

**PROFESSIONAL SERVICES AGREEMENT**

**For**

**VIOLENCE PREVENTION, INTERVENTION AND REDUCTION GRANTS**

**CONTRACT NO. 13-53-090H**

**BETWEEN**



**COOK COUNTY GOVERNMENT**

**COOK COUNTY JUSTICE ADVISORY COUNCIL**

**AND**

**PILSEN LITTLE VILLAGE COMMUNITY HEALTH CENTER, D/B/A  
PILSEN WELLNESS CENTER, INC.**

**APPROVED BY THE BOARD OF  
COOK COUNTY COMMISSIONERS**

**JUL 17 2013**

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**Toni Preckwinkle  
Cook County Board President**

**Shannon E. Andrews  
Chief Procurement Officer**

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# PROFESSIONAL SERVICES AGREEMENT

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- 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 Pilsen Little Village Community Health Center, d/b/a Pilsen Wellness Center, Inc. , 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 Violence Prevention, Intervention and Reduction 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 August 1, 2013 ("**Effective Date**") and continue until June 31, 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 \$136,000.00 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 \$136,000.00 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  
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: Pilsen Little Village Community Health Center, d/b/a  
Pilsen Wellness Center, Inc.  
2319 South Damen Avenue  
Chicago, IL 60608

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

Scope of Work

Contractor shall provide services and/or programs in one or more of the targeted areas of behavioral health, education, skill building, community building, balanced and restorative justice, civic engagement, youth engagement, employment, or mentoring. The Contractor shall define the number of individuals that it intends to serve within the proposal.

Program Methodology

Contractor must understand the impact of violence on victims, perpetrators, people who are both victims and perpetrators, families, and the community as whole and the intersection between environment, criminal justice, education, employment, interpersonal and intrapersonal skills, community involvement, and violence and the challenges for obtaining services and meaningful programming in the community.

The model shall be based on an integrated team approach (this may include staff cooperation and communication, community collaboration, multiple service provider collaboration, etc.) and be adaptable and based on current realities. The proposed model shall specifically recognize and assess the roles of: history of trauma and violence; co-occurring disorders; family relationships; parenthood; peer supports; community stability and socialization; connectedness with societal values; education; income and employment; and ancillary services. Programs should utilize a strength and asset-based, motivational approach to treatment and skill building and selection of staff that have embraced this approach.

Programming shall focus on enhancing participants' functioning and behavior, developing skills for living a productive life within the community and engaging in behaviors that contribute to positive outcomes through job training, mentoring, balanced and restorative justice practices or other needed services. All with the overarching goal of reducing factors that put the individual at a higher risk of violence involvement. The goal should be to build off of these individual services to strengthen communities and reduce violence.

The Contractor shall offer a safe, supportive and encouraging environment that encourages trust, bonding, and connection. Staff selection should take into account the population being served with consideration to parity, economic challenges and cultural values. All programs shall work to reduce risk factors for violence and improve outcomes. Strategies may include cognitive-behavioral strategies that shall promote critical thinking and healthy decision-making. The overall focus shall be on enhancing participants' functioning and behavior, developing skills for living a productive life within the community and engaging in behaviors that contribute to positive outcomes in society.

The providers shall offer a safe, supportive and encouraging environment that encourages trust, bonding, and connection. Staff selection should take into account the population being served with consideration to parity, economic challenges and cultural values.

Program needs for clients may include, but are not limited to the following list:

- Homelessness
- Life skills
- Problem-solving skills
- Employment
- Education
- Criminology, criminal thinking, criminal identity, and the criminal code (shared values)
- Participant manipulateness
- Denial
- Resistance
- Guilt, stigma, and shame
- Anger and hostility
- Domestic violence
- Exposure to violence
- Cultural identity (cultural background and race)
- Immigration Services
- Language needs (translation services, etc.)
- Role as family member and/or parent
- Motivation
- Creating therapeutic alliances
- Striving for counselor credibility
- Striving for cultural competence
- Designing treatment to reflect stages of change
- Self-management skills (relapse prevention)
- Peer support and feedback
- Pro-social activities
- Reentry services
- Healthy Lifestyle issues
- Support Healthy/Pro-social choices
- Early childhood prevention and intervention
- Conflict Resolution skills
- Gang intervention/prevention
- Individualized mentoring
- Community building
- Balanced and Restorative Justice Practices

The above list is provided to show the need for comprehensive, integrated and holistic thinking when designing programs for clients at risk of violence involvement. The Contractor shall address these issues either internally or through linkages in the local human service system. This list does not preclude the Contractor from addressing additional issues and the Contractor is encouraged to expand areas of topical issues in its service delivery.

Contractor's staff shall show equitable treatment by staff towards all participants throughout their course of treatment.

Project Component

The JAC is looking for a creative, but evidence based approach to reducing violence. The expectation is that programs will provide innovative programming in a community friendly manner. The program shall maintain continuous focus on planning and implementation of services that support individuals and communities and shall work collaboratively with the initiatives that support services to reduce violence.

The grant recipient shall be required to ensure confidentiality and shall agree that all information about its work and the work performed by the JAC shall remain confidential. This includes, and is not limited to, all information about the programs supplied to the grant recipient by the JAC and the County.

Record Keeping Procedure

The JAC requires the grant recipient to create and retain participant files service plans and records, when applicable. The participant record information shall include the participants' names, addresses and services provided.

Quarterly Reports and Site Visits

Grant recipients will be required to submit quarterly narrative reports for the duration of the grant. The last quarterly report may be considered a final report and may be used for a summation in the categories requested. The quarterly narrative report for the 2013 Violence Reduction Grants shall indicate the following:

- The grant recipients accomplishments in the quarter,
- The number of people enrolled, admitted or who otherwise entered the program,
- Number of people retained in the program, if applicable,
- Number of people who successfully completed the program, if applicable,
- All other metrics given in the program proposal,
- The challenges faced in the quarter,
- Any other information/data the grant recipient can share with Cook County from the quarter(s) that will help us to better understand the factors contributing to violence and the work being done to reduce violence.

Additionally, the Justice Advisory Council will conduct a site visit with the grant recipient at a mutually agreed upon time and place. At the site visit, the JAC will want to meet anyone working under the grant and/or tasked with overseeing its implementation, meet with and hear from any client(s)/constituency participating in program(s) supported by the grant and see the facilities used in the implementation of the grant (e.g. offices, classrooms, meeting areas etc.)

Upon award of a contract the grant recipient will meet with the JAC to discuss quarterly report forms and procedures.

Key Personnel

Contractor must identify the key personnel/volunteers that will be committed to the project. The Chief Procurement Officer reserves the right to reject any key personnel proposed if it is determined in the County's best interest. The evaluation of proposals includes the qualifications of the personnel proposed; therefore, Contractors will name key personnel as part of their submission. Key Personnel must not be replaced during the project without the approval of the Chief Procurement Officer.

For example years, requirements for specific experience, specific credentials, certifications, background of Contractor and/or Key Personnel.

The selected grant recipient must provide sufficient staff and volunteers to cover project needs. The grant recipient must take into account appropriate staff coverage for vacation days, long-term disabilities, sick days and vacant positions.

