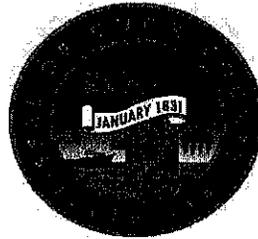


**PROFESSIONAL SERVICES AGREEMENT**

**CONTRACT NO. 1453-13396D**

**RECIDIVISM REDUCTION MINI-SEED GRANTS**

**BETWEEN**



**COOK COUNTY GOVERNMENT**

**COOK COUNTY JUSTICE ADVISORY COUNCIL**

**AND**

**FIRST DEFENSE LEGAL AID**

# PROFESSIONAL SERVICES AGREEMENT

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Economic Disclosure Statement  
Signature Pages

**List of Exhibits**

Exhibit 1	Scope of Services
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 First Defense Legal Aid, 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 Mini-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: First Defense Legal Aid  
5100 West Harrison Street  
Chicago, IL 60644  
Attention: Eliza Solowiej

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**

Contractor shall assist the Justice Advisory Council (JAC) properly implement programs that encourage new public-private partnerships and new approaches to recidivism reduction. 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 purpose of the "Mini-Seed" grants under this initiative is to provide "seed" monies for agencies serving 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. "Mini-Seed" Grants can be used to support personnel cost, purchase equipment, provide professional development opportunities, program development and expansion.

The Contractor will be expected to serve a maximum of twenty-five (25) persons for the Mini-Seed Grants. Contractor shall provide the following information:

**Agency Description**

Contractor shall provide an Agency Description that includes how long the agency has served residents of the Cook County community, the kinds of service(s) and program(s) the agency provides, a description of the client population, and the geographic area the agency serves.

**Statement of Agency/Organizational Need**

Contractor shall provide a brief statement describing the agency/organizational strengths, weaknesses/deficits, and opportunities for growth, service expansion, and capacity building.

**Proposed Scope of Work**

Contractor shall provide a detailed description of the proposed scope of work designed to increase agency/ organizational capacity and any new services provided.

**Timeline for Proposed Scope of Work**

Contractor shall provide a timeline of events detailing the activities supported under this "Mini-Seed" grant over the next 12 months.

**Budget**

Contractor shall provide a detailed Budget on the attached document labeled Appendix I- Pricing Proposal that includes a cost breakdown for the aforementioned program plan activities.

**Board of Directors**

Eliza Solowiej  
*Executive Director*

**Officers:**

Tim Walker  
Edwards Wildman Palmer  
LLP, *Chair*

Jason Cummings  
The Hackett Group  
*Treasurer*

Jennifer Gill  
Office of the Cook County  
Public Defender  
*Secretary*

**Members:**

Roshna Bala  
Loevy & Loevy

Robert Blazejowski  
AbbVie

Maria Whiteman Coar  
Hyatt Corporation

Carla Goldstein  
Seyfarth Shaw LLP

Guillermo Gutierrez  
BUILD, Inc

Jessica Hunter  
Office of the Cook County  
Public Defender

Scott Kamin  
Private Practice Attorney

Kristine Neal  
Office of the Cook County  
Public Defender

Leena Odeh  
UIC Social Justice Initiative

Sarah Garza Resnick  
Office of the Cook County  
Public Defender

Charity Tolliver  
Black Youth Project



**5100 W. HARRISON ST. CHICAGO, ILLINOIS 60644**  
**1-800-LAW-REP-4 · www.first-defense.org**

March 10, 2014

To Whom it May Concern:

First Defense Legal Aid, the Proposer, respectfully submits the enclosed proposal in response to RFP No. 1453-13396 Recidivism Reduction Mini-Seed Grants. We celebrate your impressive and increasing commitment to building the capacity of home-grown solutions to recidivism. The \$10,000 will go to stipends, printing of Know Your Rights educational materials, and bus fare for 20 system-involved peer educators: Know Your Rights Leaders.

First Defense has nearly 20 years experience in interrupting recidivism with Know Your Rights education in community settings and advocacy during the first 48 hours after arrest and before charging or release. Our 2012 Strategic Plan initiated the launch of Know Your Rights education campaigns in North Lawndale and Englewood focused on peer education and new educational media production by and for people at most disproportionate risk of contact with the police. This Mini Seed Grant will propel this program as an innovative, promising anti-recidivism effort with 20 system-involved youth and adults becoming resources to their communities: they will be trained and supported as Leaders offering Know Your Rights workshops to 10 anti-recidivism programs/each including staff and system-involved participants in housing, workforce, education, youth, health and family support services.

The Know Your Rights VISTAs who will directly facilitate the program are Jasmine Davis and Alma Montes, who bring extensive experience with community re-entry in North Lawndale, Little Village, and Englewood. Marketing Specialist Vickie Willis has justice advocacy, youth development, and corporate marketing experience to bring the peer educators' feedback on effective educational media to fruition. Executive Director Eliza Solowiej has supervised leadership development and other programming for over 18 years in these communities. All live and parent in communities disproportionately represented in Cook County detention facilities.

Thank you for considering this innovative, asset-based strategy designed by and for people formerly detained in Cook County facilities to prevent recidivism.

Very truly,

Eliza Solowiej  
Executive Director

*Our entire submission has been printed on 100% tree-free paper*

## **Executive Summary**

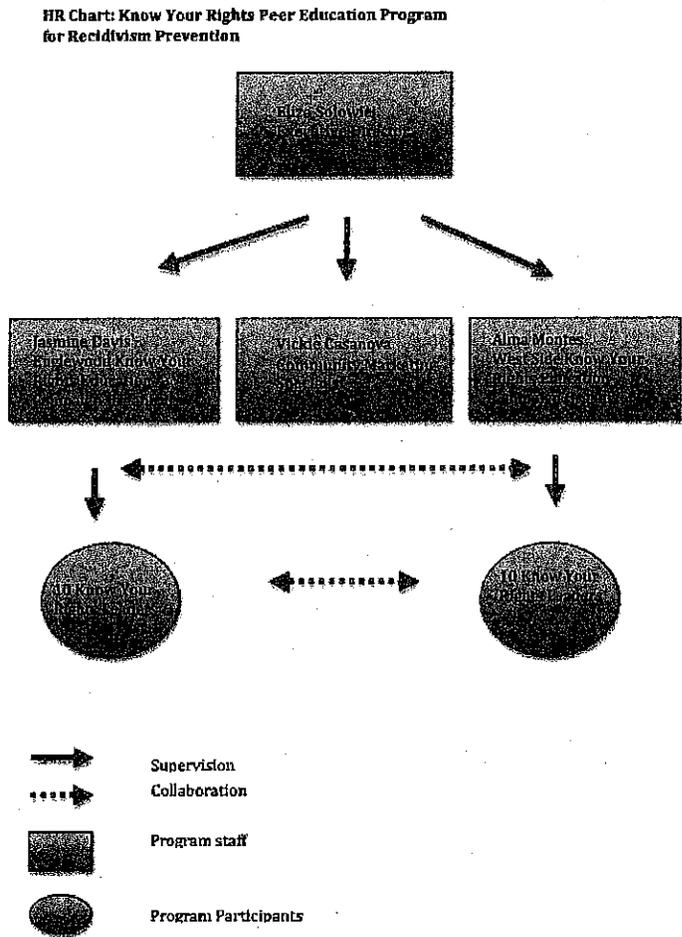
In North Lawndale, Little Village, and Englewood, police stops can be unavoidable. The outcomes of re-entry programs, whether around housing, mental health and addiction, education, workforce, etc, all require that participants can successfully navigate these likely police encounters. Most charges, findings of probable cause, and convictions come from waivers of rights during police investigations; Know Your Rights peer education develops hope, skills, confidence, critical thinking, community connections, and knowledge in those re-entering to use their rights and resources for avoiding recidivism.

