

PROFESSIONAL SERVICES AGREEMENT

CONTRACT NO. 1453-13391C

RECIDIVISM REDUCTION SEED GRANTS

BETWEEN



COOK COUNTY GOVERNMENT

COOK COUNTY JUSTICE ADVISORY COUNCIL

AND

UNIVERSAL FAMILY CONNECTION, INC.

PROFESSIONAL SERVICES AGREEMENT

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Exhibit 2	Schedule of Compensation
Exhibit 3	Evidence of Insurance
Exhibit 4	Economic Disclosure Statement Forms

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 Universal Family Connection 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 Recidivism Reduction Seed 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 Using Department.

"**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 and 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
Exhibit 4	Economic Disclosure Statement Forms

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.d(iii) is solely for the benefit of the County and that it does not grant any third party beneficiary rights.

e) **Minority and Women's Business Enterprises Commitment**

In the performance of this Agreement, including the procurement and lease of materials or equipment, Contractor must abide by the minority and women's business enterprise commitment requirements of the Cook County Ordinance, (Article IV, Section 34-267 through 272) except to the extent waived by the Compliance Director. Contractor's completed MBE/WBE Utilization Plan evidencing its compliance with this requirement are a part of this Agreement, in Section 1 of the Economic Disclosure Statement, upon acceptance by the Compliance Director. Contractor must utilize minority and women's business enterprises at the greater of the amounts committed to by the Contractor for this Agreement in accordance with Section 1 of the Economic Disclosure Statement.

f) **Insurance**

Prior to the effective date of this Contract, the Contractor, at its cost, shall secure and maintain at all times, unless specified otherwise, until completion of the term of this Contract the insurance specified below.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract.

Contractor shall 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 or as specified otherwise. Contractor is responsible for any deductibles or self-insured retentions.

The Cook County Department of Risk Management maintains the right to modify, delete, alter or change these requirements.

Coverages

i) **Workers Compensation Insurance**

Workers' Compensation shall be in accordance with the laws of the State of Illinois or any other applicable jurisdiction.

The Workers Compensation policy shall also include the following provisions:

- (1) Employers' Liability coverage with a limit of:
 - \$500,000 each Accident
 - \$500,000 each Employee
 - \$500,000 Policy Limit for Disease

ii) **Commercial General Liability Insurance**

The Commercial General Liability shall be on an occurrence form basis (ISO Form CG 0001 or equivalent) to cover bodily injury, personal injury and property damage.

- (1) Each Occurrence \$ 1,000,000
- (2) General Aggregate \$ 2,000,000

The General Liability policy shall include the following coverages:

- (1) All premises and operations;
- (2) Contractual Liability;
- (3) Products/Completed Operations;
- (4) Severability of interest/separation of insureds clause

iii) **Commercial Automobile Liability Insurance**

When any vehicles are used in the performance of this contract, Contractor shall secure Automobile Liability Insurance for bodily injury and property damage arising from the Ownership, maintenance or use of owned, hired and non-owned vehicles with a limit no less than \$1,000,000 per accident.

iv) **Professional Liability**

Contractor shall secure Professional Liability insurance covering any and all claims arising out of the performance or nonperformance of professional services for the County under this Agreement. This professional liability insurance shall remain in force for the life of the Contractor's obligations under this Agreement, and shall have a limit of liability of not less than \$1,000,000 per claim with a deductible of not more than \$100,000. If any such policy is written on a claims made form, the retroactive date shall be prior to or coincident with the effective date of this contract. Claims made form coverage, or extended reporting following the expiration or termination of this contract, shall be maintained by the Contractor for a minimum of two years following the expiration or early termination of this contract and the Contractor shall annually provide the County with proof of renewal.

Additional requirements

i) **Additional Insured**

The required insurance policies, with the exception of the Workers Compensation and Professional Liability, shall name Cook County, its officials, employees and agents as additional insureds with respect to operations performed. Contractor's insurance shall be primary and non-contributory with any insurance or self-insurance maintained by Cook County.

ii) **Qualification of Insurers**

All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and shall have a financial rating no lower than (A-) VII as listed in A.M. Best's Key Rating Guide, current edition or interim report. Companies with ratings lower than (A-) VII will be acceptable only upon consent of the Cook County Department of Risk Management. The insurance limits required herein may be satisfied by a combination of primary, umbrella and/or excess liability insurance policies.

iii) **Insurance Notices**

The County will not allow the Contractor to commence any work under this Agreement until all insurance required under this Agreement is purchased and evidence of such is received and approved by the Chief Procurement Officer. Contractor shall provide the Office of the Chief Procurement Officer with thirty (30) days advance written notice in the event any required insurance will be cancelled, materially reduced or non-renewed. Contractor shall secure replacement coverage to comply with the stated insurance requirements and provide new certificates of insurance to the Office of the Chief Procurement Officer.

Prior to the date on which Contractor commences performance of its part of the work, Contractor shall furnish to the Office of the Chief Procurement Officer certificates of insurance maintained by Contractor. The receipt of any certificate of insurance does not constitute agreement by the County that the insurance requirements have been fully met or that the insurance policies indicated on the certificate of insurance are in compliance with insurance required above.

In no event shall any failure of the County to receive certificates of insurance required hereof or to demand receipt of such Certificates of Insurance be construed as a waiver of Contractor's obligations to obtain insurance pursuant to these insurance requirements.

iv) **Waiver of Subrogation Endorsements**

All insurance policies must contain a Waiver of Subrogation Endorsement in favor of Cook County.

g) **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.

h) 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.

i) 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.

j) 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.

k) 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.

D) Professional Social Services

In accordance with 34-146, of the Cook County Procurement Code, all Contractors or providers providing services under a Professional Social Service Contracts or Professional Social Services Agreements, shall submit an annual performance report to the Using Agency, i.e., the agency for whom the Contractor or provider is providing the professional social services, that includes but is not limited to relevant statistics, an empirical analysis where applicable, and a written narrative describing the goals and objectives of the contract or agreement and programmatic outcomes. The annual performance report shall be provided and reported to the Cook County Board of Commissioners by the applicable Using Agency within forty-five days of receipt. Failure of the Contractor or provider to provide an annual performance report will be considered a breach of contract or agreement by the Contractor or provider, and may result in termination of the Contract or agreement.

For purposes of this Section, a Professional Social Service Contract or Professional Social Service Agreement shall mean any contract or agreement with a social service provider, including other governmental agencies, nonprofit organizations, or for profit business enterprises engaged in the field of and providing social services, juvenile justice, mental health treatment, alternative sentencing, offender rehabilitation, recidivism reduction, foster care, substance abuse treatment, domestic violence services, community transitioning services, intervention, or such other similar services which provide mental, social or physical treatment and services to individuals. Said Professional Social Service Contracts or Professional Social Service Agreements do not include CCHHS managed care contracts that CCHHS may enter into with health care providers.

ARTICLE 4: TERM OF PERFORMANCE

a) Term of Performance

This Agreement takes effect when approved by the Chief Procurement Officer and its term shall begin on July 15, 2014 ("**Effective Date**") and continues until July 14, 2015, or until this Agreement is terminated in accordance with its terms.

