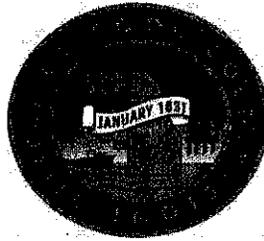


PROFESSIONAL SERVICES AGREEMENT

CONTRACT NO. 1453-13604F

**VIOLENCE PREVENTION, INTERVENTION AND REDUCTION
DEMONSTRATION GRANTS**

BETWEEN



COOK COUNTY GOVERNMENT

COOK COUNTY JUSTICE ADVISORY COUNCIL

AND

METROPOLITAN FAMILY SERVICES

**APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS**

SEP 10 2014

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PROFESSIONAL SERVICES AGREEMENT

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

AGREEMENT

This Agreement is made and entered into by and between the County of Cook, a public body corporate of the State of Illinois, on behalf of Office of the Chief Procurement Officer hereinafter referred to as "County" and Metropolitan Family Services, doing business as a Not-for-Profit of the State of Illinois, hereinafter referred to as "Contractor".

BACKGROUND

The County of Cook issued a Request for Proposals "RFP" for Violence Prevention, Intervention and Reduction Demonstration Grants. Proposals were evaluated in accordance with the evaluation criteria published in the RFP. The Contractor was selected based on the proposal submitted and evaluated by the County representatives.

Contractor represents that it has the professional experience and expertise to provide the necessary services and further warrants that it is ready, willing and able to perform in accordance with the terms and conditions as set forth in this Agreement.

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

TERMS AND CONDITIONS

ARTICLE 1: INCORPORATION OF BACKGROUND

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

ARTICLE 2: DEFINITIONS

a) Definitions

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

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

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

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

"Department" means the Cook County 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.

1) 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 October 1, 2014 ("**Effective Date**") and continues until September 30, 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 Section 10.c, Modifications and Amendments, no County department or employee thereof has authority to make any modification or amendment to this Contract.

d) Governing Law and Jurisdiction

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

e) Severability

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

f) Assigns

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

g) Cooperation

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

h) Waiver

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

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

i) Independent Contractor

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

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

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

j) Governmental Joint Purchasing Agreement

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

ARTICLE 11: NOTICES

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

If to the County: Justice Advisory Council
69 West Washington 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: Metropolitan Family Services
1 North Dearborn Street, Suite 1000
Chicago, Illinois 60602
Attention: Colleen Jones, Executive Vice President

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

ARTICLE 12: AUTHORITY

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

EXHIBIT 1

Scope of Services

EXHIBIT 1

Scope of Services**Purpose**

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

Program Methodology

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

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

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

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

The Contractor shall offer a safe, supportive and encouraging environment that encourages trust, bonding, and connection. Staff selection should take into account the population being served with consideration to parity, economic challenges and cultural values. The JAC expects equitable treatment by staff towards all participants throughout their course of treatment.

Project Component

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

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

Record Keeping Procedure

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

Proposal Requirements

Contractor shall provide the following information, and each section should include at a minimum the following information:

- **Description of Problem**
Contractor shall provide a description of the problem that includes the prevalence of violence within the geographic area in which your organization hopes to serve, and the types of violence that are prominent in this geographic area.
- **Description of Target Population**
Contractor shall provide a description of the target population, including a demographic and geographic description of the target population to be served, along with an explanation as to why this population is at risk of being involved in violence.
- **Program Implementation Plan & Implementation Schedule**
Contractor shall provide a detailed description of the proposed scope of work, implementation plan & implementation schedule designed to increase agency/organizational capacity and any new services provided. Contractor shall clearly describe the intervention(s) and service supports proposed for this grant opportunity, and provide a clear program schedule that specifically outlines the amount of time (and frequency) devoted to program activities. This plan shall explain how the program implementation schedule will be supported by and executed by appropriate staffing.

- **Expected Outcomes**

Contractor shall provide the programs expected outcomes, including program outcomes that will be achieved by the target population, and how the organization will measure these outcomes.