Our KYR Education Campaign Organizers (VISTAs) will recruit, train, and support a total of 20 system-involved youth and adult KYR Leaders in North Lawndale, Little Village, and Englewood in evening reporting centers, partner organizations, and street outreach. The VISTAs are from the South and West communities they serve and have personal and professional experience with re-entry, leadership development of system involved youth and adults, restorative justice, and partnerships with local social services where the KTR Leaders will offer their workshops. The workshops will focus on (1) how to assert your rights at home, on the street and in the police station, (2) what you can do if you feel that police have violated your rights, and (3) critical thinking and healthy decision making for social responsibility, civic engagement, and minding the law.

20 KYR Leaders (peer educators who have recently been detained in a Cook County facility) will avoid recidivism by knowing & accessing their rights when in police contact, and getting familiar with, and offering KYR workshops to, their local anti-recidivism service providers. The 20 will conduct 10 workshops/each, leaving 2000 people with juvenile/criminal records knowing what to do if they are stopped by police, to actually access their rights to counsel and against self-incrimination. At bi-monthly meetings, Leaders will debrief, hone their skills as KYR Leaders, and inform new, relevant materials for promoting KYR information in multimedia (radio

PSAs, CANTV, etc) with the support of our community marketing specialist. The Executive Director will oversee the project, and has lead and evaluated anti-recidivism programs.

Developing 20 people returning from detention as peer educators (KYR Leaders) is an asset-based strategy, recognizing participants as a community resources, and incentivizing them to get acquainted with anti-recidivism supports in their communities as they offer KYR workshops. It includes a civic-engagement strategy, re-integrating those returning from detention into powerful, positive community roles. Training for Trainers will involve motivational interviewing to develop the hope that one's rights can be accessed and are worth accessing. Further, the 2,000 workshop participants they reach make up a second level of impact for interrupting recidivism.



## **Proposed Plan of Action/Program Plan**

### **Section A: Agency Description**

First Defense Legal Aid (First Defense) began as a program of Chicago Commons in 1995, operating a 24-hour Chicago Police Custody Hotline, through which any arrestee could be connected with a volunteer defense attorney who would provide representation at the police station, free of cost. First Defense became an independent corporation in 2002, and a 501(c)(3) in 2003. First Defense's still runs the Hotline, upon which poverty-stricken Chicagoans, mostly young and of-color, depend for fairness in custodial investigations.

First Defense also conducts Know Your Rights outreach, education and leadership development and participates in community organizing. We are breaking the cycle of crime and disenfranchisement, preventing coerced confessions, and building the hope, skills, knowledge and accountability necessary for a lasting reduction in recidivism and crime.

In Illinois, people in custody have the right to counsel, but those who are poor are not provided counsel until a judge appoints the Public Defender. This is after charges have been entered, and typically up to 48 – 72 hours after arrest. *These first 48 hours are critical*, as most charges, findings of probable cause, and convictions, rely upon waivers of rights.

First Defense helps level the playing field where the police have unlimited access to prosecutors. At the police station, First Defense attorneys help the client to understand and assert his or her rights, gather information, document injuries, advocate for medical treatment, and inform the family of the whereabouts and status of the detainee.

Our workshops focus on (1) how to assert your rights at home, on the street and in the police station, (2) what you can do if you feel that police have violated your rights, and (3) critical thinking and healthy decision making for social responsibility, civic engagement, and minding the law.

## Section B: Statement of Agency/Organizational Need

The schools, community based organizations, and faith congregations that host our workshops and promote our service find partnership with First Defense to be integral to their programs' success. Indeed, in our most poverty-stricken communities, police stops can be unavoidable. The outcomes of anti-recidivism programs, whether focused on housing, health (including mental health and addiction), education, workforce, or other, require that participants successfully navigate police encounters. Know Your Rights skills are lifeskills, and real access to counsel during an arrest, fortify all of these anti-recidivism strategies. This is the asset we bring broadly to anti-recidivism efforts throughout Chicago.

Stipends will build the capacity of ex-offenders in our peer education program for interrupting a cycle of disenfranchisement and recidivism. Know Your Rights (KYR) Leadership activity facilitates a sense of dignity and connection to local services (where the Leaders will offer workshops). First Defense has significant staff capacity for this project, but needs stipends, travel costs, and educational material to round out the program budget by investing directly in system-involved peer educators.

Two VISTAs work full-time on KYR education campaigns in North Lawndale and Little Village, and Englewood, respectively. They are from these communities, and bring extensive experience. The goal is to increase the rates at which arrestees in the 6<sup>th</sup>, 7<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> police districts invoke and actually access their constitutional rights.

Since these KYR campaigns launched one year ago, calls to the Hotline have increased in the 6<sup>th</sup>, 7<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> police districts. We have pro bono advertising firms ready to help participants produce radio, bus adds, etc that speak to ex-offenders. All we need are the \$10,000 direct costs listed in this proposal. This project will focus on ex-offenders as peer educators, who will gain lasting skills and be lasting anti-recidivism resources for their communities, able to educate their neighbors about their rights in police contact well beyond the year of our KYR VISTA's service.

## Section C: Proposed Scope of Work

Developing 20 people returning from detention as peer educators (KYR Leaders) is an asset-based strategy, recognizing the ex-offender as a community resource, getting them acquainted with anti-recidivism supports in their communities as they personally offer, schedule and conduct workshops. It involves a civic-engagement strategy for re-integrating those returning from detention into powerful, positive community roles. Training for Trainers will involve critical thinking motivational interviewing to develop the hope and confidence that one's rights can be accessed and are worth accessing. Further, the 2,000 workshop participants they reach will build skills, knowledge and hope to not waive but actually access their rights - a second level of impact for interrupting recidivism.

**OUTCOME: 80-100% of participants avoid recidivism by knowing & accessing their rights when in police contact, and get familiar with and fortify their local anti-recidivism service providers by offering the resource of Know Your Rights (KYR) workshops.**

**Objective A:** Recruit and train system-involved trainers in KYR curriculum development and delivery, and community outreach, including poverty stricken youth and adults in North Lawndale and Englewood who have been jailed in Cook County.

*Deliverables:* 20 youth and adults involved in the criminal and juvenile justice systems trained as trainers, *demonstrated by* sign-in sheets, competency tests, and enrollment as the 20 official program participants by month 2.

**Objective B:** Design relevant materials for promoting the Hotline and KYR information.

*Deliverables:* Education campaign designed for and by system-involved participants in these neighborhoods, *demonstrated by* the multimedia materials promoting the Hotline and KYR messages including: radio PSAs; TV appearances; and internet publications.

**Objective C:** 20 participants ("KYR Leaders") reach 100 system-involved youth or adults/each, delivering workshops to other anti-recidivism program participants and staff.

*Deliverables:* 2000 people with juvenile/criminal records know what to do if/when they are stopped by police, to actually access their rights to counsel and against self-incrimination, demonstrated in pre-and post- surveys administered by the KYR Leaders in their workshops.

**Objective D:** 20 participants do not recidivate throughout the 12 months

*Deliverables:* 80% of participants, or at least 16 of the 20, are not charged with any misdemeanor or felony offense in the 12 months demonstrated by Cook County records.