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.b 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.

c) Agreement Extension Option

The Chief Procurement Officer may at any time before this Agreement expires elect to extend this Agreement under the same terms and conditions as this original Agreement, except as provided otherwise in this Agreement, by notice in writing to Contractor. After notification by the Chief Procurement Officer, this Agreement must be modified to reflect the time extension in accordance with the provisions of Section 10.c.

ARTICLE 5: COMPENSATION

a) Basis of Payment

The County will pay Contractor according to the Schedule of Compensation in the attached Exhibit 2 for the successful completion of services.

b) Method of Payment

All invoices submitted by the Contractor shall be in accordance with the cost provisions according to the Schedule of Compensation in the attached Exhibit 2. 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

The source of funds for payments under this Agreement is identified in Exhibit 2, Schedule of Compensation. Payments under this Agreement must not exceed the dollar amount shown in Exhibit 2 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
- 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.a and 9.c.

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.h 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 Article 7 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.b;
- 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.a and 9.b 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.a and 9.b 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.c.

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.c.

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.b 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 GC-10, 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 Street, Room 1110
Chicago, Illinois 60602
Attention: Sharrell Hibbler

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: Universal Family Connection, Inc.
7949 South Western Avenue
Chicago, IL 60620
Attention: Lorraine R. Broyles, President

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

EXHIBIT 1

Scope of Services

The Contractor shall assist the Justice Advisory Council (JAC) to properly implement programs that encourage new public-private partnerships and new approaches to recidivism reduction. Programs shall not focus solely on case management without service provision. Re-entry programs may include but not be limited to services and resources for post-discharge transitional employment, counseling and substance abuse treatment, high school & GED, college and vocational education, and transitional housing.

The program purpose is to reduce the recidivism rate for individuals released from the Cook County Juvenile Temporary Detention Center and the divisions of the Cook County Jail, including the jail general and sentenced populations, Women's Justice Services, the Impact Program, the Vocational Rehabilitation Impact Center (VRIC), the Pre-Release Center, and the Day Reporting Center.

The Contractor shall serve a maximum of twenty-five (25) persons for the Seed Grants. The Contractor shall develop programs in one or more of the targeted areas of health, housing, education, employment, or mentoring.

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.

The JAC expects equitable treatment by staff towards all participants throughout their course of treatment. Each reentry service plan shall be based on the participant's individual needs and their progression through rehabilitative and supportive services, as evidenced by periodic reviews of the plan documented in the case records.

The Contractor is required to create and retain participant files service plans and records. The participant record information shall include the participants names, addresses and services provided.

Contractor shall provide the following information:

Description of Problem

Contractor shall provide a description of the problem that includes the barriers to successful re-entry in the community the agency/organization serves, along with the causes of recidivism that this grant seeks to address.

Description of Target Population

Contractor shall provide a description of the target population that includes a demographic and geographic description of the target population to be served along with an explanation as to why this population is at risk of re-offending.

Program Implementation Plan & Implementation Schedule

Contractor shall provide a detailed description of the proposed scope of work, implementation plan & implementation schedule designed to increase agency/organizational capacity and any new services provided. Contractor shall clearly describe the intervention(s) and service supports proposed for this grant opportunity, provide a clear program schedule that specifically outlines the amount of time (and frequency) devoted to program activities and explain how the program implementation schedule will be supported by and executed by appropriate staffing.

Expected Outcomes

Contractor shall provide the expected outcomes of their program. This information should include: program outcomes that be achieved by the Contractor's target population, along with a description as to how they intend to measure these outcomes.

Planning & Preparation Activities

Contractor shall provide planning & preparation activities, including the planning activities the Contractor intends to engage in preparation for program execution.

Budget

Contractor shall provide a detailed budget that includes a cost breakdown for the program plan activities.



*A Healthy Society Is
Based on the Family*

1350 West 103rd Street
Chicago, Illinois 60643
Phone: 773.881.1711
Fax: 773.881.3379

Lorraine R. Broyles, Ph.D.
President/CEO

7949 South Western Avenue
Chicago, Illinois 60620
Phone: 773.925.2222
Fax: 773.925.2287

Audra M. Rowe, M.S., L.P.C.
Executive Director

7.2.1 Cover Letter

March 6, 2014

Office of The Chief Procurement Officer
118 North Clark Street, Room 1018
Attention: Shannon E. Andrews, Chief Procurement Officer
Chicago, IL 60602

Dear Chief Procurement Officer:

On behalf of Universal Family Connection, Inc. (UFC), I would like to respectfully submit the attached proposal to the Cook County Government, and Office of the Chief Procurement Office Request for Proposal RFP# 1453-13391 for Recidivism Reduction Seed Grants.

UFC is unique in that as a full service agency, it has led its own initiatives in curtailing Juvenile Crime over all for 36 years. The trust UFC has earned from communities has meant a history of COMMITMENT AND SUCCESS. This trust has been developed from a quality team of dedicated key personnel who have been with the organization for 37 years. The quality team Key Personnel comprise the proposal.

Universal Family Connection, Inc. is committed to adhering to the services a described in 7.2 Submission Requirements, found in the Request For Proposal (RFP) and in the corresponding section of this proposal. That is, we agree to provide services as described in our proposal within the time-frames described in the proposal and at the cost and schedule proposed,

Further, we agree to adhere to the criteria set forth in Instructions To Proposers. Our proposal offer is good for at least one hundred twenty (120) days,