Subcontracting or teaming

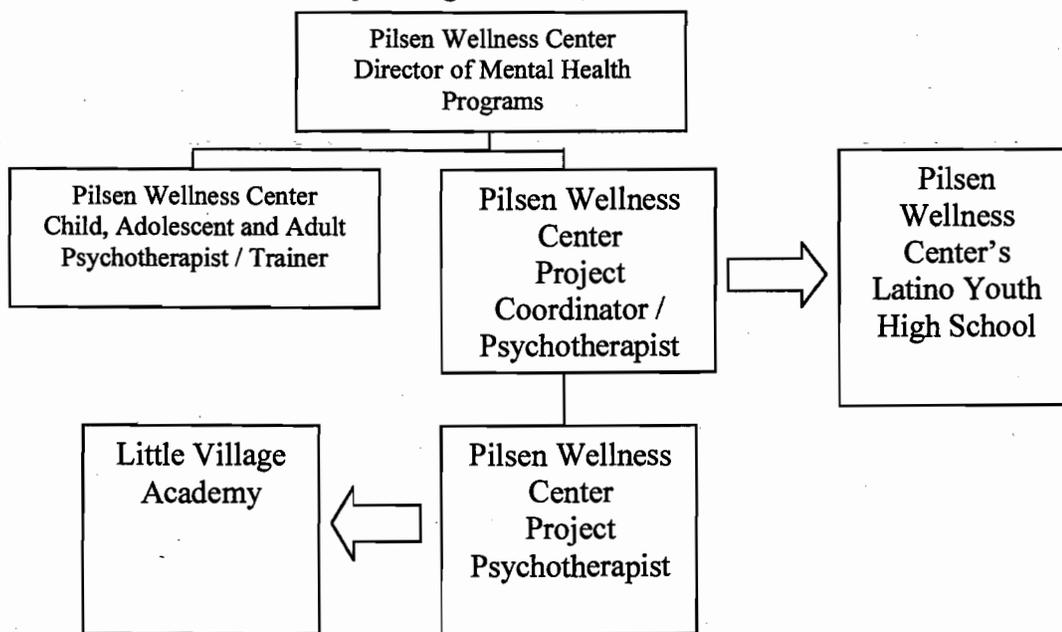
The Contractor may be comprised of one or more organizations as to assure the overall success of the project. The Contractor shall identify each collaborative member organization and specify their role. The Chief Procurement Officer reserves the right to accept or reject any of the collaborative member organizations if in the Chief Procurement Officer's sole opinion replacement of the organization, based on skills and knowledge, is in the best interest of the County.

**Pilsen Wellness Center  
Violence Prevention, Intervention and Reduction Grant  
Proposal Narrative**

**I Executive Summary (RFP section 7.2.2)**

Pilsen Wellness Center, in partnership with the Little Village Academy, will implement a new, comprehensive violence prevention program in the Pilsen (Lower West Side) and Little Village (South Lawndale) Community Areas. The index crime rate in these communities is greater than 3,000 index crimes per year for every 100,000 residents. We will implement a substance abuse prevention program for the students in grades 6 through 8 at Little Village Academy, as well as students in grades 9 and 10 at our own Latino Youth High School. We will also implement an anger management curriculum for smaller groups of students and provide individual, group or family counseling for select member of the anger management groups and their families. The project will also include community psychoeducation workshops to inform parents, residents and child- and youth-serving organizations of the signs of emotional and behavior distress in children and youth in order to encourage early referral to treatment. The project will be staffed by two full-time, master's-prepared, licensed clinicians with training in cognitive behavior therapy and group facilitation, and experience in working with youth. Bilingual staff will be strongly preferred. The project will be overseen by our Mental Health Program Director. She will be assisted by one of our child, adolescent and adult psychotherapists in training the new program staff. An organization chart for the project is presented in Figure 1.

Figure 1.  
Project Organization Chart



## II. Proposed Plan of Action / Action Plan (RFP Section 7.2.3)

**Target Area.** More than 80 percent of the people in Chicago's Lower West Side and South Lawndale Community Areas are Latino; nearly all (94%) of them are Mexican. Most (52%) identify themselves as belonging to "some other race;" more than one third (37%) identify themselves as "White alone;" one tenth identify themselves as "Black or African American alone." More than one third (37%) of the residents in these two community areas are under 20 years of age. Nearly all (93%) of youth between 18 and 24-years-of-age, and virtually all (99%) of those over 25-years-of-age have a high school diploma (or its equivalent). More than one-fourth (26%) of the families in these communities live on incomes below the federal poverty level.<sup>1</sup> The rate of Index Crimes was 3,147 crimes per 100,000 people in 2010. There were 15 murders, 36 criminal sexual assaults, 342 robberies, 158 aggravated assaults and 301 aggravated batteries that year.<sup>2</sup>

**Overview.** Pilsen Wellness Center (PWC) proposes comprehensive strategy to address this rate of violent crime in Pilsen (Lower West Side), Little Village (South Lawndale) and surrounding communities. First, we will conduct psychoeducational workshops for teachers, administrators, parents, service providers and community members. Second, we will offer an evidence-based substance abuse prevention curriculum in two schools. Third, we will offer anger management groups in these two schools using evidence-based curricula (one for elementary and middle school and one for high school). Fourth, we will supplement these school-based groups with individual, group, or family therapy for participating children and youth who appear to be at increased risk of violent behavior. We developed this approach to screening, referral, anger management and counseling through our *Neighborhood Recovery Initiative* project in Brighton Park. A schematic diagram illustrating the process may be found in Appendix 8.

**Schools and Students.** PWC will provide these services in two schools: the Little Village Academy and Latino Youth High School. Little Village Academy (LVA) offers classes in grades 1 through 8. It is located at 2620 South Lawndale Avenue in the South Lawndale Community Area. There are 887 students enrolled at LVA this year; 98 percent of them are Latino. A letter of support from the principal of Little Village Academy is in Appendix 6.

The second school is Latino Youth High School (LYHS). This school is located at 2001 South California, which is also in the South Lawndale Community Area. LYHS offers young people a *second chance* to obtain a high school diploma. This alternative charter school incorporates a student-centered approach, emphasizing individualized instruction coupled with added supports such as parenting groups for young mothers, counseling, and leadership development. Nationally recognized as a model charter school, LYHS provides a safe, respectful, gang-neutral environment to young people attending its state-of-the-art facilities. The school is a campus of the *Youth Connection Charter Schools* and provides other academic services funded by the *Alternative Schools Network*. Its current enrollment is 190 students. LYHS is owned and operated by Pilsen Wellness Center.

**Community Psychoeducation Workshops.** The therapists hired for this project will prepare and present workshops on recognizing and responding appropriately to the early signs of

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<sup>1</sup> U.S. Census Bureau, American Fact-Finder2, American Community Survey 2009 Five-Year Estimates.

<sup>2</sup> Chicago Police Department: 2010 Annual Report, Exhibit 11b. The Index Crime rate includes murder, criminal sexual assault, robbery, aggravated assault, aggravated battery, burglary, theft, motor vehicle theft and arson. These are the most current available annual crime statistics reported by community area.

mental illness or the development of behavior problems. These workshops will be presented to the teachers and administrators in our partner schools, as well as parents, community groups, faith-based organizations, and other child- or youth-serving organizations in the community. In addition to helping workshop participants respond appropriately to children and adolescents who are in distress, these workshops will promote early referral for behavioral health care. We have already developed workshop presentations on these topics; our existing materials will be adapted as necessary for this project.