Section D: Timeline for Proposed Scope of Work

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
<b>Recruitment and enrollment:</b> Identify 5 North Lawndale, 5 Little Village, and 10 Englewood community members with contact with the Criminal or Juvenile systems in the last year as Know Your Rights (KYR) Leaders. Leaders are recruited who stand out as interested and influential during street outreach and community-based workshops in evening reporting centers, re-entry, and other programs (please see 7.4 for a list of organizations).	X*			
<b>Training of Leaders:</b> Each KYR Leader completes a training for trainers and demonstrates competency with the content.		X		
<b>Shadowing Attorney:</b> Each Trainer co-presents a workshop with an FDLA attorney and debriefs any questions about the relevant law & process for contacting them with legal questions that come up in future workshops.		X		
<b>Peer Education Delivery:</b> KYR Leaders give 5 workshops/each to people with records and anti-recidivism service providers throughout North Lawndale, Little Village and Englewood			X	X
<b>Leader Support:</b> KYR Leaders attend bi weekly meetings to debrief, schedule and document peer ed workshops: Friday evenings at CeaseFire Englewood, & Thursday Evenings at Westside Association for Community Action.			X	X
<b>MultiMedia Educational Materials by/for Ex-Offenders:</b> KYR Leaders plan and design new Know Your Rights educational media.		X		
<b>Leader Outreach:</b> KYR Leaders execute/distribute new You're your Rights educational media (depending on choice of media, may be a CANTV show, mural, twitter campaign, etc).			X	X

\*completed by month 2, as we already have some recruits in cue!

## **Qualifications of the Proposer**

First Defense Legal Aid started as a program of Chicago Commons almost 20 years ago. We became an independent corporation in 2002, and a 501(c)(3) in 2003. We have 7 Full time and 2 Part time people on our staff team. Whereas historically, our organizational chart was long one single staff member serving all roles, we now have a robust team of Know Your Rights education campaign organizers, a full-time ED, 2 staff attorneys, plus two more full-time attorneys starting in April 2014. Our staff and Board have diversified with our strategic plan calling for an increased institutional leadership from Chicago communities most affected by our mission. Gang intervention, youth development, policy research, and organizing leaders are now staff and Board members.

We have provided Know Your Rights workshops to Lawndale Christian Development Corporation, Lawndale Christian Legal Services, Little Village Lawndale High Schools, Westside Ministers Coalition, Westside Health Authority, Westside Holistic Leadership Academy, Youth Outreach Services, Cardenas Elementary School, YMCA, Rudy Lozano Leadership Academy, CeaseFire, Dvorak Technology Academy, North Lawndale College Prep High School, Central States SER, Enlace, Lawrence Hall, Carol Robertson Center for Learning, BUILD, Inc. Better Boys Foundation, Farragut Career Academy, Community Organizing on Family Issues, Youth Struggling for Survival, and Hartgrove Hospital, Manley Career Academy, Southwest Organizing Project, Inner City Muslim Action Network, Gage Park High School, Team Work Englewood, Target Area Development Corporation, Southside Together Organizing for Power, Fearless Leading by the Youth, Center for Change, Imagine Englewood If..., Team Work Englewood, The Woodlawn Organization, Metropolitan Area Group for Igniting Civilization, CeaseFire, Each One Teach One, the Gary Comer Youth Center, numerous faith congregations, block clubs, parent groups, and more.

### **References:**

All of these programs were offered without funding, and free of charge, to support their clients and staff and promote our Hotline as an anti-recidivism resource.

As Co-Conveners of the Austin Youth Justice Coalition, coordinating services to demonstrate community-based restorative justice: Andrew Born ACT 5049 W. Harrison, Chicago, IL 60644 [aborn@austincomingtogether.org](mailto:aborn@austincomingtogether.org)

Offered Street Law Education for a Re-Entry Program, including providing materials and workshops to participants and staff:

Amanda Klonsky, CPS Alternative Schools Network 1807 W. Sunnyside Ave.  
Suite 1D, Chicago, IL 60640, 312.282.6188 [aklonsky@cps.edu](mailto:aklonsky@cps.edu)

Provided Weekly Know Your Rights education, leadership development to youth in Cook County Evening Reporting Center: Gloria Jenkins, Westside Association for Community Action 3600 W. Ogden Ave. Chicago IL, 60623, 773.277.4400

Support Weekly Know Your Rights Workshops for Youth at Risk of Violence: Shelley Williams, CeaseFire Englewood Outreach 1636 W. 63<sup>rd</sup> Street, Chicago, IL 60636, 773-863-0694 ShelleyWilliams19@yahoo.com

**Key Personnel**

Resumes, references included:

Eliza Solowiej

Jasmine Davis

Alma Montes

Vickie Casanova

**Subcontractor/ Teaming**

None

**Financial Status**

Past 3 years

**Legal Actions**

None

**Conflict of Interest**

None

## ALMA I. MONTES

PHONE 312.774.0190

EMAIL:MACEHUALLI@GMAIL.COM

### OBJECTIVE

To enhance my diverse skills in family advocacy, case management. Including marketing, project coordination, promotion and event planning, in diverse settings. With my deep passion and commitment to community service development.

### FUNCTIONAL SUMMARY

#### **Current-2012 First Defense Legal Aid**

##### **AmeriCorps Vista Community Campaign Organizer**

Recruit and train the trainers in Street Law curriculum development, delivery, and community outreach.

#### **2009-2010 Central States SER**

##### **Program Quality Control Director**

Managed and performed internal audit reports for the immediate Supervisor, Program Director and the Board of Directors. Managed *Put Illinois to Work (PITW)*, a state funded program, with a staff of 100 employees, that provided temporary employment to over 3,000 low income clients. Organized and executed advocacy campaign to secure extension for our state funded program.

#### **2000-2009 Southwest Youth Collaborative**

**Youth and Family Marketing Director;** Assisted in the creation of community committees. That included local schools, and community partners to help implement a diverse after school program that required using a popular education approach to discuss social issues with parents, children and youth.

#### **2005-2008 Y.S.S. Youth Struggling For Survival**

**Program Director;** Created and implemented a holistic After School Program in The Little Village North Lawndale H.S. Campus, with the active participation of youth, parents and school staff. Provided staff support; reporting and documenting student data organizing monthly field trips for students. Coordinating communication protocol systems for a four campus H.S. Our program was highlighted at the end of the school year, in the Community Schools Conference as Best Practice Model 2008. I was a featured presenter and award recipient.

#### **2003-2005 Greater Lawn Community Youth Network**

**Contractual Family Advocate;** Campaign work with TANF recipients in the Greater Lawn and Englewood community, to insure opportunities for immigrants and their families.

#### **2002-2003 Project Cease Fire Coordinator**

**Intake Case Manager ;** Managed intake process for the 8<sup>th</sup> District YouthNet; referring and servicing over 400 families a year., that included, goal setting for both youth and families, provided resourceful and educational workshops. Promoted and executed on going community events. Family advocacy for court, health and social services.

#### **2000-2002 Little Village Environmental Justice Organization Community/Youth**

**Organizer;** Organized and convened community meetings, that included stakeholders and businesses; trained community leaders to work on campaigns regarding environmental and violence issues; developed district-wide youth councils to engage youth in community programs; basic grassroots fieldwork such as door-knocking,

petition collection, community building, fundraising, etc.

## **EDUCATION**

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**2014 Eastern Illinois University- Medicine Shield Bundle**  
Bachelor's Degree Chicago, IL  
Currently working towards a Public Policy & Community Development Degree

2002 – 2004 Harold Washington College Chicago, IL  
Associates in Liberal Arts

## **ACCREDITATIONS**

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- National Circle Keeper 2008
- Certified Youth Development Practitioner 2004
- Advanced Youth Development Training 2001
- Grassroots Fundraising Initiative 2001
- Youth Worker Certification 2000
- Community Action Training 1999--2000
- Community Panels for Youth 1998
- Immigrant Rights in the Workplace 1998

## **SKILLS**

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Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects. Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings. Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts. Fluent in Spanish.