Sincerely,


Lorraine R. Broyles, Ph.D.
President/CEO

7.2.2

EXECUTIVE SUMMARY

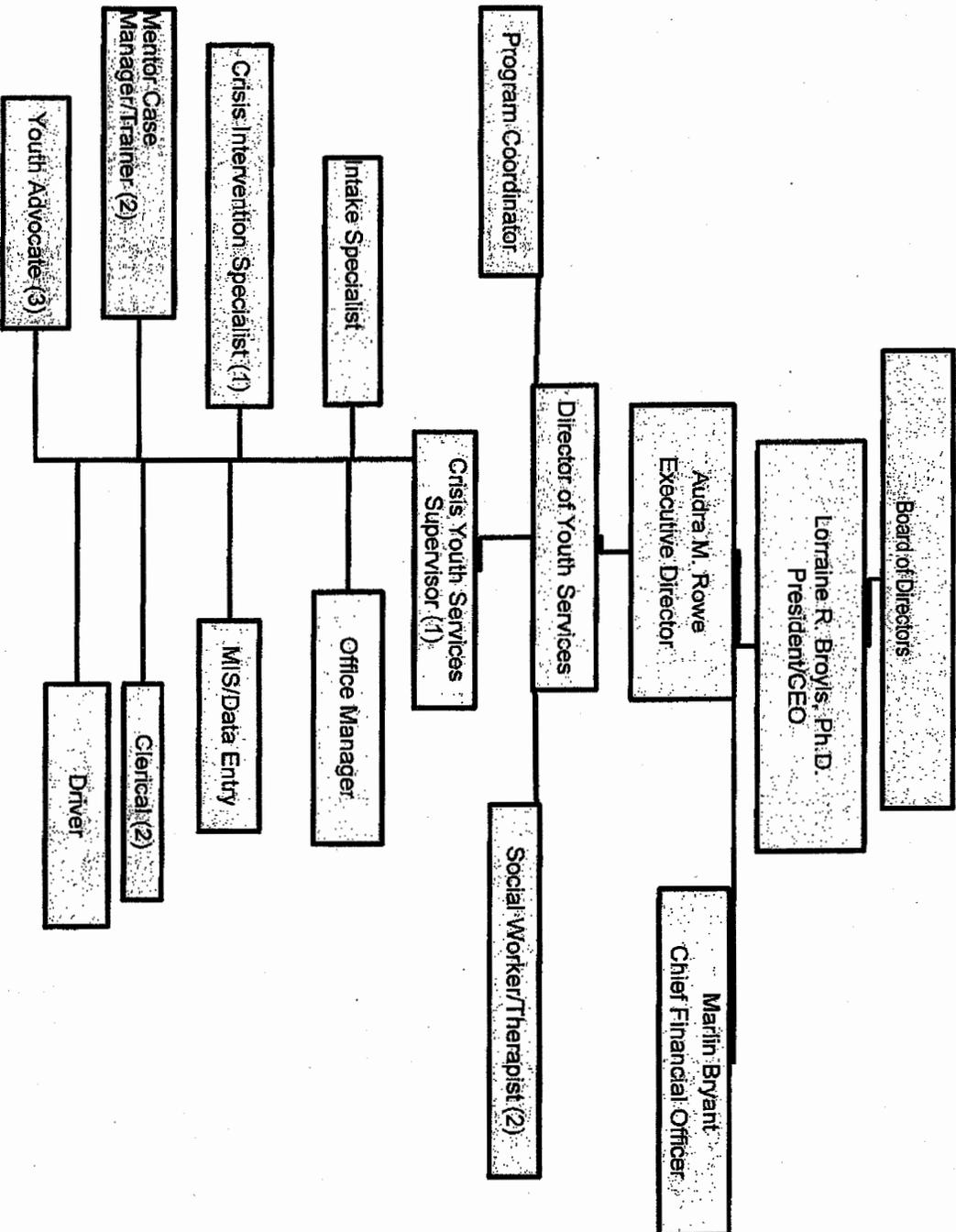
The primary aim of any Recidivism Reduction program is to lessen or even cease criminal activities of ex-offenders once they are reintegrated into the community. Decades of research have proven that if implemented correctly, programs based on evidence-based practices can reliably and significantly reduce recidivism rates among both juvenile and adult ex-offenders. In the same vein, the most successful programs are the ones who not only begin with an intensive program plan, but are also flexible enough to adapt to the needs of each individual client.

Universal Family Connection, Inc. (UFC) seeks to achieve the goals of this proposal with a comprehensive and innovative program of intensive supervision, therapy, support services and a unique engagement of each offender aimed at keeping not only their focus on personal goals, but their attention on the methods used to achieve those goals throughout the duration of the program.

Within this proposal, we will outline how UFC's target population of the African-American and Hispanic communities on Chicago's south and west sides are dire need of these services, and our Recidivism Reduction program will address the needs not only of the individual ex-offenders, but the families and communities in which they will make their homes upon release. Our access to a comprehensive array of social, occupational, community and other support services related to program objectives will allow us to provide targeted wraparound services in relation to this program.

UNIVERSAL FAMILY CONNECTION, INC. PROGRAMMATIC ORGANIZATIONAL CHART

Recidivism Reduction Program



7.2.3

Proposed Plan of Action/Program Plan

DESCRIPTION OF PROBLEM

The United States has THE highest incarceration rate in the world. Despite having just 5% of the world's population, the U.S. has 23.4% of the world's inmate population, it's a statistic that is staggering (Bureau of Justice, 2013). Despite the national average of 45.4% of ex-offenders returning to jail within three years, Illinois is well above that number, with nearly 52% of its 45,000 ex-offenders returning to prison during that same time.

Universal Family Connection's (UFC's) analysis of this problem finds that a specific area of concern is the cycle of recidivism WITHIN families. A 2013 study by the Justice Department shows that this cycle affects both juveniles and adults, as half of all juveniles in custody and 47% of adult inmates have a close family member who has also been incarcerated. UFC's proposal aims to focus on those juveniles just released from detention centers as well as adult ex-offenders.

Most studies agree that when a person is released from detention centers and prison, the most important thing needed is help- a support system outside of friends and family- a well-maintained, organized system geared towards integrating he or she back into society to help them become a benefit to their community, not a drain (Worcester Polytechnic Institute, 2007).

According to a recent Ex-Offender Reentry Study, specific barriers to successful reentry include but are not limited to: Proper housing; employment, education, substance abuse, access to services such as Social Emotional and Behavior Learning, mental

health issues, individual, family and group relationships and connectedness with societal values.

For recidivism rates to decline, we have to listen to the offenders, who have been consistent in pointing out the major issues they feel are often insurmountable obstacles in successfully reintegrating into society as non-violent, non-addicted, positive contributors to their post-incarceration community.

During its nearly four decades in existence, UFC has operated many programs aimed at delivering these much-needed services to juvenile AND adult offenders both male and female upon release.

Currently, we run multiple programs targeting:

- Employment, including Community Workforce, Food Stamp Employment & Training Job Placement, and TANF Work First and Youth Working for Success
- Substance Abuse, including intervention and prevention treatment and abuse prevention programs specifically targeting offenders,
- Housing, including Independent Living and Transitional Living, and
- Education, providing GED and College Pre Classes, supportive services, referrals and opportunities for offenders looking to further their education upon reentry

It is from this vast experience with these issues and this population, that UFC is confident we have the staff, networks and track record needed to operate this program as well.

DESCRIPTION OF TARGET POPULATION

As stated previously, Illinois 52% recidivism rate is one of the highest in the country, over seven percent above the national average.

Breaking those numbers down by community it's clear that UFC, which serves the south and south suburbs of Chicago and its surrounding suburbs, is in a prime position to target some of the most affected areas in the city. In the report, UFC already serves four of the six areas named in the entire city as having the "highest impact" of parolees on those communities. These areas (and rate of parolees) include the UFC service areas of: East Garfield Park (19.7); West Englewood (11.5); Englewood (10.7); Humboldt Park (10.6).

According to this same report, the demographics of the majority of these inmates also fall within UFC's service areas. 60% of inmates are African American. In fact, in many of our service areas, up to 70% of African-American males have criminal records of some kind. UFC's location in the community as well as our network contribute to our client makeup being 90% African American and other demographics important to target during this program are: Males (86% of inmates were male in 2011); 17-35 age group (Over 50% of inmates were in this age group); South Side (33% of all inmates came from the South Side communities).

