or incomplete disclosure to the Cook County Board of Ethics shall be prohibited, for a period of three (3) years, from engaging, directly or indirectly, in any business with Cook County. *Note:* Please see Chapter 2 Administration, Article VII Ethics, Section 2-582 of the Cook County Code to view the full provisions of this section.

If you have questions concerning this disclosure requirement, please call the Cook County Board of Ethics at (312) 603-4304.

*Note:* A current list of contractors doing business with Cook County is available via the Cook County Board of Ethics' website at:

[http://www.cookcountygov.com/taxonomy/ethics/Listings/cc\\_ethics\\_VendorList\\_.pdf](http://www.cookcountygov.com/taxonomy/ethics/Listings/cc_ethics_VendorList_.pdf)

### **DEFINITIONS:**

"*Calendar year*" means January 1 to December 31 of each year.

"*Doing business*" for this Ordinance provision means any one or any combination of leases, contracts, or purchases to or with Cook County or any Cook County agency in excess of \$25,000 in any calendar year.

"*Familial relationship*" means a person who is related to an official or employee as spouse or any of the following, whether by blood, marriage or adoption:

- |           |                   |                |
|-----------|-------------------|----------------|
| ▪ Parent  | ▪ Grandparent     | ▪ Stepfather   |
| ▪ Child   | ▪ Grandchild      | ▪ Stepmother   |
| ▪ Brother | ▪ Father-in-law   | ▪ Stepson      |
| ▪ Sister  | ▪ Mother-in-law   | ▪ Stepdaughter |
| ▪ Aunt    | ▪ Son-in-law      | ▪ Stepbrother  |
| ▪ Uncle   | ▪ Daughter-in-law | ▪ Stepsister   |
| ▪ Niece   | ▪ Brother-in-law  | ▪ Half-brother |
| ▪ Nephew  | ▪ Sister-in-law   | ▪ Half-sister  |

"*Person*" means any individual, entity, corporation, partnership, firm, association, union, trust, estate, as well as any parent or subsidiary of any of the foregoing, and whether or not operated for profit.

**SWORN FAMILIAL RELATIONSHIP DISCLOSURE FORM**

Pursuant to Section 2-582 of the Cook County Ethics Ordinance, any *person\* doing business\** with Cook County must disclose, to the Cook County Board of Ethics, the existence of *familial relationships\** to any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County. Please print your responses.

Name of Owner/Employee: N/A Title: \_\_\_\_\_

Business Entity Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Entity Address: \_\_\_\_\_

\_\_\_\_\_ The following familial relationship exists between the owner or any employee of the business entity contracted to do business with Cook County **and** any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County.

Owner/Employee Name:	Related to:	Relationship:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

If more space is needed, attach an additional sheet following the above format.

There is **no** familial relationship that exists between the owner or any employee of the business entity contracted to do business with Cook County and any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County.

**To the best of my knowledge and belief, the information provided above is true and complete.**

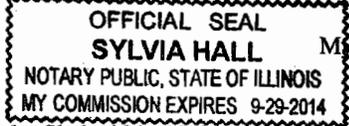
*Marcus [Signature]* Date 03/07/13  
Owner/Employee's Signature

Subscribe and sworn before me this 7<sup>th</sup> Day of MARCH, 20 13

a Notary Public in and for Cook County

*Sylvia Hall*  
(Signature)

NOTARY PUBLIC SEAL



My Commission expires 9-29-2014

Completed forms must be filed within 30 days of the execution of any contract or lease with Cook County and should be mailed to:

**Cook County Board of Ethics  
69 West Washington Street,  
Suite 3040  
Chicago, Illinois 60602**

**SIGNATURE BY A SOLE PROPRIETOR**  
**(SECTION 3)**

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 facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer 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: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

FEIN/SSN: \_\_\_\_\_

COOK COUNTY BUSINESS REGISTRATION NUMBER: \_\_\_\_\_

**SOLE PROPRIETOR'S SIGNATURE:** \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Subscribed to and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires:

X \_\_\_\_\_

Notary Public Signature

\_\_\_\_\_

Notary Seal

**SIGNATURE BY A PARTNERSHIP (AND/OR A JOINT VENTURE)**

**(SECTION 4)**

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 Chief Procurement Officer 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: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ FEIN/SSN: \_\_\_\_\_

\*COOK COUNTY BUSINESS REGISTRATION NUMBER: \_\_\_\_\_

**SIGNATURE OF PARTNER AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF PARTNERSHIP:**

\*BY: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed to and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires:

X \_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Seal

\* **Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.**

**SIGNATURE BY A LIMITED LIABILITY CORPORATION**  
**(SECTION 5)**

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 Procurement Director 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: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

FEIN: \_\_\_\_\_ \* CORPORATE FILE NUMBER: \_\_\_\_\_

MANAGING MEMBER: \_\_\_\_\_ MANAGING MEMBER: \_\_\_\_\_

\*\*SIGNATURE OF MANAGER: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

X \_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Seal

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

\*\* **Attach either a certified copy of the by-laws, articles, resolution or other authorization demonstrating such persons to sign the Signature Page on behalf of the LLC.**

**SIGNATURE BY A CORPORATION  
(SECTION 6)**

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 Chief Procurement Officer 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: Westside Health Authority  
BUSINESS ADDRESS: 5417 W. Division  
Chicago IL 60657  
BUSINESS TELEPHONE: 773-378-1878 FAX NUMBER: 773-786-2752  
CONTACT PERSON: Morris REED  
FEIN: 36-3789879 \*IL CORPORATE FILE NUMBER: 5642-115-7

LIST THE FOLLOWING CORPORATE OFFICERS:

PRESIDENT: Jacqueline REED VICE PRESIDENT: Ray Thompson  
SECRETARY: Cassandra Alexander TREASURER: Daryl Davidson  
\*\*SIGNATURE OF PRESIDENT: Jacqueline Reed  
ATTEST: [Signature] (CORPORATE SECRETARY)

Subscribed and sworn to before me this  
7<sup>th</sup> day of MARCH, 2013.

X Sylvia Hall  
Notary Public Signature

My commission expires:



Notary Seal

\* 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 7)

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

*John E. M*

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 3 DAY OF July, 2013.

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

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

13-53-073E

**OR**

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

TOTAL AMOUNT OF CONTRACT: \$ 80,000<sup>00</sup>

(DOLLARS AND CENTS)

FUND CHARGEABLE: \_\_\_\_\_

APPROVED AS TO FORM:

*Not required*

ASSISTANT STATE'S ATTORNEY  
(Required on contracts over \$1,000,000.00)