## **REFERENCE LIST**

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Rosa Gaytan, Community Elder 773 301-0403, [coatlxpilli@yahoo.com](mailto:coatlxpilli@yahoo.com)

Marisela Urbina, Friend 7737890360 [mariselauc@gmail.com](mailto:mariselauc@gmail.com)

Dorene Weise, President American Indian Association of Illinois 773.550.9600 [dpwiese@aol.com](mailto:dpwiese@aol.com)

WORK EXPERIENCE

**First Defense Legal Aid** • Executive Director 1/13-present  
• Interim Executive Director 9/12-12/12

**Non-profit Capacity Building & Workshop Facilitation • Project Consultant** 12/03-9/12

**Chicago Public Schools Office of High School Programming:** curriculum author for three years of lesson plans for Sophomore, Junior and Senior Law and Public Safety Academies to be piloted and instituted district-wide  
**Northwest Regional Educational Laboratory and Bank Street College:** National Integrated Pre-Service Orientation for VISTA Volunteers in Service to America, Capacity Building to Fight Poverty  
**Campaign Consultation:** VISTA toolkit for community-lead disaster response  
**W.K. Kellogg Foundation & the National Service-Learning Partnership:** Understanding & Combating Oppression  
**Learn & Serve America:** Federal Service-learning Grant proposal evaluation  
**Horizons for Youth:** Young Professional Board Development series  
**Mt Sinai POWER youth project:** Youth Leadership Development series  
**CHP International:** Cooperative Agreement development with the Corporation for National Service  
**Chicago Children's Museum:** Community Education Facilitator  
**Associated Colleges of the Midwest Chicago Arts Program:** Arts-based Team Building & Community Norms  
**BUILD Inc:** "Train-the-trainers" with Connexions & Youth Struggling for Survival  
**City Colleges of Chicago,**  
**Chicago Area Project Youth Development Workers Certification Program:** Asset-Based Youth Development  
**Farrugut Academy High School:** 6-week classroom focus group for Me-We & Social Entrepreneurship learning  
**Asian Human Services:** Lower elementary Me-We learning games  
**Multicultural Arts School of the Little Village-Lawndale High School Campus:** Arts-Based Me-We Summer Session for all incoming freshman with the Little Black Pearl Workshop & the Garfield Park Conservatory Alliance  
**James Hickman & Associates:** Analysis of Chicago Non Profit Training & Technical Assistance Needs  
**University of Chicago Office of College Programming:** "Train-the-trainers" Diversity Training for Orientation  
**University of Chicago Resources for Sexual Violence Prevention:** Stereotypes & Assumptions, Unearned Privilege  
**Southwest Youth Collaborative:** Education Enhancement program evaluation  
**Mikva Challenge Grant Foundation:** Staff Retreat, Work Style Diversity, Team Building  
**Garfield Park Conservatory Alliance:** Arts and Entrepreneurship, Team Building  
**Youth Innovation Fund:** Stereotypes and Assumptions, Work Style Diversity

**South West Youth Collaborative** • Community Organizing Initiative Director and Lead Organizer 5/07-3/10  
Managed and developed staff, leaders, budgets, resources, communications, coalitions and campaigns for transformational direct-action community organizing in a human rights framework

• Co Site Director, Amandla Center 1/07-5/07  
Managed staff, contracts, grants and budgets for youth development and youth and family organizing programs

• Administrative Assistant 10/05-12/06  
Supported Board Development, Grassroots Fundraising, Strategic Planning, Staff Development, Marketing & Membership Drive

**Circle Vision Consulting Network LLC • Partner** 10/04-8

Managed a firm providing training & technical assistance to groups on capacity building for public benefit  
Designed & facilitated curricula for the signature "Me-We" *coalition-building-across-difference* program  
Developed written & graphic marketing, subcontractor & partner management, fiscal recording, project management  
Catered inclusive processes, systems, tools, & supports for *learning organization technical assistance* contracts

**Birthways Inc.** • Post-partum Doula 9/03-7/04  
Provided IDCFS-Pathways mothering teens with in-home health education, respite care, advocacy and referrals

**Public Allies Chicago** • Program Manager & Director of Team Service Learning 7/00- 9/03  
Expanded organizational capacity & created service-learning baselines for the Apprenticeship Program  
Managed 20 full-time off-site AmeriCorps volunteers, 20 partnerships & a community-based volunteer pool

Coached through Individual Development Plans  
Placed 100% of members in continuing education or work  
Member of National Team to integrate coaching into Public Allies culture of management  
Utilized WBRs system and outcomes-based evaluation to chart individual and organizational effectiveness

• AmeriCorps LEADER 9/99-6/00  
Coordinated recruitment and selection of a record 200 applicants to the apprenticeship program  
Established a Trainers Bureau for program Alumni under Northwestern University's ABCD Institute  
Established a life-skills-for-wellness series for public sector professionals  
Spearheaded the planning & evaluation of the Tomorrow's Leaders Today awards & development program

- Development Intern** 5/00-8/99

Identified and secured funding for own position  
Supported proposal writing and donor stewardship resulting in approximately \$200,000 in grants  
Supported communications and event planning
- University of Chicago Resources for Sexual Violence Prevention under Assistant Dean Michelle Obama**

  - Peer Education Program Coordinator** 3/96-12/00

Recruited, trained and managed over 30 volunteer Peer Educators
- Campaign Consultation, Inc. (CCI) • Trainer/Facilitator Consultant** Winter 02

Refined and implemented training for the Corporation for National and Community Service  
Designed 2 new trainings under CCI sustainability curriculum  
Received coaching from expert trainer/facilitators during the 17-day assignment
- University of Chicago**

  - SummerLinks Intern** Summer 98 **• Jane Addams Hull House Youth Center**

Designed and implemented a conflict management curriculum for youth  
Convened intern peers for a discussion/potluck series exploring race, class & gender  
Participated in 40 hours of training specific to Chicago's public sector
- Council of Michigan Foundations • Youth in Philanthropy Kellogg Foundation Intern** Summer 97

Developed trainings for Youth Advisory Councils of Community Foundations state-wide  
Drafted a state bill to allow 16-18 year-old youth serve on non-profit governing boards of youth serving organizations
- Multi-Cultural Urban Health Corps**

  - Latin-American Youth Center** 8/96-7/97 **• AmeriCorps Member**

Designed and implemented health and wellness curriculum for middle school students  
Established sustainable parent programming at Lincoln Multicultural Middle School  
Completed extensive training in National Service and public sector leadership
- Michigan Migrant Education project • Art Instructor, Teacher's Assistant** Summer 94-95

#### VOLUNTEER WORK

First Defense Legal Aid Board of Directors emeritus  
Imagine Englewood If... Board of Directors emeritus  
Southwest Youth Collaborative Board of Directors emeritus  
SOUL/SOULJA Adult Ally Committee for young women of color organizing project  
Crib Collective Advisory Board for social entrepreneurship among North Lawndale and Little Village Youth  
Women and Youth Supporting Eachother (W.Y.S.E) Chicago Advisory Board & Volunteer Trainer Faculty  
Greater Lawn Community Mental Health Advisory Board (tbc)  
Little Black Pearl Workshop: database revamp project  
Young Women's Empowerment Project, After School Matters: social entrepreneurship "\$&CHANGE" workshop  
Student Voices Youth Advocacy Conference: sustainability and outcomes measurement  
TCAPS School Board Youth Advocate member emeritus

#### ADVANCED TRAINING AND EDUCATION

Juris Doctorate, John Marshall Law School  
Bachelors of the Arts, University of Chicago, Department of History  
Illinois Department of Children and Family Services Foster Parent  
ChildServ Pregnant & Parenting Teen Ward Foster Parent Program  
Illinois Youth Advocates, Specialization License for Fostering Defiant Teens  
CHP International Peer Diversity Trainer  
Youth Service America New Generation Training Program for Nonprofit Management through University of Chicago Dean's Grant

#### PERSONAL MISSION STATEMENT

I support people to create their best selves and best communities while engaging as a creative and accountable member of my own home and communities, focusing on leadership development for human rights and an end to the cradle-to-prison pipeline.