What is it about this population and these areas that make them magnets for recidivism? The answer is as simple as it is depressing. High poverty leads to High crime. That's it. And that's the issue facing every one of these "high impact" communities as named by the state. Crimewise,

UFC's service areas are some of the highest in the entire country. Along with the high crime rate, many other factors contribute to the high rate of recidivism in these target areas. Opportunities to better themselves through steady employment is a challenge, as the unemployment rate in these areas varies between 7-15% ABOVE the city average. This means while many ex-offenders participate in programs within the detention centers and prison walls which are geared at preparing them to join the workforce, the reality is once they are released they are frustrated to find that despite their good intentions, they are unable to find employment. This leads them to fall back to criminal activities simply to survive (Masslive, 2008).

Substance abuse is also a major contributor to recidivism. The south side in particular is being called a "drug market" by Chicago police (CPD Statement, 2013), and with ample opportunities to get involved in drugs, whether through using or distributing, the offender becomes much more likely to find themselves back in the juvenile detention center or prison.

These are just a few of the numbers confronting offenders upon release. The key is to prepare the offenders for these pressures, and give them the tools needed through solid strategies and knowledge necessary to face these problems and high-risk situations without falling back into old habits. UFC proposes to do this with an innovative way of using established Best Practices, as well as creative methods outside of traditional program plans that are designed to keep clients' interest throughout the program, which will lead to more successful results.

PROGRAM IMPLEMENTATION PLAN & IMPLEMENTATION SCHEDULE

The results are clear. With proper rehabilitation treatment post-incarceration, the amount of offenders returning to correctional facilities CAN be reduced (Lipsey and Cullen, 2007). The program offered for this grant must target a variety of issues, which is why UFC's program plan, targeting our already expansive network of juveniles released from detention centers, as well as adult ex-offenders.

Research has proven that high-risk offenders, such as those in our target areas, benefit from intensive, high-level interventions. All of UFC's interventions will include an Intensive Supervision Program (ISP).

Along with ISP, UFC will utilize its state-recognized "Lights, Camera, Survive!" video production resource. Begun in 2011 and utilizing the clients, themselves, as writers, photographers and performers, UFC's Lights, Camera, Survive! Youtube Channel has garnered over 300,000 views, and provided a unique way for clients to tell their stories of tragedy and triumph while also becoming an outlet for prevention and awareness stories.

Throughout our 12 month program, UFC will run a concurrent "Survivor Tales" video production arm, allowing ex-offenders to do video diaries for the YouTube Channel, giving the public a unique look at the struggles of the client, FROM the client.

This will allow ex-offenders to receive support from family members and the general community, while also having an outlet for creative expression.

SUBSTANCE ABUSE PLAN

UFC is licensed by the Department of Alcohol and Substance Abuse (DASA); The Council on Accreditation (CAO) and licensed as a Child Welfare Agency. Our organization will implement a substance abuse program at no cost to juvenile and adult clients.

The groups will contain no more than fifteen (15) male and female participants aged 16-28 at any given time. Sessions will be two(2)hours in length. Although treatment is contingent upon completion of treatment plan goals, participants can be discharged from program upon completion of no less than 24 hours(2hrs/wk). All participants will be required to complete 2-6 additional hours of parenting, anger management, domestic violence, and HIV/STD training, which will be incorporated in group sessions.

JOB PLACEMENT

A major hurdle ex-offenders need to clear is income. Upon release, through a detailed intake process, UFC will immediately begin intervention UFC will hold a minimum of 12 sessions per quarter (one/week) with no more than fifteen (15) clients per session.

HOUSING

UFC has a documented history of providing housing to juveniles, adults, substance abusers, ex-offenders and wards of the state. We intend to leverage our many resources in the community to provide the clients of this program with the same housing opportunities. UFC has operated the Transitional Living Program and Pathways Independent Living Program for years, and because of this have a successful track

record in providing life skills and housing along with community services to high-risk clients. Our housing program includes: 1) 12 sessions/quarter (one/week) focusing on: problem solving, knowledge of the housing process, help with applications, budgeting assistance, and "good tenant" tactics, as well as the rights and expectations they should have as tenants; 2) Providing opportunities for permanent housing placement for clients; 3) Collaborating with landlords and other service providers to secure housing

EDUCATION

One of the major problems in our target service areas is a lack of education, which begins a vicious cycle. No education leads to inadequate employment, which leads to poverty, which leads to crime.

Once released from correctional facilities, it is up to UFC, as a service provider to break that cycle by providing the offender with the opportunity to further his/her education, which, in turn, will lead to better employment opportunities.

UFC will address each ex-offenders' educational needs during individual assessments and weekly training sessions, assisting them in: secondary education, GED, higher education and vocational training.

IMPLEMENTATION SCHEDULE						
Activity	Mon	Tues	Wed	Thurs	Fri	Sat
Intensive Supervision Program (ISP)	X		X		X	
Substance Abuse	X		X		X	
Job Placement	X		X		X	
Avoiding Drug Crime	X		X		X	
Education	X		X		X	
Flexible Recreation	X		X		X	

EXPECTED OUTCOMES

Based on our program's evidence-based practices, over the 12 month program period, our Recidivism Reduction Program will:

1. Implement these practices within a comprehensive integrated team approach strategy framework, and
2. Leverage information about the juveniles through a thorough comprehensive assessment which will better target needs and risks.

With more targeted interventions as well as UFC's vast array of specialized services for this population, our strategies should lead to the following short-term and long-term outcomes:

SHORT-TERM - Establishment of a comprehensive network for each individual juvenile focusing on program needs for clients in a criminal just setting and on the client DURING treatment, and the four core courses of substance abuse, job placement, housing and education, including the "Survivor Tales" video diary program.

LONG-TERM- Establishment of a comprehensive network for each individual client POST treatment, emphasizing continuation of the new life skills and educational/vocational skills acquired over the course of the program

PERFORMANCE MEASURES

Anticipated Outcomes

1. *Enrollment of no less than twenty-five (25) ex-offenders in this recidivism reduction program*
2. *Reducing offender recidivism from clients served to 25% by program completion.*
3. *A minimum of 12 "Survivor Tale" video diaries (one per month) by program completion.*

Other performance measures also include:

- 100% of clients will develop a service plan including personal program goals
- 100% of participants will receive information on the four core courses of UFC's recidivism reduction program
- 100% of participants will receive treatment
- 100% of clients enrolled will receive this treatment at no-cost
- 90% of participants exhibiting a reduction in substance use during the program
- 90% of participants successfully completing any court-ordered treatment program
- 80% of participants will complete the four core courses of UFC's recidivism reduction program
- 80% of enrolled clients who complete a post-test will indicate an increase in the basic understanding of the barriers, risks and situations that lead to recidivism
- 75% of clients will refrain from criminal activity during program enrollment

PLANNING & PREPARATION ACTIVITIES

UFC's planning for this program will prepare staff with a competent and thorough skill set specific to the offender population, focusing cognitive behavioral techniques to improve functioning and Social Emotional Learning (SEL).

Firstly, UFC will form an advisory group consisting of UFC staff and parole officers with housing and employer partners. This group will have an organizational structure supporting all aspects of this recidivism program, including policies and procedures specific to this program.