Substance Abuse Prevention. Second, we will implement Botvin's Life Skills Training (LST) curriculum in both schools. We will target grades 6 through 8 in Little Village Academy and grades 9 and 10 in LYHS. The LST curriculum is a cognitive-behavioral approach to preventing substance abuse by helping students acquire skills in drug resistance, personal self management and general social skills. The drug resistance component provides information about alcohol, tobacco and other drugs and helps students develop skills in resisting peer and media pressure. The self-management component focuses on self-image, goal setting, decision making, problem solving, stress management and positively reframing personal challenges. The general social skills component focuses on assertiveness: overcoming shyness, participating in conversation, making and refusing requests, and understanding that there are choices other than aggression or passivity in tough situations. The curriculum is presented through lecture, discussion, coaching and practice. The number of sessions varies by grade level. For middle school grades, the basic curriculum includes 15 sessions in 6<sup>th</sup> grade, 10 sessions in 7<sup>th</sup> grade and five sessions in 8<sup>th</sup> grade, for a total of 30. We will add the optional violence prevention modules, which add three sessions in 6<sup>th</sup> grade, two sessions in 7<sup>th</sup> grade and four sessions in 8<sup>th</sup> grade. In high school, the curriculum includes 10 sessions in 9<sup>th</sup> or 10<sup>th</sup> grade. LST has been studied in 30 randomized, controlled trials and found to reduce tobacco consumption by 87 percent, reduce alcohol use by 60 percent, reduce marijuana use by 75 percent, reduce polydrug use by 66 percent and methamphetamine use by 68 percent, as well as reducing physical aggression by 30 percent, verbal aggression by 42 percent, delinquency by 40 percent, and fighting by 40 percent. The curriculum has been recognized by more than a dozen government agencies and interest groups, including the National Institute for Drug Abuse, the Office of National Drug Control Policy, the U.S. Department of Education, the American Medical Association, the American Psychological Association, the U.S. Centers for Disease Control and Prevention, and the U.S. Department of Justice' Office of Juvenile Justice and Delinquency Prevention and Office of Justice Programs. References for the 30 controlled trials and six cost benefit studies are available on the developer's web site.<sup>3</sup>

Training is required to implement the curriculum. The two clinicians hired for this project will complete the Life Skills Training Institute's Foundation and Core Training soon after they are hired so that the curriculum can be implemented during the Fall Semester. Both training programs, a total of three days of training, are available entirely on-line. Presentation of the curriculum requires the use of both teacher and student handbooks. Funds for training and instructional materials are included in the budget request. The curriculum will be offered as a part of the school's health curriculum for the year to avoid disrupting the regular curriculum or taking students away from class.

Referral of Students for Anger Management Groups. Students will be identified and recruited for the anger management groups through screening. Faculty members and administrators at LVA and LYHS will be trained in the use of the Referral for Assistance (RFA)

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<sup>3</sup> Botvin Life Skills Training. [www.lifeskillstraining.com](http://www.lifeskillstraining.com), accessed March 20, 2013.

form to identify students who may be good candidates for the anger management group. We developed the RFA to serve this same purpose in our *Neighborhood Recovery Initiative* in the Brighton Park Community Area. The form is a checklist that identifies disruptive behavior, disrespect or refusal to cooperate, inattention, aggression, emotional concerns, social or peer problems, and concerns with risk-taking behavior. The RFA also presents an opportunity to document academic performance, attendance, duration of the problem, known family, social or community problems, student strengths and previous interventions. RFAs will be submitted to the project clinician assigned to the school. RFAs can be completed by teachers, administrators, parents, or guardians, as well as the clinician. The clinician will collaborate with the teacher to further discuss the student's presenting behavior. The student will also be observed in the classroom. A copy of the form may be found in Appendix 7.

If the clinician believes that the anger management group or individual counseling (or both) are appropriate, the clinician, in collaboration with the student's teacher, will contact the student's parent(s) or guardian(s) to obtain a written informed consent to conduct additional assessment and provide services.

Once consent has been obtained, the clinician will ask the student, the teacher and the parent to complete the Strengths and Difficulties Questionnaire (SDQ). This is a 25-item questionnaire that has been found to be a reliable and valid method for identifying students who are experiencing emotional problems. It consists of five sub scales: emotional symptoms, conduct problems, hyperactivity or inattentiveness, peer relationship problems and pro-social behavior.<sup>4</sup> It has been found to be useful for screening,<sup>5</sup> intake,<sup>6</sup> and outcome measurement.<sup>7</sup> A study of the instrument's psychometric properties by Goodman confirmed the five scale substructure, good internal consistency (mean Chronbach's  $\alpha$ , 0.73), cross-informant correlation (mean 0.34) retest after four to six months (mean 0.62). Scores above the 90<sup>th</sup> percentile "predicted a substantially raised probability of independently diagnosed psychiatric disorders."<sup>8</sup> Normative data for American students are available.<sup>9</sup> Students with scores indicating emotional or behavioral problems will be enrolled in an anger management group.

Teachers will also be asked to complete the Teacher's Report of Reactive and Proactive Behavior (TRRPB), a six-item description of a student's aggressive behavior toward others. A copy of the TRRPB may be found in Appendix 7.

Anger Management Groups and Curriculum. We will use two curricula for anger management groups: the Anger Coping curriculum for students at LVA and the Think First curriculum for freshmen and sophomores at LYHS. This intervention is provided as a Tier II

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<sup>4</sup> Youth In Mind. What is the SDQ? [www.sdqinfo.org/a0.html](http://www.sdqinfo.org/a0.html). Last updated 1 January 2012. Accessed 20 March 2013.

<sup>5</sup> Goodman, R., Ford, T., Simmons, H., Gatwood, R., & Meltzer, H. Using the strengths and difficulties questionnaire (SDQ) to screen for child psychiatric disorders in a community sample. (2000). *British Journal of Psychiatry*, 177: 534-539.

<sup>6</sup> Mathai, J., Anderson, P., Bourne, A. (2002). The Strengths and Difficulties Questionnaire (SDQ) as a screening measure prior to admission to a Child and Adolescent Mental Health Service (CAMHS). *Advances in Mental Health*, 1(3), pp. 235-246.

<sup>7</sup> Mathai, J., Anderson, P., Bourne, A. (2003). Use of the strengths and difficulties questionnaire (SDQ) as an outcome measure in a child and adolescent mental health service. *Australian Psychiatry*, 11(3), 334-337.

<sup>8</sup> Goodman, R. (2001). Psychometric properties of the strengths and difficulties questionnaire. *Journal of the American Academy of Child & Adolescent Psychiatry*, 40(11), 1337-1345.