#### REFERENCES

Camille Odeh [CCOdeh@gmail.com](mailto:CCOdeh@gmail.com) (773) 392-7226  
Jean Carter Hill [jhill705@sbcglobal.net](mailto:jhill705@sbcglobal.net) (773) 320-6894  
Darius Lightfoot [dariuslightfoot@gmail.com](mailto:dariuslightfoot@gmail.com) (773) 891-7273

## Jasmine Davis

915 Crane Dr. Apt. 104 60115  
DeKalb, IL  
(312)613-3957

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**Objective:** An interesting position with a growing company

### Education:

Northern Illinois University  
**Major: Early Childhood Education** DeKalb, IL  
2008-2010

Kennedy King College Chicago, IL  
Summer 2011

Kishwaukee College Malta, IL  
**Associate in Fine Arts** Anticipated Graduation 2012

### Experience:

Summer Youth Liberation Institute Chicago, IL  
**Youth Leader** Summer 2011

- Wrote, designed and produced work curriculum
- Reports included time-and-attendance records, terminations, new hires
- Responsible for maintenance of building

Southwest Youth Collaborative Chicago, IL  
**Administrative Assistant** 06/10 to 02/11

- Studied methods of improving work measurements and performance standards
- Reports included time-and-attendance record
- Responsible for inventory/budget of daily bake sale

McDonald's Calumet City, IL  
**Cashier** 05/06 to 11/06

- Processed customer order utilizing cash register
- Accurately handled customer payments and issued receipts
- Successfully facilitated drive-thru orders

Generation Y Chicago, IL  
**Youth Organizer** Summer 2004

- Organized and evaluated workshops concerned with social problems in the community
- Community outreaching

### Community:

#### Kids of DeKalb - Mentor

- Mentor elementary students in personal/educational experiences

#### Southwest Youth Collaborative - Youth Activist

- Nonviolently fight for rights within the community
- Organize street educational workshops
- Train youth to be youth leaders

29 E. Madison St, Ste. 1802  
Chicago, IL 60602  
708-712-4726  
vickie.casanova@yahoo.com

**EDUCATION**

Walden University 2014  
**Pursuing the PhD in Global and Comparative Education** – currently 2<sup>nd</sup> year  
coursework

Indiana University Northwest, Gary, IN 2012  
**Post Baccalaureate Certificate in Urban Studies/Community Development  
and Race/Ethnic Studies**

Columbia College Chicago, Chicago, IL 2011  
**M.A.T. in Educational Studies**

The Kelley School of Business, Indiana University, Bloomington, IN 1990  
**M.B.A. in Marketing**

Indiana University, Bloomington, IN 1988  
**B.A. in Telecommunications**

**AWARDS AND HONORS**

Indiana University Northwest - College of Arts and Sciences 2010  
Award for Excellence in Urban Studies and Community Development

Indiana University Northwest - Department of Minority Studies 2010  
Award for Excellence in Research

Follett Merit Scholar, Graduate Studies, Columbia College Chicago 2009

American Marketing Association – Effie Award, Bronze, Effectiveness in 2007  
Marketing Communications for Tyson Foods

American Advertising Federation - Mosaic Award for Multicultural Ad Campaign, 2006  
Tyson Foods, Presented at the 2006 AAF Awards in New York, NY

Association of National Advertisers Award (ANA) Best Multicultural Campaign, 2006  
for Tyson Foods. Presented at the 2006 ANA Multicultural Excellence Awards,  
Los Angeles, CA

Telly Award – Highest awards for Tyson Foods “Powered By” Campaign 2006

## **AWARDS AND HONORS, CONTINUED**

Telly Award – Silver Service Industry advertising awards for outstanding work on the public relations and advertising campaigns for American Family Insurance **2006**

Telly Award – advertising awards for Tyson Foods “Powered By” Campaign **2005**

## **BRAND EXPERIENCE (partial list)**

American Family Insurance

AT&T

Burger King

Exelon Corp.

Kraft Foods

McDonald’s

Nabisco

Namaste Labs

The Prudential

Tropicana

Tyson Foods

## **AGENCY EXPERIENCE**

Burrell Communications Group

Leo Burnett

Uniworld Group, NY

Extended Marketing Partnerships with Bromley, Lopez Negrete, DDB, O&M, Y&R, others

## **INDUSTRY EXPERIENCE**

### **Consultant – Management and Marketing; Cultural Arts; Community Development 2007-Present**

- Provide marketing and management consulting services to area firms and organizations including planning, fundraising, execution, evaluation, budget analysis, new business proposals, and staff development. Maintain local, regional, national, and international linkages for collaborations.
- Collaborate with secondary and post-secondary educators to teach business, culture, and education skills to high school and college students. Provide post-secondary guidance for teens.

### **Account Director, Tyson Foods – EMC**

**2004-2007**

- Led extended agency team providing strategic direction and day to day leadership of all aspects of the business including marketing, creative, media, research, promotions and public relations.
- Primary liaison with Client and partner agencies, requiring frequent interaction with senior to mid-level executives across departments. Drove unprecedented ad and business results in post relaunch period for largest meat producer in the world.
- Won Effie, Telly, Mosaic, and ANA awards for strategic planning and creative in 2006-2007.
- Led HBCU college partnership. Brokered participation in major community tie-ins including Zo’s Summer Groove providing significant impact to underserved youth in Miami-Dade area.

## **INDUSTRY EXPERIENCE, CONTINUED**

### **Account Director, American Family Insurance – EMC** **2004-2007**

- Concurrently served as Account Director - AACM, HCM and Asian marketing and public relations efforts for this account.

### **Regional Account Supervisor, Burger King – UniWorld Group, Inc.** **2002-2004**

- Led targeted consumer marketing efforts in heavy African-American markets for Burger King's MidWest, South Central, & Mountain South divisions.
- Partnered with Client, Franchisee & Agency team to grow sales for #2 brand in the highly competitive fast food industry.
- Overall responsibility for national and local AACM marketing media and promotional activity in a 10 market territory; drove significant business recovery in those markets, representing 1500+ restaurants.
- Led General Market promotional and community involvement effort for Detroit DMA throughout 2004 via Pistons Read to Achieve sponsorship in their NBA championship season.

### **Consultant – Marketing and Arts in Education** **1997-2002**

- Provided marketing, and cultural arts services to area businesses, schools and community organizations including marketing/advertising strategy and execution, financial management, artistic consultation and residencies, public relations and fundraising.
- Lead instructor with Gallery 37, award winning high school college and career readiness program. Key player in two major intercultural programs with international impact.
- Led several college workshops and taught continuing education/professional development courses to elementary and secondary school teachers.

### **AT&T – Regional Marketing Manager** **1995-1997**

- Led Michigan and initiated Illinois marketing team in charge of Local Service launch.
- Responsible for strategic guidance and day-to-day management of multi-state projects.
- Developed business and marketing plans, project managed testing and implementation phases of Local and IntraLata launches for Central Region.
- Guided advertising, competitive, research and regulatory team efforts.