UFC will strengthen existing partnerships as well as create new ones to foster a seamless transition for offenders from the correctional facility to the community. Important to this goal is getting offenders' families involved in the recovery and reentry process. The family members' presence and active participation in the planning and preparation stage is important. This, along with the network of community providers as well as the faith community and law enforcement will be crucial in forming a large system of support and accountability for ex-offenders.

Staff will be given other measures as part of the detailed record keeping for each client in order to measure actual change in offender behavior. Part of determining these measures in this planning stage will be an analysis of existing data (program records, police/court records and community statistics). To do this, UFC staff will also pre-plan with parole officers in order to get consent for access to each offender's records and criminal history.

7.2.4

QUALIFICATIONS OF THE PROPOSER

UFC operates under strong programmatic and administrative leadership. Key personnel involved in this project are the Executive Director, Director of Youth Services Coordinator and Youth Services Supervisor. All possess a Master's Degree. Case managers/advocates are direct service staff possessing at minimum a Bachelor's degree in social services and/or are Licensed Child Welfare Workers. Additionally, our staff psychologist, Psy.D, and Licensed Clinical Social Worker will ensure adequate clinical services. A monthly schedule will be completed and submitted to the Cook County Government (CCG) along with cell phone number of on-call worker, back-up worker and supervisor. UFC is committed to recruitment and hiring of qualified applicants for crisis and case management positions. We are committed to providing for an adequate number of personnel during all hours of operation to support the functions of the CCG program and to provide quality services. Employee resumes and qualifications are included in the Key Personnel section.

Audra M. Rowe

1649 West 103rd Street
Chicago, IL 60643
(773) 233-6890

OBJECTIVE: Desire a position that offers opportunities for professional growth and personal reward.

SUMMARY: Excellent clinical, interpersonal, communication and administrative skills.
Familiar with PC's and other related word processing procedures.

EXPERIENCE:

November 2006- to Present

UNIVERSAL FAMILY CONNECTION, INC., Chicago, Illinois 60643

Executive Director

Responsibilities include participating in the formulation and administration of agency policies, developing long range goals and objectives, directing and coordinating activities of all departments, reviewing analysis of activities; costs, operations and forecast of data to determine agency progress, review achievements and discuss required changes in goals or objectives of the agency, identifies and evaluates loss of risk management policy, assists and works with legal counsel in the development and maintenance of appropriate contractual language included in all agreements, agency fund-raising activities and supervision and evaluation of agency administrators.

Director of Programs-1998-2006

Responsibilities include oversight of the development, budget implementation and quality assurance of nineteen programs within the agency. Services included are: crisis intervention, counseling, parenting skills, foster care services, independent living skills, juvenile offenders support, HIV/AIDS support services, intact family services, employment, housing, head start intervention, domestic violence, violence prevention, and local area network (wraparound) services. Additional duties include staff development, training workshops, consultation, direct supervision of six departmental heads, and interaction with all regulatory agencies.

Family Preservation Supervisor (Intact)-1993-1996

Foster Care Supervisor

Crisis Intervention Supervisor

Responsibilities include providing clinical assistance to workers for appropriate service provision, assignment of caseloads, review of case records, staff performance evaluation, development and implementation of agency policy, training of new employees of programs, in-service training provision, representation of the agency in community or inter-agency activities, conducting staff development programs, and quality assurance.

EDUCATION

Eastern Illinois University, Charleston, Illinois

B.A. Psychology, May 1991

M.S. Ed (Guidance & Counseling), May 1992

ACCOMPLISHMENTS

Licensed Professional Counselor, State of Illinois

Licensed Child Welfare Worker, State of Illinois

(Child Endangerment Risk Assessment Protocol, Child Care Act, and Licensing (Rule 402) examinations successfully passed).

Certified Mental Health Consultant

Certified Trainer Wraparound Services

Certified Cultural Diversity Trainer

Certified Crisis Hotline Advocate

40 hour Domestic Violence Victims Training

Certified Group Facilitator for Men who Batter - Domestic Violence

Rodney Harris

16838 Wausau Avenue
South Holland, IL 60473
Phone: (708) 870-1858
E-mail: rharrispsyd@gmail.com

Education

- 2005 **Psy.D., Doctor of Clinical Psychology**
Illinois School of Professional Psychology, Chicago, IL
(A.P.A. Accredited Program)
- 2002 **M.A., Clinical Psychology**
Illinois School of Professional Psychology, Chicago, IL
- 1999 **B.A., Psychology**
University of Michigan, Ann Arbor, MI

Clinical Training

- 09/06- **Cornerstone Counseling Center of Chicago (CCCCC), Chicago, IL**
09/08 **Post Doctoral Resident**

Performed and interpreted intellectual, personality, and psychoeducational assessments of children, adolescents, and adults. Conducted individual, family, couple, and group psychotherapy with children, adolescents, and adults of diverse populations. Provided consultation and in-service training to staff members, clergy, and various school administrators. Facilitated seminars to members of the general public, church, and professional community. Coordinated and directed psychoeducational workshops to public and private school students. Executed intake assessments, determined appropriate level of care, and delegated cases to colleagues. Presented clinical material in multidisciplinary treatment team meetings, participated in two hours of individual supervision with two separate supervisors per week, and provided supervision and professional development to bachelor level interns.

- 08/05- **L.L. Kerns, M.D. & Associates, S.C., Barrington, IL**
08/06 **Psychotherapist**

Clinical responsibilities included the administration and interpretation of intellectual, personality, and psychoeducational evaluations to children, adolescents, and adults. Prepared written reports that assessed for need of special services and made recommendations for treatment. Conducted individual, marital, and family therapy and provided school consultation on behalf of clients.

07/04 - **Hartgrove Hospital, Chicago, IL**
07/05 **Psychology Intern**

Performed individual and family psychotherapy with children, adolescents and adults as well as administering psychodiagnostic evaluations to them. Facilitated in-patient and out-patient psychotherapy groups with adolescents and adults, coordinated and directed psychoeducational workshops, conducted intake assessments to produce diagnosis and treatment recommendations, and provided crisis intervention when traumatic events occurred in a family. Presented clinical material in multidisciplinary treatment team meetings, participated in three hours of individual supervision with three separate supervisors per week, and provided supervision and professional development to therapy and diagnostic externs.

09/03 - **Indian Oaks Academy, Manteno, IL**
06/04 **Therapy Extern**

Conducted comprehensive intake interviews of new residents referred by DCFS, DOC, and the probation department. Performed dynamically-oriented individual psychotherapy with juvenile sex offenders/victims and oppositional defiant youth aged ten to twenty-one, utilizing cognitive-behavioral techniques, play therapy, and insight-oriented talk therapy according to the developmental needs of clients. Co-facilitated psychotherapy groups with female adolescents that covered a wide range of topics, including sexual relationships, academic challenges, racism, peer and family relationships, sexism and gang activity. Participated in one hour of weekly group supervision, as well as one hour of individual supervision.