<sup>9</sup> Bourdon, K.H., Goodman, R., Rae, D.S., Simpson, G., Koretz, D.S. (2005). The strengths and difficulties questionnaire: U.S. normative data and psychometric properties. *Journal of the American Academy of Child and Adolescent Psychiatry*, 44(6), 557-564.

strategy in the public schools' Response To Intervention, or "RTI" system for providing services to students whose behavior is interfering with their academic progress. RTI services are provided on three "tiers," or "levels of intensity ... The primary prevention level includes high quality core instruction. The secondary level includes evidence-based intervention(s) of moderate intensity. The tertiary prevention level includes individualized intervention(s) of increased intensity for students who show minimal response to secondary prevention."<sup>10</sup>

The Anger Coping curriculum<sup>11</sup> is a cognitive-behavioral approach to anger management that uses small group discussion, role play, videotaped role play and real-world practice to teach students to take another person's perspective in a conflict, identify the actions and emotions associated with anger, and develop problem-solving and conflict management skills. The curriculum includes 26 individual sessions and eight group sessions with small groups of children. Evaluations of Anger Coping have been positive. Lochman and colleagues<sup>12</sup> found significant reductions in disruptive behavior. Lochman,<sup>13</sup> Lochman and Curry,<sup>14</sup> and Lochman and colleagues<sup>15</sup> found reductions in disruptive-aggressive off-task behavior. At three-year follow-up in another study,<sup>16</sup> Lochman found that participants had higher levels of self-esteem and lower rates of drug and alcohol involvement. Further, Lochman and colleagues<sup>17</sup> found significant reductions in aggression and social rejection, along with improvements in peer social behavior at one-year follow-up.<sup>18</sup>

The groups will be facilitated by the project clinician assigned to LVA. The clinician will receive initial training from PWC staff (please refer to "Key Personnel," below). An instruction manual is also available.<sup>19</sup> The groups will be conducted during time allocated for optional topics and away from the classroom to ensure confidentiality. The SDQ and TRRPB will be administered again as post-tests at the next-to-last session in order to gather outcome data for the project evaluation.

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<sup>10</sup> National Center on Response to Intervention. Multi-level prevention system. [http://www.rti4success.org/categorycontents/multi-level\\_prevention\\_system](http://www.rti4success.org/categorycontents/multi-level_prevention_system). Accessed March 22, 2013.

<sup>11</sup> Lochman, J. E., Dunn, S., & Klimes-Dougan, B. (1993). An intervention and consultation model from a social cognitive perspective: A description of the anger coping program. *School Psychology Review*, 22(3), 458-471.

<sup>12</sup> Lochman, J. E., Burch, P. R., Curry, J. F., & Lampron, L. B. (1984). Treatment and generalization effects of cognitive-behavioral and goal-setting interventions with aggressive boys. *Journal of Consulting & Clinical Psychology*, 52(5), 915-916.

<sup>13</sup> Lochman, J. E. (1985). Effects of different treatment lengths in cognitive behavioral interventions with aggressive boys. *Child Psychiatry & Human Development*, 16(1), 45-56.

<sup>14</sup> Lochman, J.E. and Curry, J.F. (1986). Effects of social problem-solving training and self-instruction training with aggressive boys. *Journal of Clinical Child Psychology*, 15(2), 159-164.

<sup>15</sup> Lochman, J.E., Lampron, L.B., Gemmer, T.C., Harris, S.R., & Wyckoff, G.M. (1989). Teacher consultation and cognitive-behavioral interventions with aggressive boys. *Psychology in the Schools*, 26(2), 179-188.

<sup>16</sup> Lochman, J. E. (1992). Cognitive-behavioral intervention with aggressive boys: Three-year follow-up and preventive effects. *Journal of Consulting & Clinical Psychology*, 60(3), 426-432.

<sup>17</sup> Lochman, J. E., Coie, J. D., Underwood, M. K., & Terry, R. (1993). Effectiveness of a social relations intervention program for aggressive and nonaggressive, rejected children. *Journal of Consulting and Clinical Psychology*, 61(6), 1053-1058.

<sup>18</sup> Child Trends. Anger Coping Program. <http://www.childtrends.org/lifecourse/programs/AngerCopingProgram.htm>. Updated 25 September 2006. Accessed March 19, 2013.

<sup>19</sup> Elementary and Middle Schools Technical Assistance Center. Anger Coping Program. <http://www.emstac.org/registered/topics/posbehavior/early/anger.htm>. Accessed March 19, 2013.

Think First is a cognitive-behavioral skill-building curriculum<sup>20</sup> that consists of five instructional modules (choices and consequences, the “hassle log” and anger reducers, anger triggers and attribution retraining, self instruction and consequential thinking, and social problem-solving) that are intended for use in a small group setting over 18 to 25 sessions, depending upon group members’ acquisition of the skills included in the curriculum. Initial evaluations found a reduction in office referrals for aggressive or disruptive behavior.<sup>21,22</sup> Nickerson found a significant increase in academic achievement and a significant decline in the number of detentions, office referrals, and suspensions.<sup>23</sup> Massey and colleagues found “significant improvements in teacher ratings ... of social, emotional, and behavioral functioning ... and on ... behavioral self-control.”<sup>24</sup>

The project clinician will use the Think First curriculum to conduct anger management groups with students from LYHS. The clinician will be trained and supervised by PWC staff (refer to “Key Personnel,” below) and use the published manual.<sup>25</sup> The SDQ and TRRPB will be administered again as post-tests during the next-to-last session in order to collect outcome data for the project evaluation.

Additional Behavioral Health Services. Students who need further counseling services while enrolled in an anger management group will be offered the opportunity to receive individual, group or family therapy. With parental and student consent, individual, group or family cognitive-behavioral therapy will be provided by the project clinician assigned to the school. Substance abuse treatment will be provided by other PWC clinicians. (Please refer to “Qualifications of the Proposer,” below.) Students or other family members who may benefit from medication will be referred to PWC’s psychiatrist for assessment and medication management. These services, while individualized, are also provided as a Tier II intervention in the RTI schema. These services are intended to prevent students from requiring Tier III interventions.

Number to be served. We will conduct 10 Community Psychoeducation sessions (five by each clinician) during the school year. We will provide the Life Skills Training curriculum to all 325 students in 6<sup>th</sup> through 8<sup>th</sup> grade at LVA and to all 90 students in 9<sup>th</sup> and 10<sup>th</sup> grades in LYHS. We will conduct five anger management groups, with six to 10 students in each group, at LVA and provide individual counseling to six to eight LVA students during the academic year. We will conduct five anger management groups, with six to 10 students in each group, at LYHS, and provide individual counseling to six to eight LYHS students during the academic year. (“Individual counseling” should be understood to include group and family therapy.)

Community Advisory Committee. We will form a community advisory committee for the project. The members will include two students, two parents, two teachers and two

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<sup>20</sup> Larson, J.D. (2005). *Think First: Addressing Aggressive Behavior in Secondary Schools*. New York: The Guilford Press.

<sup>21</sup> Larson, J.D. (1991). The effects of a cognitive-behavioral anger-control intervention on the behavior of at-risk middle school students. *Dissertation Abstracts International*, 52(1A), 0117. (UMI No. 9107785)

<sup>22</sup> Larson, J.D. (1992). Anger and aggression management techniques through the Think First curriculum. *Journal of Offender Rehabilitation*, 18(1/2), 101-117.

<sup>23</sup> Nickerson, K.F. (2003). *Anger in adolescents: The effectiveness of a brief cognitive-behavioral anger management training program for reducing attitudinal and behavioral expressions of anger*. Unpublished doctoral dissertation, Cappella University, Minneapolis, Minnesota. In, Larson, J.E. (2005), op. cit., pg. 93.