### **Burrell Communications Group – Account Executive** **1992-1995**

- Managed all aspects of business for Prudential, Kraft and Nabisco accounts reporting directly to Sr. VP, Client Service Director.
- Provided strategic and tactical direction and managed budgets.
- Previously, spent two years on the McDonald's team with responsibility for the Breakfast and Teen strategies, creative development and promotions.

## INDUSTRY EXPERIENCE, CONTINUED

### **Burrell Communications Group – Account Executive, cont'd.** **1992-1995**

- Project managed inaugural Kente Cup program and national Adventure to the Homeland sweepstakes. Coordinated and accompanied team on the culminating international tour.

### **Leo Burnett Company – Assistant Account Executive** **1990-1992**

- Co-managed Tropicana and Tropicana Twister brand advertising.
- Responsible for tracking multi-million dollar budget. Analyzed competitive environment and consumer research to provide strategic direction for existing product line, extensions and new products.
- Coordinated Agency input from Creative, Media, Research, Legal and Promotions teams.

## TEACHING EXPERIENCE

Edna Manley College of the Visual and Performing Arts Kingston, Jamaica, WI **2011, 2013**  
**Guest Presenter – Afri-Caribbean Connections; The Impact of Dance on Middle Schoolers**

Indiana University Northwest, Gary, IN

**Guest Instructor– Performing Arts Dept.– Community Outreach via Dance** **2012**

Developed diversity program, taught class, secured sponsorship and marketing support, facilitated interactive presentation for Minority Studies Department in collaboration with students, faculty and staff.

Indiana University Northwest, Gary, IN

**Guest Instructor– Performing Arts Dept.– Community Outreach via Dance** **2010**

Developed syllabus and course content for guest series, taught classes, secured sponsorship, provided marketing and publicity support

Chicago Public Schools and Suburban School Districts

**K-12<sup>th</sup> Grade – State Certified Substitute Teacher; Full Certification for K-9** **2000-2012**

Developed syllabus and course content for guest series, taught classes, Currently hold full certification in the State of Illinois for K-9 and select HS course areas.

After School Matters, Chicago, IL

**Instructor – Communicating Across Cultures, Arts Education** **2002-2012**

Develop annual proposals, quarterly syllabi and overall course structure, teach all classes, coordinate, supervise and market all presentations, and administer all assessments and payroll, for student interns and apprentices.

### **Mentor and College Application Coach**

Provide post-secondary mentoring and guidance provided year round to support college readiness. Assist students with applications and research to identify program fit, potential tuition resources. Facilitate college fairs and campus visits.

## TEACHING EXPERIENCE, CONTINUED

### **Youth Program Quality Training – via After School Matters**

Completed extensive YPQ professional development training modules, since 2010. Additional skills gained in key areas for high school/post-secondary success, including Scaffolding for Success, Active Learning, Building Community, Cooperative Learning, Youth Voice and Choice, Reframing Conflict, Structure and Clear Limits, Planning & Reflection. Use weekly, with HS students

Oak Park District 97 – “University 97”

### **Continuing Education Instructor – Various CPDU accredited courses**

**2000-2005**

Developed proposal and secured funding approval. Created syllabi and overall course structure, taught all classes, administered all grades

## RELATED EXPERIENCE

Indiana University Northwest, Gary, IN

### **Social Justice Conference – Marketing and PR**

**2010**

Organizing and coordinating team member. Planned and implemented marketing and publicity for campus and community.

Indiana University, Bloomington, IN

**2002**

**Marketing and Outreach Support, 25<sup>th</sup> and 30<sup>th</sup> Anniversary years of African American Arts Institute-African American Dance Company.** Planned and executed successful Silent Auction

## PRESENTATIONS, PUBLICATIONS AND PAPERS

Edna Manley College of The Visual and Performing Arts – Peer Reviewed Journal Article **2013**  
“The Impact of Dance on Middle School Outcomes and General Society”  
**Article Published - Jonkonnu Arts Journal, 1, 3-8.**

Third World Press –upcoming book release: The Eternal Year of African People **2013**  
**Author, Artist: Essay and Cultural Music CD Track accepted for Inclusion in Anthology**

Indiana University Northwest, Gary, IN – Diversity Programming Series **2012**  
**Presenter – Crossing Continents: Hispanic Heritage Multicultural Arts Lecture/Demo**

Edna Manley College of the Visual and Performing Arts, Kingston, Jamaica **2011**  
**Conferee and Presenter - Rex Nettleford Conference, Arts Marketing, Management, Research**

Indiana University Bloomington -Men and Women of Color in Leadership Conference **2011**  
**Presenter – After School Arts Education Matters – Teen Case Studies**

National Black Graduate Student Conference, San Diego, CA **2010**  
**Presenter – Conference Theme: Pioneering the Change Within**

National Conference of Black Lawyers Annual Conference, Silver Spring, MD **2010**  
**Presenter – Leveraging Social Media**

## **PRESENTATIONS, PUBLICATIONS, AND PAPERS, CONTINUED**

- Columbia College Chicago, Chicago, IL **2010**  
**Guest Instructor and Presenter – The Dance Center, 10<sup>th</sup>  
Anniversary, Family Dance Workshop Leader ; Guest Performer**
- Columbia College Chicago, Chicago, IL **2008**  
**Guest Presenter – Virtual Symposium – The TransAtlantic**
- American Advertising Federation **2006**  
**Case Study –Tyson Foods “Powered by” Strategic Marketing Campaign**

## **LANGUAGES**

English – native language; Spanish – polite

## **CERTIFICATIONS**

- National Institutes of Health (NIH) Office of Extramural Research  
- Protecting Human Research Participants
- Illinois State Certified Teacher, K-9<sup>th</sup> grade  
- Also hold HS endorsements to teach Business, Dance and Computer Science up to grade 12

## **MEMBERSHIPS & AFFILIATIONS**

U.S. Human Rights Network

## **PUBLIC OUTREACH AND EXPERIENCE**

- Administration, Marketing, Cultural Work; Chicago-Midwest ANC Centenary Committee **2012**
- Marketing - International Human Rights Day, “Salute: the Life of Dr. Margaret Burroughs” **2010**
- Co-Organizer; Marketing Lead- “The Year of Africa: Africa, Cuba, The Diaspora & **2010**  
The Haitian Crisis”, a fund-raiser for the People of Haiti. Malcolm X College,  
one of The City Colleges of Chicago
- Facilitate Multiple Performances Annually - After School Matters HS Program **2008-2012**  
“W.Side Story AfriCaribbean Connections”
- Plan and chaperone college visit opportunities for teens, and host college speakers **2010-2012**  
Includes Illinois and Indiana Universities and Community Colleges

## RESUMÉ

Vickie M. Casanova Willis

[vickie.casanova@yahoo.com](mailto:vickie.casanova@yahoo.com)

(708)712-4726

### SUMMARY

Arts educator and business administrator has maintained an Arts in Education consultancy throughout the executive levels of a corporate career – teaching/performing artist/community outreach. Respected partner of parents, administrators, students and community organizations resulting from over 15 years in this field, providing linkages for academic and social success. Guest taught undergrads at IU-Gary; Columbia College, College of DuPage, IU Bloomington. Collaborate with counterparts from the Latino, Asian, African and Caribbean and various European/American communities.

Simultaneous marketing and advertising management experience with an emphasis on brand/account management, strategic planning, marketing communications and business development. Extensive experience in long range planning, staff development and multicultural consumer analysis. Seasoned in all aspects of business administration including strategic planning and implementation, grant and proposal writing and presenting, public relations, advertising, promotions and media management, budget development and oversight, and supporting high performing teams. Training and skills translate directly to the results oriented non-profit arena. Service-leader personality.