09/02 - **Community Mental Health Council, Chicago, IL**
06/03 **Diagnostic Extern**

Administered psychological batteries including intellectual and achievement measures, along with depression inventories to children ages five to eighteen in the Englewood community. Conducted structured and unstructured diagnostic interviews with children and caregivers. Performed intake interviews and provided diagnosis of emotional, behavioral, and personality issues. Collaborated and consulted with psychiatrists, psychotherapists, and case managers for purposes of treatment planning. Assisted with preparation of integrated reports assessing children and adolescent's global psychological functioning for caregivers, physicians, psychiatrists, and schools. Participated in one hour of individual supervision and weekly multi-disciplinary staff meetings.

09/01 - **Beethoven Elementary School, Chicago, IL**
06/02 **Therapy Extern**

Organized and implemented classroom based prevention/intervention promotion activities to predominantly lower SES African American pre-school through eighth grade students from the Robert Taylor homes and their families. Facilitated small psychotherapy groups of shy, deviant, and physically aggressive students. Treated clients primarily presenting with traumatic backgrounds including physical, sexual, and psychological abuse and neglect, as well as other family traumas such as separation from or loss of parents, substance abuse, and gang-

involvement. Participated in one hour of weekly individual supervision.

Employment Experience

07/13- **Insideout Living, Inc., Chicago, IL**
Present **Senior Therapist**

Conduct individual, couple, family and group therapy. Focus on treating relational difficulties, childhood trauma, and sexual addictions within a group practice.

07/11- **Universal Family Connection, Inc. (UFC), Chicago, IL**
Present **Clinical Director**

Oversee, manage, and provide supervision to mental health clinicians. Execute weekly clinical staffings with clinicians and case managers to determine appropriate level of care for clients and to assign therapy cases. Conduct individual, couple, and family psychotherapy with children and adults from underserved communities. Perform mental health assessments. Interview, supervise, and provide professional development to master level interns. Provide consultation and clinical based trainings to multidisciplinary staff within the agency.

09/08- **Cornerstone Counseling Center of Chicago (CCCOC), Chicago, IL**
06/11 **School Group Coordinator & Clinical Therapist**

Performed and interpreted intellectual, personality, and psychoeducational assessments of children, adolescents, and adults. Conducted individual, family, couple and group psychotherapy with children, adolescents and adults of diverse populations. Provided consultation and in-service training to members of the clergy and various school administrators. Facilitated seminars to members of the general public, church, and professional community. Coordinated and provided Academic Counseling psychoeducational groups to participating public and private schools under the Illinois No Child Left Behind Act. Managed Chicago Public School contracts and billing. Executed intake assessments, determined appropriate level of care, and dispersed cases to colleagues. Presented clinical material in multidisciplinary treatment team meetings; participated in two hours of individual supervision with two different supervisors per week. Interviewed and provided supervision and professional development to doctoral therapy and diagnostic externs and interns.

08/05- **The Psychology Center, Chicago, IL**
06-10 **Clinical Therapist**

Executed individual, family, and couple's psychotherapy with children, adolescents, and adults within a private practice on a part-time basis. Provided school consultation on behalf of clients when necessary.

09/02 - **Universal Family Connection Inc., Chicago, IL**
06/04 **Intact Family Supervisor**

Performed intensive, direct casework designed to help families whose children were at risk of foster care placement to remain in their homes. Provided training in areas of client contact, safety, case documentation, creation and implementation of service plans, and effective management of multi-disciplinary teams. Administered and oversaw the caseload of five case managers, which accounted for fifty intact family cases. Supervised and trained casemanagers and evaluated staff performance on a semi-annual basis. Facilitated bi-monthly staff meetings and scheduled the opening and closing of intact family cases with DCFS.

02/00 - **Universal Family Connection Inc., Chicago, IL**
09/02 **Intact Family Case Manager**

Arranged and provided case management services for families charged with abuse and/or neglect. Performed psychosocial, health, daily functioning, and needs assessment of incoming and existing clients. Formulated preservation strategies to keep the family intact and acted as a liaison and advocate for clients with various social service agencies.

Teaching Experience

09/02 - **Illinois School of Professional Psychology, Chicago, IL**
10/02 **Teaching Assistant - Explorations in Diversity**

Assisted professor in facilitating student discussion and comprehension of the broad concepts of diversity. Participated in the evaluation of students' written performance and recorded student attendance and participation. Individual consultations were also provided to students upon request.

Research

09/04 - **Clinical Research Project, Chicago, IL**
08/05 **Researcher**

Completed the research requirements for the Illinois School of Professional Psychology. Topic: The Connection Between Family of Origin Rituals and Relationship Satisfaction. The objective of this research was to examine how family rituals in a couples' family that they were raised in relate to relationship satisfaction.

References

Susy Francis, MBA, Psy.D.
Cornerstone Counseling Center of Chicago
Executive Director
312-573-8860

Richara Jennings, Psy.D.
Visions for Change Counseling Center
Clinical Director

773-731-9711

Robert Marshall, Ph.D.
Argosy University
Training Director
312-777-7600

ANGELA M. HUERTA

3445 Lake Street #2
Lauding IL 60438

E-mail: huerta_angela@yahoo.com
Phone: 773-704-9717

EDUCATION

Saint Xavier University, Chicago, IL
Master of Arts: Counseling
Concentration: School Counseling
Degree Received: December 2008

Illinois State University, Normal, IL
Bachelor of Science: Criminal Justice
Minor: Sociology
Degree Received: May 2002

RELATED EXPERIENCE

Universal Family Connection, Inc. Chicago, IL Feb. 2012-Present
Youth Services

Department Coordinator

Coordinate two at-risk youth programs: Gang Prevention and Comprehensive Community Based Youth Services (CCBYS). Identify professional development opportunities for staff. Coordinate youth field trips and focus of group counseling sessions. Attend team meetings and supervise program supervisor. Ensure quality assurance and program objectives are being met. Network and strategically market programs within funded service area to increase referrals and promote community awareness.

Universal Family Connection, Inc. Chicago, IL Dec. 2009-Feb. 2012
Youth Services

Supervisor

Supervise four at-risk youth programs. Ensure programs are running smoothly and program objectives are being met. On call 24/7 to assist staff with after-hour crisis intervention response to youth and families throughout the south side of Chicago. Assist with facilitation of group counseling. Monitor staff to ensure all youth were receiving appropriate services. Monitor case files to ensure all documentation was present and current.

Youth Service Project Chicago, IL Nov. 2005-Dec. 2009
Pathways Independent Living Program

Community Support Worker

Provide services to 8-10 DCFS wards between the ages of 18-21, some of which are pregnant and/or parenting; conduct weekly home visits; encourage/assist in educational/vocational goals; provide life skills training; document all contacts in a timely manner; complete integrative assessments and service plans bi-annually.