- **Planning & Preparation Activities**

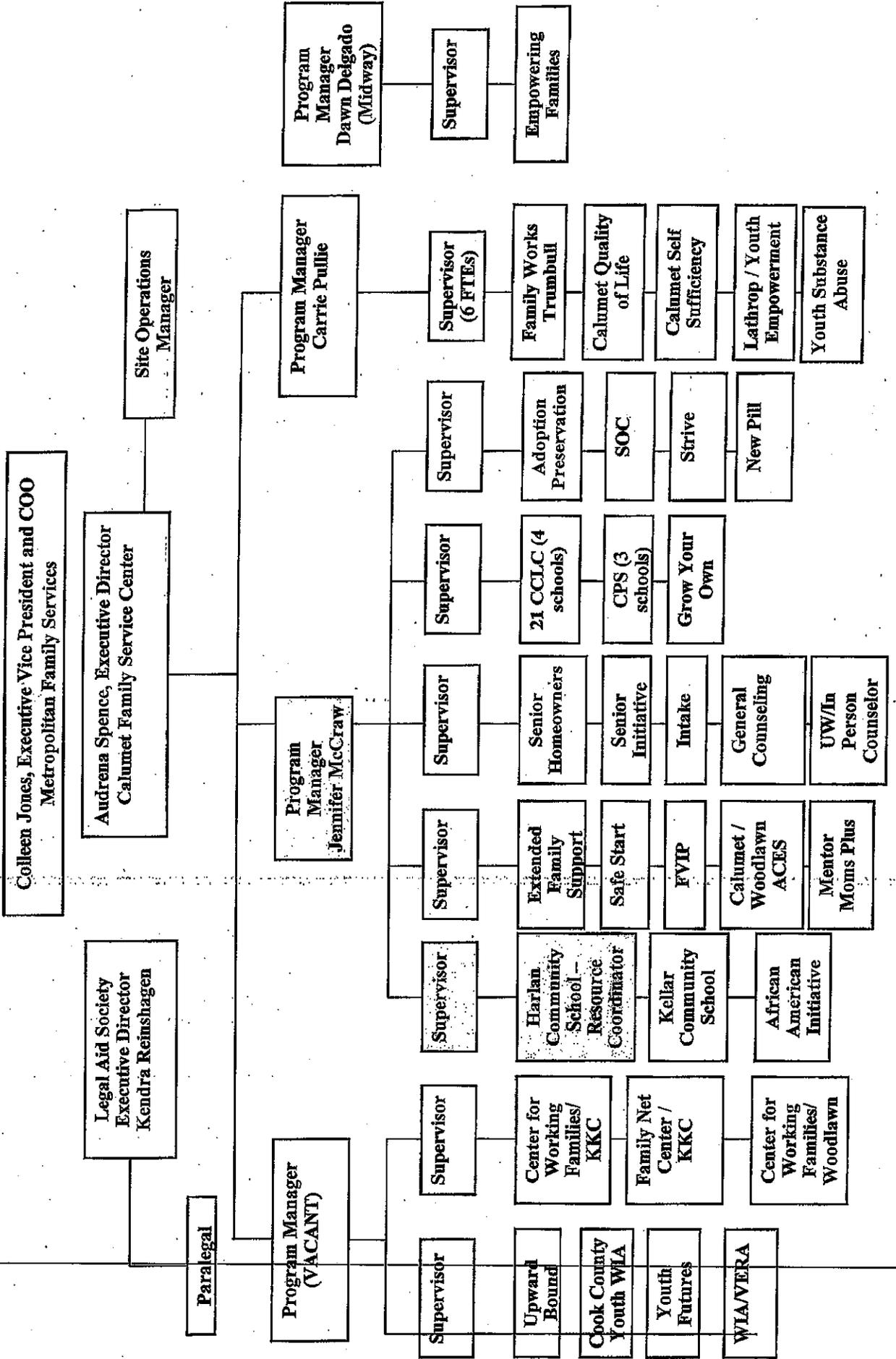
Contractor shall provide the planning & preparation activities, including planning activities the organization intends to engage in for preparation of program execution.