<sup>24</sup> Massey, O.T., Armstrong, K.H., & Burroughs, M. (2003). The Think First anger management curriculum: Effectiveness for secondary students under two conditions of implementation. Tampa, FL: University of South Florida, Louis de la Parte Florida Mental Health Institute. In Larson, J.E. (2005), op. cit., pg. 93.

<sup>25</sup> Larson, J.D., 2005, op. cit.

community stakeholders. The members will be referred by the schools and others who may express interest in the project. The committee will advise us on the design and improvement of the project during the year. The committee will meet on a quarterly basis.

Intervention Work Plan. Here is a quarter-by-quarter work plan for implementing the project.

*Quarter 1 (July – September).* The staff will be recruited, selected, hired and trained during the first two months of the first quarter. An orientation meeting will be conducted for the administration and faculty of each school before school opens for Fall semester in September. Community Psychoeducation groups will begin by September 30, 2013. The community advisory committee will meet.

*Quarter 2 (October – December).* Life Skills Training will begin in both schools during the second quarter of the project (and the Fall Semester of the school year). The first anger management groups will be organized and begin meeting during the quarter. Individual counseling will be provided. Community Psychoeducation will continue. The community advisory committee will meet.

*Quarter 3 (January – March).* Life Skills Training will be offered in both schools during the third quarter. The second and third anger management groups will be organized and meet during the third quarter. Individual counseling will be provided. Community psychoeducation will continue. The community advisory committee will meet.

*Quarter 4 (April – June).* Life Skills Training will be completed in both schools during the fourth quarter. The fourth and fifth anger management groups will be organized and meet during the quarter. Individual counseling will be provided. Community psychoeducation will conclude. The community advisory committee will meet.

Performance Measures and Evaluation. The project performance measures include:

1. Staff are hired and trained before August 31, 2013.
2. The staff meets the qualifications specified in their job descriptions
3. The advisory committee meets for the first time before August 31, 2013 and meets at least once each quarter during the rest of the project.
4. An orientation meeting for school administration and faculty is held before school opens for the Fall semester.
5. Project staff meet with the Project Director at least monthly throughout the project period.
6. The Life Skills Training curriculum is presented to the entire 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grades by the end of the academic year.
7. The number of completed Referral for Assistance forms received by the project clinician in each school will be monitored.
8. The first anger management group is completed in each school before the end of the Fall semester.
9. Two anger management groups are completed at each school by March 31, 2014.
10. Two anger management groups are completed at each school by June 30, 2014.
11. There are at least four and no more than six students in each LVA group and at least six and no more than eight students in each LYHS group.
12. At least 5 community psychoeducation groups are conducted before December 31, 2013 and all 10 are conducted by June 30, 2014.
13. Individual, group or family therapy will provided to at least six students or their families from each school by June 30, 2014.

Outcome Evaluation Measures. The average SDQ and TRRPB scores at intake for participants in the anger management groups at each school will be compared to the average scores at the conclusion of the group. A statistical test will be applied to measure the likelihood that the difference in total scores and SDQ scale scores were obtained by chance.

**III. Qualifications of the Proposer (RFP Section 7.2.4)**

The Pilsen Wellness Center began as a federally funded program in 1967 and formally incorporated as a not-for-profit corporation under Section 501(c)(3) of the federal Internal Revenue Code in June 1975. Originally known as the Pilsen-Little Village Community Mental Health Center, Inc., we changed our name to the *Pilsen Wellness Center, Inc.* in April 2008 to better reflect our multi-dimensional approach to treatment interventions and recovery and our continued expansion into new service areas. Our mission is to provide holistic human services to individuals and families through culturally sensitive education, prevention, treatment, and recovery interventions.

PWC offers five main categories of service: youth services, education, mental health, substance abuse treatment and HIV/AIDS. The Commission on Accreditation of Rehabilitation Facilities has awarded 11 of our programs with a prestigious three-year accreditation, from December 2010 through December 2013.

The youth programs serve children and adolescents across a variety of settings to support their healthy social and educational development. The Teen Pregnancy Prevention program (funded by the Illinois Department of Human Services [IDHS] Division of Family and Community Services [DFCS]) offers a curriculum-based abstinence program to area schools. The Doula Program pairs pregnant teens with a trained mentor for the last trimester of pregnancy, childbirth, and the first few weeks of a newborn's life. *Unidos Formando Un Futuro* (supported by the Ounce of Prevention Fund) provides new teen parents with support and information on child development through home visits. The substance abuse programs for youth include the Substance Abuse Prevention Program (funded by IDHS/DFCS), which provides drug education workshops, informational seminars, and technical assistance to community based programs, and the Adolescent Substance Abuse Program (ASAP, funded by the IDHS' Division of Alcoholism and Substance Abuse [DASA]), which offers individual substance abuse counseling and case management services. PWC also operates the Therapeutic Outpatient Youth Services program (TOYS, funded by IDHS Division of Mental Health [DMH]) for children and adolescents with a mental illness or emotional disturbance. Finally, PWC leads the Governor's *Neighborhood Recovery Initiative* in Brighton Park to reduce violence and to promote family wellness through capacity building and job creation. TOYS served 465 people in Fiscal Year 2012 (FY'12), while ASAP served 36 people, and the other youth services programs served 226 people.

In education services, PWC operates the Latino Youth High School, a nationally-recognized alternative charter school that gives students a second chance to obtain a diploma. Student Wellness Services provide crisis intervention, mental health counseling, support groups and case management to LYHS students. PWC also operates the Youth Scholars, Skills & Services Program (YS3), which provides adolescents who are in foster care with incentives to stay in school and earn a High School diploma. The education programs served approximately 250 people in FY'12.

PWC provides a full array of outpatient and community-based mental health services. The Adult Mental Health Outpatient Services Program serves adults who have been diagnosed with a mental illness. The Intensive Case Management/Community Support Team (ICM/CST)

provides structured services to reduce the frequency of psychiatric hospital admission. Psychosocial Rehabilitation Services offer support and job placement assistance. A Community Integrated Living Arrangement (CILA) offers housing and 24-hour, on-site supervision and support to eight men diagnosed with a chronic mental illness. Helping Others Gain Apartment Re-Entry (H.O.G.A.R.) helps transition individuals with a mental illness residing in Illinois nursing homes directly to the community through the provision of intensive cash management services. Services for the homeless include the Project for Assistance in Transition from Homelessness (PATH), which provides outreach, case management and mental health services, and The Pilsen Inn Residential Services, which provides a 26-bed, 24-hour supervised residential setting for homeless persons diagnosed with a mental illness. All of these services are funded by IDHS/DMH. Outpatient mental health services were provided to 623 people in FY'12; the CILA served 12, The Pilsen Inn served 57, H.O.G.A.R. served 53, and the ICM/CST served 50 people.

Mental health services for youth include Community Health Initiative to Support and Promote Awareness (C.H.I.S.P.A.), which provides mental health education resources for families, complementing the clinical work of the TOYS Program. The Mental Health Juvenile Justice Program serves youth in the juvenile justice system who are in need of mental health services. These services are also funded by IDHS/DMH.

PWC's substance abuse services include the Drug Free Program, an outpatient Level I and II substance abuse treatment program funded by IDHS/DASA. It also serves persons in recovery who require continued group counseling and supportive networking. PWC also operates several outpatient opioid addiction treatment units, which provide methadone maintenance and related services. The HIV/AIDS Early Intervention Program (funded by IDHS/DASA) provides confidential HIV/AIDS testing and counseling to everyone participating in PWC's substance abuse treatment programs. The Driving Under the Influence Program offers 10 hours of remedial education to persons who have been mandated by the court to attend substance abuse counseling. The Drug Free Program served 405 people in FY'12, 608 were treated for opioid addiction, and 1,339 received HIV testing and counseling.