**RELATED
EXPERIENCE
(CONT'D)**

Aunt Martha's Youth Service Center Oak Forest, IL May 2003 – Nov. 2005
Comprehensive Community Based Youth Services Program (CCBYS)
Counselor/Crisis Worker

Provided crisis intervention, case management and counseling to mandated/non-mandated youth who are considered "lock-outs", runaways, and/or ungovernable; implemented treatment goals; provided six month follow up services (counseling, advocacy, well-being check phone contacts, linkage/referral); maintained administrative duties that included billing, status reports, monthly reports, monthly discharge reports, quarterly reports, board reports and foster placement vouchers

**ADDITIONAL
EXPERIENCE**

New Millennium School of Health Chicago, IL August 2008 – Dec. 2008
School Counselor Internship

Test coordinator for IDS testing; facilitated makeup PSAE; planned and facilitated school trip of 50 students to Northern Illinois University; assist students with college application process; provided individual counseling in college selection; assist students in researching and applying for scholarships; co-facilitated college application/scholarship workshops; classroom guidance re: realm of FAFSA; conducted remedial contracts with individual counseling surrounding night school.

Memorial Junior High School Lansing, IL Jan. 2008 - June 2008
School Counselor Practicum/Internship

Facilitated male and female conflict resolution group counseling sessions; assisted with facilitation of Plan To Pass and Plan To Do Better (PLTDB) program; provided individual counseling to students as needed and social work hours to students with Individualized Educational Plans (IEP); observed IEP meetings and completed functional behavioral assessment; arranged and facilitated peer mediation requests.

PROFESSIONAL DEVELOPMENT

- | | |
|---|---------------|
| • Restorative Justice Peacemaking Circle Training | August 2012 |
| • Type 73 Certificate | December 2008 |
| • DCFS Licensure | November 2005 |
| • Reality Therapy Certified | February 2003 |

SPECIAL SKILLS

COMPUTER SKILLS

- Microsoft Word, Excel, PowerPoint, Publisher, Office and Outlook

Asabi L. Hayes

212 E. 109th Street
Chicago, IL 60628
773/609-3206
asabi124@gmail.com

Objective

To obtain an administrative position in a non-profit organization that will allow me to use my organization and management skills to build communities, inspire individuals to be empowered, while promoting the mission of the organization.

Employment

6/2011 to Present	<i>The Panini Press</i> Facilities Manager	Chicago, IL
6/2009 to 10/2010	<i>Villa Capital Partners</i> Assistant Property Manager (10/09-10/10) Leasing Consultant (6/09-10/09)	Chicago, IL
6/2008 to 6/2009	<i>R. L. Borcharding</i> Leasing Consultant	Madison, WI
6/2006 to 2/2008	<i>Woodlands & Woodland Park Apartments</i> Property Manager (9/07-2/08) Regional Property Manager (6/06-9/07)	Madison, WI
11/2003 to 6/2006	<i>Wisconsin Management Company</i> Multi-Site Property Manager (11/03-6/06)	Madison, WI

Volunteer Experience

YWCA	Guest Speaker/Trainer for Tenants
Madison Area Urban Ministry	Guest Speaker for Re-Entry Fairs
Voices Beyond Bars	Member
ARISE Ministries	Administrative Assistant
Second Harvest Foodbank of Southern Wisconsin	Order Picker
Real Men Cook Chicago	Assistant Event Coordinator

Skills

Public Speaking	Policy Implementation	Sales
Human Resources	Customer Service	Staff Supervision
Project Management	Vendor Coordination	Document Creation
Financial Analysis	Financial Reporting	Staff Training
Conflict Resolution	Contract Negotiation	Rent Collection
Company Representation for Legal Issues	Community Liaison	Issuing Employee Discipline
Employee Motivation	Bank Deposits	Creation of New Policies & Procedures

Computer Skills

MS Office (Word, Excel, PowerPoint, Access, Project)

Education

Roosevelt University	Bachelor of Arts, Organizational Leadership (December 2012)
Madison Area Technical College	Associate in Applied Arts & Sciences, Supervisory Management Program (May 2009) Certificates: Supervisory Management Program (December 2008), Project Management (May 2009)
Fred Pryor Seminars	Certificates: Supervising for First-Time Supervisors; Handling Multiple Priorities
Southwest Wisconsin Apartment Association	Fair Housing Seminars; Improving Landlord/Tenant Relations; Property Management 101 & 102

CONTRACT NO. 1453-13391C

EXHIBIT 2

Schedule of Compensation

PRICE PROPOSAL/BUDGET DETAIL

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 1453-13391 for the Recidivism Reduction Seed 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
Mentor/Trainer/Case Manager	\$35,000 (Annual) X 29%	10,000.00
Mentor/Trainer/Case Manager	\$35,000 (Annual) X 29%	10,000.00

SUB-TOTAL \$ 20,000.00

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
None Charged to Program		

SUB-TOTAL \$ 0.00

TOTAL PERSONNEL AND FRINGE BENEFITS \$ 20,000.00

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
Client Travel (CTA Mass Transit)	1350 West 103 rd St.	Transit Cards	160 cards X \$2.50	400.00

TOTAL \$ 400.00

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
None Charged		

TOTAL \$ 0.00

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
Rent, reproduction costs,		
Maintenance costs, insurance,	\$300 @ month	3,600.00
telephone		

TOTAL \$ 3,600.00

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	\$20,000.00
B	Fringe Benefits	\$ 0.00
C	Travel	\$ 400.00
D	Supplies	\$ 0.00
E	Other Costs	\$ 3,600.00
	Grand Total	\$24,000.00

CONTRACT NO. 1453-13391C

EXHIBIT 3

Evidence of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/29/2014

PRODUCER G.A. Crandall & Co. Inc. 6851 West 167th Street Tinley Park, IL 60477 (708) 633-8100		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Universal Family Connection, Inc 1350 W 103rd Street Chicago, IL 60643-		INSURERS AFFORDING COVERAGE INSURER A: Westfield Insurance Company INSURER B: Accident Fund Ins. Co INSURER C: INSURER D: INSURER E:	NAIC #

COVERAGES

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

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	BOP3587496	11/22/2013	11/22/2014	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000	
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	BOP3587496	11/22/2013	11/22/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$	
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$	
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below Y/N <input type="checkbox"/>	WCV6087601	2/9/2014	2/9/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000	
		OTHER					

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

Contract No: 1453-13391

Certificate holder is included as an additional insured with respect to general liability only, excluding products & completed operations.

CERTIFICATE HOLDER

Cook County, is officials, employees and agents
 69 West Washington
 Suite 1940
 Chicago, IL 60602-

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION-DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 0 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

EXHIBIT 4

Economic Disclosure Statement (EDS) Forms

ECONOMIC DISCLOSURE STATEMENT

**ECONOMIC DISCLOSURE STATEMENT
AND EXECUTION DOCUMENT
INDEX**

<u>Section</u>	<u>Description</u>	<u>Pages</u>
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

ECONOMIC DISCLOSURE STATEMENT

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, 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.

ECONOMIC DISCLOSURE STATEMENT

INSTRUCTIONS FOR COMPLETION OF ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

Sections 3,4,5,6,and 7: 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.

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 and go to the Ethics Department link. The Bidder must comply fully with the applicable ordinances.

ECONOMIC DISCLOSURE STATEMENT

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).