### EXPERIENCE

#### *2007-Present Consultant – Marketing and Arts in Education*

Provide educational, marketing, and cultural arts services to area businesses, schools and community organizations including teaching, artistic consultation and residencies, marketing/ad strategy and execution, organizational development and fundraising. Chicago Public Schools and Suburban Districts, Indiana University Northwest, , City Colleges of Chicago, Changing Worlds, After School Matters, BUFI, Trinity UCC, Columbus Park District, others.

#### *2004-2007 Account Director, Tyson Foods – EMC*

Led extended agency team providing strategic direction and day to day leadership of all aspects of the business including marketing, creative, media, research, promotions and public relations. Primary liaison with Client and partner agencies, requiring frequent interaction with senior to mid-level executives across departments. Drove unprecedented ad and business results in post relaunch period for largest meat producer in the world.

Won Effie, Telly, Mosaic, and ANA awards for strategic planning and creative in 2006-2007. Led HBCU college partnership. Brokered participation in major community tie-ins including Zo's Summer Groove providing significant impact to underserved youth in Miami-Dade area.

#### *American Family Insurance*

Simultaneously served as Account Director - AACM, HCM and Asian marketing efforts for this account .

#### *Special Assignments*

Co-chaired Agency team charged with responsibility for improving company processes. Developed new budget reporting process and jointly spearheaded other major enhancements implemented Agency-wide. Core member of new business acquisition team, 11/06 – 6/07. Led a Jr. Achievement fundraising team, 2 yrs.

#### *2002-2004 Regional Account Supervisor, Burger King – UniWorld Group, Inc.*

Led targeted consumer marketing efforts in heavy African-American markets for Burger King's MidWest, South Central & Mountain South divisions. Partnered with Client, Franchisee & Agency team to grow sales for #2 brand in the highly competitive fast food industry. Overall responsibility for national and local AACM marketing media and promotional activity in a 10 market territory; drove significant business recovery in those markets, representing 1500+ restaurants. Led GM promotional and community involvement effort for Detroit DMA throughout 2004 via Pistons Read to Achieve sponsorship in their NBA championship season.

**Vickie M. Casanova Willis**

**vickie.casanova@yahoo.com**

**(708)712-4726**

*1997-2002 Consultant – Marketing and Arts in Education*

Provided marketing, and cultural arts services to area businesses, schools and community organizations including marketing/advertising strategy and execution, financial management, artistic consultation and residencies, public relations and fundraising. Lead teaching artist with Gallery 37, award winning arts education program. Led several college workshops and taught W. African Dance and Culture course to elementary ed level teachers. Key player in two major intercultural programs with international impact. Dance Instructor/Performer – Roosevelt (RF), NIU, Wheaton College, Wheeling HS, York HS, CPS, City Colleges, College of DuPage, Indiana University Bloomington. After School Matters work with Teens/College Prep

**EDUCATION**

1988-1990	M.B.A., Marketing	The Kelley School of Business	Indiana University, Bloomington, IN
1980-1984	B. A., Telecommunications and African American Studies		Indiana University, Bloomington, IN
2009-2011	M.A.T.,	Educational Studies	Columbia College Chicago, IL
2012- present	PhD.,	Global and Comparative Education	Riley College/Walden U.- Distance Learning

**CERTIFICATIONS**

Race & Ethnic Studies; Urban Studies & Community Development - Indiana University Northwest

State Certified Educator (K-9<sup>th</sup> grades). Illinois State Board of Education

-Also hold endorsements to teach High School and Middle Level Computer Science, Business, and Dance

**SPECIAL INTERESTS/EXPERTISE**

Youth Program Quality Training – Youth Development Techniques to support College, Career, and Life Success

Grant Writing and Follow Up - through Program Implementation, Oversight and Evaluation Phases

New Media Projects/Web-Based and Broadcast

Spanish- Polite; plan to enroll in coursework to become fluent

Experienced Teaching & Performing Artist – Music and Movement of the African Diaspora

**REFERENCES**

Ms. Arlene Coleman	Cook County Bar Association– Vice President	312-750-1419
Mr. Jamal Ali	Former Field Director, Burger King System; Marketing and Management	312-359-9140
Mr. Standish E. Willis	Attorney at Law – Law Office of Standish E. Willis, Ltd.	312-750-1750
Dr. Earl Jones	Indiana University Northwest	219-980-6704

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 1453-13396 for the Recidivism Reduction Mini-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
Eliza Solowiej/ Executive Director	60,000 x 7%	4,200 ( Direct: 0)
Vickie Casanova/Community Marketing Specialist	probono ~ 50,000 x 30%	15,000 ( Direct: 0)
Alma Montes/Know Your Rights VISTA	federal service living allowance ~12,000 x 50%	6,000 ( Direct: 0)
Jasmine Davis/Know Your Rights VISTA	federal service living allowance ~12,000 x 50%	6,000 ( Direct: 0)

**SUB-TOTAL \$** 31,200 ( Direct: 0)

**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
Eliza Solowiej/ Executive Director	FICA (7.65%), ILWC (@.26 8820)	329 + 11.29= 332.59 (0 Direct)
Vickie Casanova/Community Marketing Specialist	in-kind	0 (0)
Alma Montes/Know Your Rights VISTA	national service program	0 (0)
Jasmine Davis/Know Your Rights VISTA	national service program	0 (0)

**SUB-TOTAL \$** 332.59 (Direct: 0)

**TOTAL PERSONNEL AND FRINGE BENEFITS \$** 31,532.59 + inkind and National Service program fringe benefits through VISTA ( Direct: 0)

**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
To and from peer education trainings in community settings where participants live	within 2 buses from	bus card	\$5 busfare x 20 Know Your Rights Leaders x 10 workshops/each	\$1,000

**TOTAL \$** 1,000 (Direct: 1,000)

**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
Know Your Rights Wallet Cards	20,833 wallet cards/ 250 per box x \$12/box	\$1,000

**TOTAL \$** 1,000 (Direct: 1,000)

**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
KYR Leader Stipends	\$50 stipend per training they give	\$8,000
	x 10 trainings each x 20 KYR	
	Leaders	

**TOTAL \$** 8,000 (Direct: 8,000)

**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
<b>A</b>	<b>Personnel</b>	\$ 31,200 ( Direct: 0)
<b>B</b>	<b>Fringe Benefits</b>	\$ 332.59 ( Direct: 0)
<b>C</b>	<b>Travel</b>	\$ 1000 (Direct: 1000)
<b>D</b>	<b>Supplies</b>	\$ 1,000 (Direct: 1,000)
<b>E</b>	<b>Other Costs</b>	\$ 8,000 (Direct: 8,000)
	<b>Grand Total</b>	\$ 41,532.59 (Direct: 10,000)

CONTRACT NO. 1453-13396D

EXHIBIT 3

Evidence of Insurance



# CERTIFICATE OF LIABILITY INSURANCE

FIRST27 OP ID: 6D

DATE (MM/DD/YYYY)

05/29/2014

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

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

<b>PRODUCER</b> Durkin Unit The Daniel & Henry Company 150 S. Wacker, Ste. 1626 Chicago, IL 60606 Bill Durkin	<b>CONTACT NAME:</b> Bill Durkin	
	<b>PHONE (A/C, No, Ext):</b> 312-332-1904	<b>FAX (A/C, No):</b>
<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Frankenmuth Mutual Insurance		13986
<b>INSURER B:</b> Accident Fund		10166
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

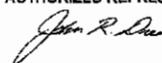
**INSURED** **First Defense Legal Aid**  
**Attn: Eliza Solowej**  
**5100 W. Harrison Avenue**  
**Chicago, IL 60644**

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP6073531	09/01/2013	09/01/2014	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>Excluded</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below.		Y/N	WCV6089470	09/01/2013	09/01/2014	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ <b>500,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Cook County, its officials, employees and agents are listed as an additional insured with respect to the above referenced General Liability insurance policy. A Waiver of Subrogation applies in favor of the Certificate Holder. General Liability insurance is primary and non-contributory.