PWC offers holistic services for persons living with HIV/AIDS. Crossroads/MSM Prevention Services (funded by the Chicago Department of Public Health [CDPH]) offers testing and counseling to persons at significant risk of infection. The Housing Opportunities for People With AIDS (HOPWA) Residential Program (also funded by CDPH) offers case management and access to partial rent subsidies to people living with HIV/AIDS and possessing a co-occurring mental illness or substance abuse diagnosis.

The Pilsen Wellness Center operates 10 distinct program sites throughout the Chicago-land area. We have historically served the predominantly Latino-origin communities of Pilsen (Lower West Side) and Little Village (South Lawndale) in Chicago, and have expanded to serve Archer Heights, New City, Brighton Park, Gage Park, McKinley Park, and South Chicago as well as Cicero, Berwyn, Stone Park, and Melrose Park. PWC has 198 employees, including the administration and faculty of LYHS. Our total operating budget is \$12.5million. PWC presently manages 24 grants from the State of Illinois, the City of Chicago and other sources that provide \$4.9 million annually, as well as Medicaid, Medicare and private insurance payments for behavioral health care and substance abuse treatment services.

PWC has been providing services in the Pilsen and Little Village communities for more than 35 years. We are recognized as an integral part of the community's human service delivery system. We have established effective working relationships with the other health and human service agencies in these communities through genuine collaboration. As an agency with deep

roots in the community, our approach to service delivery considers the traditions, values and culture of our program participants. Our services are holistic, family focused, and tailored to the needs of our participants.

Pilsen Wellness Center values the uniqueness of the bicultural person and 90 percent of the staff are bilingual and bicultural. Our expertise rests on our ability to grasp the significance of acculturation and how life experiences are encoded in language. Facilitating the participant's access to the affective or "emotional" aspect of a problem through the language in which it was experienced is a fundamental treatment component. Common among many Latinos, the immigrant experience is one of the most stressful events a family can undergo. The Center's staff helps families address acculturation, behavioral, and emotional problems.

Three of our programs for youth – substance abuse prevention, teen pregnancy prevention and the former Illinois Steps for Attaining Higher Education through Academic Development (Illinois Steps AHEAD) project<sup>26</sup> – provide our relevant experience in working with youth on risk reduction and academic achievement. Three of the schools and agencies we worked with have provided letters of reference, which may be found in Appendix 6. Their contact information is:

Organization: Little Village Academy

Project: Substance Abuse Prevention Program

Contact Person: Lillian Lazy - School Principal and Nora Avila - Bilingual Programs  
Coordinator

Address: 2620 South Lawndale, Chicago, IL 60623

Phone number: (773) 534-1880

Organization: Orozco Community Academy

Project: Substance Abuse Prevention Program

Contact Person: Nancy P. Aguirre - School Principal

Address: 1940 West 18th Street, Chicago, IL 60608

Phone number: (773) 534-7215

Organization: Maria Saucedo Scholastic School

Project: Teen Pregnancy Prevention Program

Contact Person: Karla Grap - School Counselor

Address: 2850 W 24th Blvd., Chicago, IL 60623

Phone number: (773) 534-1770

Evidence of Appropriate Licenses. PWC is certified by the Illinois Department of Human Services as a community mental health center and is accredited by the Council on Accreditation of Rehabilitation Facilities for 11 of its programs. The key personnel who will be directing the project and training the staff are licensed mental health professionals; please refer to "Key Personnel," below. The clinicians who will be hired for this project will also be licensed

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<sup>26</sup> The Illinois Department of Human Services received a federal grant to support Illinois Steps AHEAD. It provided resources and educational services, including career exploration, college preparation, tutorial services, academic enrichment and support, and parent involvement activities, to several cohorts of students through grants to community-based agencies. Now that the last cohort has graduated from high school, community services have ended and the remaining program activity, the distribution of scholarship funds, is directly administered by IDHS.)

mental health professionals and copies of their licenses will be furnished upon request. The administrators and faculty of Little Village Academy and Latino Youth High School meet the certification requirements established by the Illinois State Board of Education.

**IV. Key Personnel (RFP Section 7.2.5)**

Four key personnel will be involved in this project for PWC. First, Ms. Catharine Rocha, LCPC, ACHT, Program Director of Mental Health at PWC will serve as the Project Director, using five percent of her time to oversee the project. She will recruit and train the project staff and supervise them through monthly meetings. She has experience with the Anger Coping and Think First curriculums as well as administration of the SDQ. She is a Licensed Clinical Professional Counselor (LCPC), Advanced Certified Hypnotherapist (ACHT) and has been in practice since 2004 in non-for-profit agencies and a part-time private practice. She specializes in maltreatment and trauma, codependency, insight oriented therapy, spiritual issues, developmental issues. Therapy services range from individual, group, family, couples and marital, crisis intervention, case management, advocacy and consultation. She has provided therapeutic services to adolescents, young adults and adults through Cognitive Behavioral as well as Gestalt Therapy, Solution focused, Person-Centered and Humanistic therapy. She also specializes in depression, anxiety, grief and loss and works with individuals on relaxation techniques, guided imagery, and coping skills. She has also provided clinical supervision to interns and clinicians needing clinical hours for licensure. She has also provided group consultation to interns. She has experience in management and coordination of behavioral health services in order to maintain and sustain a counseling program. A copy of her license may be found in Appendix 1 and her resume may be found in Appendix 2.

Second, Ms. Natalie Fulton, MA, LPC, Child, Adolescent and Adult Psychotherapist at PWC will assist Ms. Rocha in training the two project clinicians in the Anger Coping and Think First curricula, using 11 days of her time on this project. She has been in practice since 2008 working with non-profit agencies and providing school-based counseling services in both high schools and elementary schools. She specializes in trauma, anger management, academic achievement, behavioral issues, depression and anxiety. She has provided include individual, groups and family therapy, crisis intervention and case management. She has also conducted community trainings regarding the effects of trauma on youth to community members, teachers and other professionals. In addition, she has experience providing community outreach in order to inform community members of mental health services that are available to them and to reduce the stigma regarding mental health. She has experience working with children, adolescents, and adults. Her modality of treatment is Cognitive-Behavioral, Person-Centered as well as assisting individuals with relaxation techniques and guided imagery. She is currently a program coordinator and child, adolescent and adult psychotherapist at PWC. A copy of her license<sup>27</sup> may be found in Appendix 1 and a copy of her resume may be found in Appendix 2.

PWC will hire two clinicians for this project. Each will conduct community psychoeducation workshops, implement the Life Skills Training curriculum, conduct anger management groups and provide individual counseling in one of the schools. One will be hired as a psychotherapist and one will be hired as a program coordinator. The coordinator will supervise the psychotherapist in addition to performing the project's other responsibilities. Both will be master's-prepared, licensed mental health clinicians training in cognitive-behavioral therapy and group facilitation, have experience in working with youth and be bi-lingual (in English and Spanish). Job descriptions for each position are included in Appendix 2.