ECONOMIC DISCLOSURE STATEMENT

F. ILLINOIS HUMAN RIGHTS ACT

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

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

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

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

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

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

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

ECONOMIC DISCLOSURE STATEMENT

REQUIRED DISCLOSURES (SECTION 2)

1. DISCLOSURE OF LOBBYIST CONTACTS

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

Name

Address

N/A

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

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

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

Yes X No _____

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

1350 WEST 103RD STREET, CHICAGO, IL 60643

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

Yes X No _____

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

Every Applicant for a County Privilege shall be in full compliance with any child support order before such Applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-5) and complete the following, based upon the definitions and other information included in such Affidavit.

ECONOMIC DISCLOSURE STATEMENT

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):

(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.

ECONOMIC DISCLOSURE STATEMENT

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: UNIVERSAL FAMILY CONNECTION, INC. D/B/A: SAME EIN NO.: 36-3091272

Street Address: 1350 WEST 103RD STREET

City: CHICAGO State: ILLINOIS Zip Code: 60643

Phone No.: (773)881-1711

Form of Legal Entity:

- Sole Proprietor Partnership Corporation Trustee of Land Trust
- Business Trust Estate Association Joint Venture
- Other (describe) NOT-FOR-PROFIT CORPORATION

ECONOMIC DISCLOSURE STATEMENT

Ownership Interest Declaration: N/A

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

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

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

3. Is the Applicant constructively controlled by another person or Legal Entity? [] 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

Declaration (check the applicable box):

- [X] 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.

LORRAINE R. BROYLS, PH.D.
Name of Authorized Applicant/Holder Representative (please print or type)

Lorraine R. Broyles, Ph.D.
Signature

lbroyls@ufcinc.org
E-mail address

Subscribed to and sworn before me
this 5th day of March, 2014.

X *Mary Jo Bayer*
Notary Public Signature

PRESIDENT/CEO
Title

3/5/14
Date

(773)881-1711 X 1142
Phone Number

My commission expires:
12/1/2016



ECONOMIC DISCLOSURE STATEMENT

**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

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.

ECONOMIC DISCLOSURE STATEMENT

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: _____ Title: _____

Business Entity Name: _____ Phone: _____

Business Entity Address: _____

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

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

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

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

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

Lorraine A. Brooks, Ph.D. _____ 3/5/14
Owner/Employee's Signature Date

Subscribe and sworn before me this 5TH day of MARCH, 2014

a Notary Public in and for Cook County

Mary Jo Bayer _____

(Signature)

NOTARY PUBLIC

SEAL



My Commission expires 12/1/2016

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**

ECONOMIC DISCLOSURE STATEMENT

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

ECONOMIC DISCLOSURE STATEMENT

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 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: _____

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

*BY: _____

DATE: _____

Subscribed to and sworn before me

My commission expires:

this ____ day of _____, 20____.

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.

ECONOMIC DISCLOSURE STATEMENT

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 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: _____ *CORPORATE FILE NUMBER: _____

MANAGING MEMBER: _____ MANAGING MEMBER: _____

**SIGNATURE OF MANAGER: _____

ATTEST: _____

Subscribed to and sworn 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.**

ECONOMIC DISCLOSURE STATEMENT

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 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: UNIVERSAL FAMILY CONNECTION, INC.

BUSINESS ADDRESS: 1350 West 103rd Street, Chicago, IL 60643

BUSINESS TELEPHONE: (773)881-1711 FAX NUMBER: (773)881-3124

CONTACT PERSON: Audra M. Rowe

FEIN: 36-3091272 *CORPORATE FILE NUMBER: 5211-895-6

PLEASE LIST THE FOLLOWING OFFICERS:

PRESIDENT: Lorraine R. Broyles, Ph.D. VICE PRESIDENT: _____

SECRETARY: Bobbie N. Lewis TREASURER: Lori Crisler

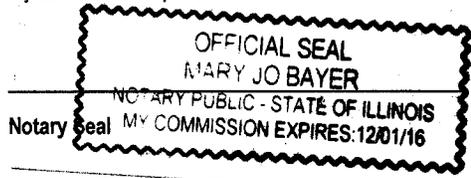
**SIGNATURE OF PRESIDENT: Lorraine R. Broyles, Ph.D.

ATTEST: Bobbie N. Lewis (CORPORATE SECRETARY)

Subscribed to and sworn before me
this 29 day of May, 20 14

X Mary Jo Bayer
Notary Public Signature

My commission expires: 12/1/16



*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.



*A Healthy Society is
Based on the Family*

1350 West 103rd Street
Chicago, Illinois 60643
Phone: 773.881.1711
Fax: 773.881.3379

7949 South Western Avenue
Chicago, Illinois 60620
Phone: 773.925.2222
Fax: 773.925.2287

Lorraine R. Broyles, Ph.D.
President/CEO

Audra M. Rowe, M.S., L.P.C.
Executive Director

UFC BOARD OF DIRECTORS FY 14

NAMES	ADDRESS	AFFILIATION	LENGTH OF SERVICE	RACE	SEX	OCCUPATION
John L. Lewis (Chairman) (773)324-1309	6731 South Euclid Avenue Chicago, Illinois 60649	Public Affairs	9 Years	B	M	Public Affairs
Joseph Nixon (Vice Chairman)	9914 South Sangamon Chicago, Illinois 60643	Chicago Public Schools	17 Years	B	M	Education
Bobbie N. Lewis (Secretary)	11546 South Church Street Chicago, Illinois 60643	Chicago Public Schools	20 Years	B	F	Education
Evaland Hale Taylor (Assistant Secretary/ Promotion Comm.)	11114 South Loomis Chicago, Illinois 60643	Massage Therapy by Evaland	18 Years	B	F	Administration
Lori Crisler (Treasurer)	7011 South Western Chicago, Illinois 60620	Simply Hair Salon	10 Years	B	F	Business
Mary Franklin	11209 South Fairfield Avenue Chicago, Illinois 60655	Retired	2 Years	B	F	Education
Arline Nixon	9914 South Sangmon Chicago, Illinois 60643	Retired	12 Years	B	F	Education
Willie Robinson	10125 South Longwood Dr. Chicago, Il 60643	Administration/ Entrepreneur/ Chemist		B	M	

Leaster Fonville	10441 South Calumet Chicago, Illinois 60628	St. Paul Federal	8 Years	B	F	Business
Dewain Thames	7925 South Paulina Chicago, Illinois 60620	Chicago Public Schools	6 Years	B	F	Educational Coordinator
Donna Watzke	11558 Lake Shore Drive Orland Park, Illinois 60467	Therapist	5 Years	W	F	Social Worker
Rashaad Logan	11143 S. Loomis Chicago, Il 60643	Engineering	2 Years	B	M	Computer Engineer

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:

Shirley E. M.

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 18 DAY OF July, 2014.

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

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

1453-13391C

OR

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

TOTAL AMOUNT OF CONTRACT: \$ 24,000⁰⁰ (DOLLARS AND CENTS)

FUND CHARGEABLE: _____

APPROVED AS TO FORM:

Not required

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