<b>CERTIFICATE HOLDER</b>  <b>COOKCOU</b>  Cook County, Office of Chief Procedure Officer 118 N. Clark Street, Room 1018 Chicago, IL 60602	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## GENERAL PURPOSE ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Named Insured: First Defense Legal Aid

Policy Number: L1A-9058872-03

Issued by AIX Specialty Insurance Company.

This endorsement, Effective 12:01 A.M. June 10, 2014 modifies the following:

LAWYERS PROFESSIONAL LIABILITY INSURANCE POLICY  
(NLADA INSURANCE PROGRAM)

In consideration of \$367.00 additional premium, Item 4. COVERAGE/LIMIT OF LIABILITY on the Declarations page is amended as follows:

The Limit of Liability for Professional Services Liability is \$250,000 per claim and \$500,000 in the aggregate for **claims** and **claims expenses** arising from **wrongful acts** that occurred before June 10, 2014.

The Limit of Liability for the Management Liability Endorsement is \$250,000 per claim and \$500,000 in the aggregate for **claims** and **claims expenses** arising from **wrongful acts** that occurred before June 10, 2014.

The Limit of Liability for Professional Services Liability is \$1,000,000 per claim and \$1,000,000 in the aggregate for **claims** and **claims expenses** arising from **wrongful acts** that occurred on or after June 10, 2014.

The Limit of Liability for the Management Liability Endorsement is \$1,000,000 per claim and \$1,000,000 in the aggregate for **claims** and **claims expenses** arising from **wrongful acts** that occurred on or after June 10, 2014.

All other terms and conditions remain unchanged.

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](http://www.cookctyclerk.com), clicking on the tab labeled "County Board Proceedings," and then clicking on the link to "Cook County Ordinances."

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

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

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

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

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

**Section 1: Certifications.** Section 1 sets forth certifications that are required for contracting parties under the Code. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

**Section 2: Economic and Other Disclosures Statement.** Section 2 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Undersigned to the warranties, representations, agreements and acknowledgements contained therein.

## 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](http://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 580/2-1f).

#### **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
None	

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

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

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

Yes  No

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

5100 W. Harrison, Chicago, IL 60644

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

Yes  No

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

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

**All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (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:**

01-0729555

Name: First Defense Legal Aid D/B/A: \_\_\_\_\_ EIN NO.: \_\_\_\_\_

Street Address: 5100 W. Harrison

City: Chicago State: IL Zip Code: 60644

Phone No.: (773) 354-8581

**Form of Legal Entity:**

- Sole Proprietor     Partnership     Corporation     Trustee of Land Trust  
 Business Trust     Estate     Association     Joint Venture  
 Other (describe) Non Profit, Charity Corporation, Social Benefit 501(c)3

printed on 100% tree-free paper

**ECONOMIC DISCLOSURE STATEMENT**

**Ownership Interest Declaration:**

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

Name	Address	Percentage Interest In Applicant/Holder
None		

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

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

3. Is the Applicant constructively controlled by another person or Legal Entity? [ ] Yes [ X ] 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):**

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.

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

Eliza Solowiej

Executive Director

Signature

Date

3-8-14

E-mail address Eliza@First-Defense.org

Phone Number (773) 354-8581

Subscribed to and sworn before me

My commission expires:

this 8<sup>th</sup> day of March, 2014.

X

Notary Public Signature

Notary Seal



## 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/TTDD

### FAMILIAL RELATIONSHIP DISCLOSURE PROVISION:

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

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

If you have questions concerning this disclosure requirement, please call the Cook County Board of Ethics at (312) 603-4304. Note: A current list of contractors doing business with Cook County is available via the Cook County Board of Ethics' website at:  
[http://www.cookcountygov.com/taxonomy/ethics/Listings/cc\\_ethics\\_VendorList\\_.pdf](http://www.cookcountygov.com/taxonomy/ethics/Listings/cc_ethics_VendorList_.pdf)

### DEFINITIONS:

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

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

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

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

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

**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: Eliza Solowiej Title: Executive Director  
Business Entity Name: First Defense Legal Aid Phone: (773) 354-8581  
Business Entity Address: 5100 W. Harrison, Chicago, IL 60644

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. <u>None</u>		
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.

[Signature] Date 3-8-14  
Owner/Employee's Signature

Subscribe and sworn before me this 8<sup>th</sup> day of March, 2014.

a Notary Public in and for Cook County

[Signature]  
(Signature)

NOTARY PUBLIC  
SEAL



My Commission expires 09/02/2014

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

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

printed on 100% tree-free paper

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: First Defense Legal Aid

BUSINESS ADDRESS: 5100 W. Harrison, Chicago, IL 60644

BUSINESS TELEPHONE: (773) 354-8581 FAX NUMBER: (312) 238-9344

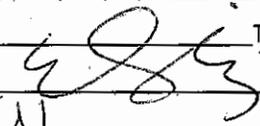
CONTACT PERSON: Eliza Solowiej

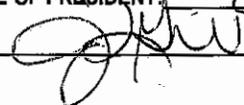
FEIN: 01-0729555 \*CORPORATE FILE NUMBER: \_\_\_\_\_

PLEASE LIST THE FOLLOWING OFFICERS:

PRESIDENT: Eliza Solowiej, Executive Director VICE PRESIDENT: Tim Walker, Board Chair

SECRETARY: Jennifer Gill TREASURER: Jason Cummings

\*\*SIGNATURE OF PRESIDENT: 

ATTEST:  (CORPORATE SECRETARY)

Subscribed to and sworn before me

this 8<sup>th</sup> day of March, 2014.  
x Maria Gonzalez  
Notary Public Signature

My commission expires:



Notary Seal

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

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

**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: First Defense Legal Aid  
BUSINESS ADDRESS: 5100 W. Harrison, Chicago IL 60644  
BUSINESS TELEPHONE: (773) 354-8581 FAX NUMBER: \_\_\_\_\_  
CONTACT PERSON: Eliza Solowiej, Executive Director  
FEIN: 62254394 \*CORPORATE FILE NUMBER: \_\_\_\_\_

**PLEASE LIST THE FOLLOWING OFFICERS:**

PRESIDENT: Eliza Solowiej (Exec. Director) VICE PRESIDENT: n/a  
SECRETARY: Board Secretary - Jennifer Gill (not employee or owner) TREASURER: Board Treasurer - Jason Cummings (not employee or owner)  
\*\*SIGNATURE OF PRESIDENT: *Eliza Solowiej, Chair of FOLA Board*  
ATTEST: *Jennifer Gill* (CORPORATE SECRETARY)

Subscribed to and sworn before me

this 29<sup>th</sup> day of May, 2014  
*Rita B. Nielsen*

My commission expires:

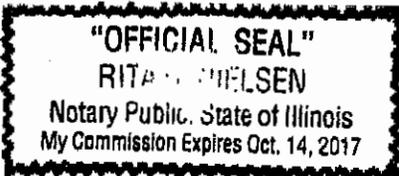
10-14-17

Notary Public Signature

Notary Seal

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

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



COOK COUNTY SIGNATURE PAGE

(SECTION 7)

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

*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

1453-13396D

OR

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

TOTAL AMOUNT OF CONTRACT: \$ 10,000<sup>00</sup>  
(DOLLARS AND CENTS)

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

APPROVED AS TO FORM:

*Not required*

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