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<sup>27</sup> Her current license expires on March 31, 2013. The renewal of her license will be complete before that time.

PWC will seek reimbursement through Illinois' Medicaid program for the direct counseling services provided by both clinicians. This income will be applied to the total cost of the clinicians' salary and fringe benefits and the amount of reimbursement requested through the grant will be reduced accordingly. No estimate of the amount of revenue that will be generated is available at this time.

A membership list for our Board of Directors is included in Appendix 3.

**V. Financial Stability (RFP Section 7.2.7)**

Please refer to the audited financial statements in Appendix 4 for information on PWC's financial condition.

**VI. Legal Actions (RFP Section 7.2.8)**

Refer to list of pending legal actions in Appendix 4.

**VII. Conflicts of Interest (RFP Section 7.2.9)**

Pilsen Wellness Center is not aware of any conflicts of interest arising from this proposal.

**VIII. Economic Disclosure Statement (RFP Section 7.2.10)**

Please refer to the Economic Disclosure Statement in Appendix 5.

**IX. Budget (RFP Section 7.2.11)**

The detailed budget is included in a separate envelope.

Contract No. 13-53-090H

EXHIBIT 2

Schedule of Compensation

**BUDGET DETAIL**

Grant Proposal Amount Requested: \$ 136,000

The Proposer declares that it has carefully examined the Request for Proposal documents, the Proposal Forms, General and Special Conditions and Specifications identified as Document Number 13-53-090 for the Violence Prevention, Intervention And Reduction Grants, as prepared by Cook County and has become familiar with all of the conditions under which it must be carried out and understands that by submitting proposed pricing on these pages, Proposer waives all right to plead any misunderstanding regarding the same. Any category of expense not applicable to the budget may be deleted. Indirect costs are not allowable

**Budget Detail**

**A. Personnel**

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Project Director	\$80,000 x .05%	\$4,000
Asst. Project Director	\$37,000/24	\$1,542
Program Manager	\$45,000 yearly	\$45,000
Psychotherapist	\$37,000 yearly	\$37,000

**SUB-TOTAL \$** 87,542

**B. Fringe Benefits**

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Project Director	5% of yearly costs	\$850
Asst. Project Director	1/24 of yearly costs	\$414
Program Manager	FICA, Health, WC, GL, UE	\$11,256
Psycholtherapist	FICA, Health, WC, GL, UE	\$9,934
	FICA: .0765;	Health: \$295x12
	WorkComp: .0293	Unemplmt: .03724
	Gen Liab: .0207	

**SUB-TOTAL \$** 22,454

**TOTAL PERSONNEL AND FRINGE BENEFITS \$ 109,996**

**C. Travel**

Itemize travel expenses of project personnel by purpose. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved.

Identify the location of travel, if known. Travel for consultants will only be reimbursed for resources traveling from more than 50 miles outside of Cook County and shall be consistent with Cook County travel reimbursement policies. All travel shall be pre-approved by the Justice Advisory Council.

Purpose of Travel	Location	Item	Computation	Cost
Museums	Chicago		455 x 2.25 x4	\$4,096

**TOTAL \$ 4,096**

**D. Supplies**

List items by type. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Life skills training	\$2210; \$260; \$248	\$2,718
Meeting Supplies	\$25 x 2 x 40	\$2,000
Museum Admission	455 x \$8 x 2	\$7,280
Supplies (Paper, pens, etc)	Various	\$2,000

**TOTAL \$ 13,998**

**E. Other Costs**

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Life Skills Training-Staff	(#300+\$235) x 2	\$1,070
Office Supplies	Estimated	\$ 700
Postage	Estimated	\$ 250
Copying	Estimated	\$1,000
Telephone	Estimated	\$ 650
Utilities	Gas-250; Elec-1000;Wtr 290	\$1,540
Laptops	\$600 x 2	\$1,200
Cell Phones	\$60x12x2 + \$60 phones	\$1,500

**TOTAL \$ 7,910**

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category		Amount
A	Personnel	\$ 87,542
B	Fringe Benefits	\$ 22,454
C	Travel	\$ 4,096
D	Supplies	\$ 13,998
E	Other Costs	\$ 7,910
	<b>Grand Total</b>	<b>\$136,000</b>

**Pilsen Wellness Center  
Violence Prevention, Intervention and Reduction Grant  
Budget Narrative**

**Personnel**

Funds are requested for five percent of Ms. Catharine Rocha's salary. She is the Director of Mental Health Programs and will serve as the Project Director for this project. She will recruit, select, train and supervise the program staff. A copy of Ms. Rocha's license is in Appendix 1 and a copy of her resume is in Appendix 2.

Funds are requested for one pay period of Ms. Natalie Fulton's salary. She is a child, adolescent and adult psychotherapist at PWC and will assist the Project Director with training the program staff. A copy of her license is in Appendix 1 and a copy of her resume is in Appendix 2.

Funds are requested for a full-time program manager. This person will supervise the program psychotherapist and conduct program activities at one of the two participating schools. A job description for this position is included in Appendix 2.

Funds are requested for a full-time psychotherapist. This person will conduct program activities at one of the two participating schools. A job description for this position is included in Appendix 2.

The therapists will provide direct behavioral health care services to participating students and their families. PWC will bill the Medicaid program for these services and deduct the reimbursement received from the amount of funds requested from the county for personnel and fringe benefits. No estimate of the amount of revenue that may be received through the Medicaid program is available at this time.

**Fringe Benefits**

Funds are requested for the fringe benefits provided to project staff. The benefits and the rates at which they are calculated are included on the budget detail forms.

The rates used in calculating the fringe benefits are: FICA, 7.65% of salary; health insurance, \$295 per FTE per month; dental and life insurance, an average of \$29 per FTE per month; Workman's Compensation, 2.93% of salary; general liability insurance, 2.07% of salary; unemployment insurance 3.724% of salary.

**Travel**

Funds are requested to transport participating students, their teachers and other adults to two Chicago museums during the school year. These trips will provide a reward for students who have participated in the program. The amount is calculated as 415 students and 40 adults, times \$2.25 per ride, times 2 rides per visit, times 2 visits.

## Supplies

Funds are requested to purchase the teacher and student materials required for the Botvin Life Skills Training program to prevent violence and substance abuse. The cost includes:

- 11 packets of student guides for the sixth grade curriculum at \$60 per packet;
- 11 packets of student guides for the seventh grade curriculum at \$50 per packet;
- 11 packets of student guides for the eighth grade curriculum at \$40 per packet; and
- 9 packets of student guides for the high school curriculum at \$60 per packet.

There are 10 student guides in each packet. We expect to serve 110 students in 6<sup>th</sup> grade, 110 students in 7<sup>th</sup> grade, 110 students in 8<sup>th</sup> grade, 45 students in 9<sup>th</sup> grade and 45 students in 10<sup>th</sup> grade.

- The Teacher's manual for 6<sup>th</sup> grade costs \$65
- The Teacher's manual for 7<sup>th</sup> grade costs \$65
- The Teacher's manual for 8<sup>th</sup> grade costs \$45
- The Teacher's manual for 9<sup>th</sup> grade costs \$85.

The publisher's charge for shipping and handling is \$247.

The costs are summarized as follows:

11 packets of 6 <sup>th</sup> grade manuals @ \$60 per packet.....	\$660
11 packets of 7 <sup>th</sup> grade manuals @ \$50 per packet.....	\$550
11 packets of 8 <sup>th</sup> grade manuals @ \$40 per packet.....	\$440
9 packets of high school manuals @ \$60 per packet .....	\$540
1 6 <sup>th</sup> grade teacher's guide .....	\$85
1 7 <sup>th</sup> grade teacher's guide .....	\$65
1 8 <sup>th</sup> grade teacher's guide .....	\$45
1 high school teacher's guide.....	\$85
Subtotal .....	\$2,470
Shipping and Handling charge.....	\$247
Total Cost.....	\$2,717

This information comes from a price quote provided by the curriculum publisher, Princeton Health Press, on March 21, 2013.

Funds are requested for meeting supplies and program incentives. This includes copying of handouts for classroom and group instruction as well as light refreshments for classroom or group activities and advisory committee meetings. The amount is calculated as \$25 per week, times 40 weeks, times 2 schools.

Funds are requested for museum admissions. Visits to museums are provided as a reward for the children and adolescents who have participated in the program. The amount is calculated as 415 students and 40 adults, times \$8.00 per admission, times two admissions.

Funds are requested for additional classroom and instructional supplies. The amount is calculated as \$25 per week times 40 weeks times 2 schools.

**Other Costs**

Funds are requested for training the two full-time clinicians on Botvin's Life Skills Training curriculum. The cost includes participation in "foundation" training (\$235) and "core" training (\$300) for each clinician.

Funds are requested for Pilsen Wellness Center's operational costs associated with supporting the clinician who will be working at Latino Youth High School. The operating costs include office supplies, postage, copying, telephone, gas, electricity and water.

Funds are requested to purchase a lap-top computer for each of the two full-time project staff. These employees will spend most of their time working independently off-site at the participating schools and will require computers to maintain program records.

Funds are requested to provide cellular telephones for each of the two full-time project staff. These employees will spend most of their time working independently off-site at the participating schools and will require cellular telephones to stay in contact with one another, school personnel and the Project Director.

EXHIBIT 3

Evidence of Insurance



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/25/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Lambent Risk Management Services, Inc One North LaSalle Street 35th Floor Chicago IL 60602	<b>CONTACT NAME:</b> Linda Hewlett <b>PHONE (A/C No. Ext):</b> (312) 220-9200 <b>E-MAIL ADDRESS:</b> linda.hewlett@lambent-rms.com	<b>FAX (A/C No.):</b> (312) 220-0117
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Pilsen-Little Village Community Mental Health 2319 S Damen Avenue Chicago IL 60608	<b>INSURER A:</b> First Nonprofit Mutual	
	<b>INSURER B:</b> National Union Fire Ins Co PA	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL127603572      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			TMP1217210-12	6/30/2012	6/30/2013	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 \$ 3,000,000 PRODUCTS - COM/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS			TAP1206968-12	6/30/2012	6/30/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ 1,000,000
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			UXL1207006-12	6/30/2012	6/30/2013	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCC1211102	6/30/2012	6/30/2013	WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	<input type="checkbox"/> Y/N						
B	<b>Building and Business Personal Property</b>			027783034	6/30/2013	7/1/2013	20,694,600

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 RE: RFP# 13-53-090

Cook County, its officials and employees are additional insured for general liability per written contract.

**CERTIFICATE HOLDER****CANCELLATION**

Cook County 118 N. Clark Chicago, IL 60602	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  S Evans-Wofford/LINDA <i>Shirley Evans-Wofford</i>

**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) Sheriffs Work Alternative Program; and
- 5) Department of Correction inmates.



**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): 15-05-404-066-0000 / 1621-221-047-0000 /  
16-25-101-004-0000 / 16-25-207-003-0000 / 16-25-207-044-0000 /  
17-30-105-047-0000 / 17-30-111-047-0000 / 17-30-206-023-0000

( Complete list of all real estate.)

(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.

## 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 Pilsen-Little Village D/B/A: Pilsen Wellness Center, EIN NO.: 36-2836998  
Community Mental Health Center, Inc. / Inc.  
Street Address: 2319 South Damen Avenue

City: Chicago State: Illinois Zip Code: 60608

Phone No.: 773.579.0832

**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
<i>NONE</i>		

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
<i>N/A</i>		

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
<i>N/A</i>			

**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.

Francisco Cisneros, Ph.D.

President & CEO

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

Title

Signature

03/20/13

Date

fcisneros@pilsenmh.org

773.579.0832

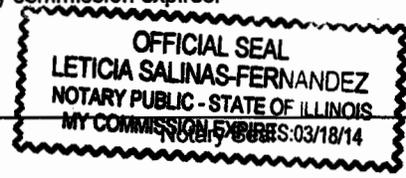
E-mail address

Phone Number

Subscribed to and sworn before me this 20<sup>th</sup> day of March 2013

My commission expires:

*Leticia Salinas-Fernandez*  
 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: Francisco Cisneros, Ph.D. Title: President & CEO  
Pilsen-Little Village Community Mental Health Center, Inc. d/b/a  
Business Entity Name: Pilsen Wellness Center Phone: 773.579.0832  
Business Entity Address: 2319 South Damen Avenue, Chicago, Illinois 60608

\_\_\_\_\_ 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.

\_\_\_\_\_  
Owner/Employee's Signature Date 03/20/13

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

a Notary Public in and for Cook County

Leticia Salinas-Fernandez  
(Signature)



NOTARY PUBLIC  
SEAL

My Commission expires 03-18-14

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.

Pilsen-Little Village Community Mental Health Center, Inc. d/b/a

BUSINESS NAME: Pilsen Wellness Center, Inc.

BUSINESS ADDRESS: 2319 South Damen Avenue, Chicago, Illinois 60608

BUSINESS TELEPHONE: 773.579.0832 FAX NUMBER: 773.579.0762

CONTACT PERSON: Monica Masana, Ph.D. / CCO/ Programs Director

FEIN: 36-2836998 \*IL CORPORATE FILE NUMBER: \_\_\_\_\_

LIST THE FOLLOWING CORPORATE OFFICERS:

PRESIDENT: Francisco Cisneros, Ph.D. VICE PRESIDENT: \_\_\_\_\_

SECRETARY: Wendy Sosa TREASURER: Miguel Angel Castaneda

\*\*SIGNATURE OF PRESIDENT: \_\_\_\_\_

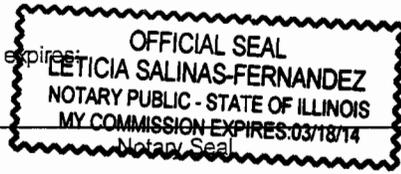
ATTEST: Wendy Sosa (CORPORATE SECRETARY)

Subscribed and sworn to before me this

20th day of March, 2013

x Leticia Salinas-Fernandez  
Notary Public Signature

My commission expires:



\* 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:

*Shu G. M.*

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 18 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

13-53-090 H

OR

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

\_\_\_\_\_

TOTAL AMOUNT OF CONTRACT: \$ 136,000<sup>00</sup>  
(DOLLARS AND CENTS)

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

APPROVED BY THE BOARD OF  
COOK COUNTY COMMISSIONERS

JUL 17 2013

COM \_\_\_\_\_

APPROVED AS TO FORM: -

*Not required*

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