Cook County
RFP No. 1453-13604
Violence Prevention, Intervention and Reduction
Demonstration Grants (\$100,000)

7.2.3 Executive Summary

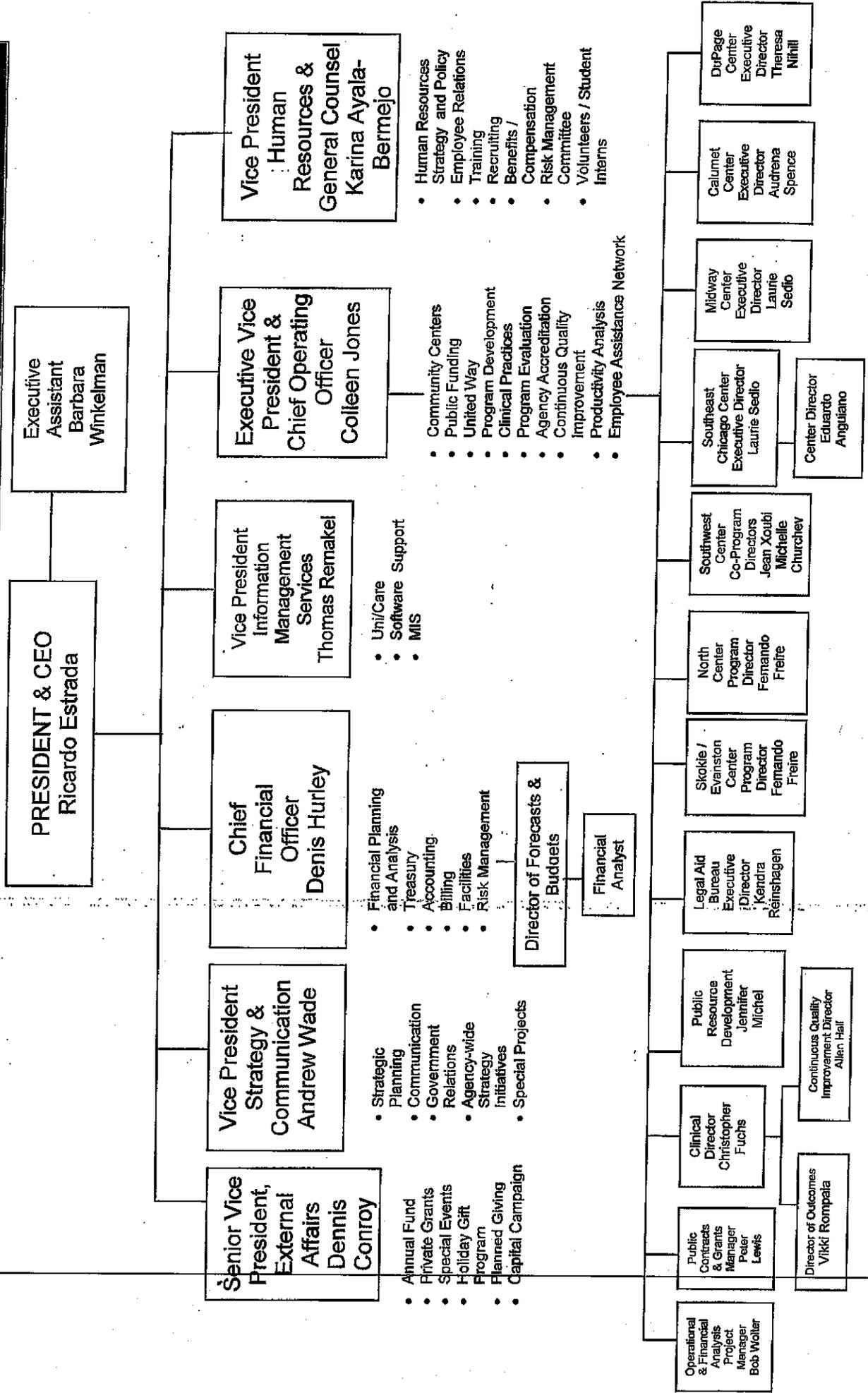
Metropolitan Family Services (Metropolitan) is requesting \$100,000 to provide comprehensive violence prevention and intervention services for 100 students at Harlan Community Academy High School, a Chicago Public School in Roseland. Metropolitan will implement a Restorative Justice Approach through its Community School Program as a strategy for conflict resolution, positive relationship building and promoting a sense of safety and community at the school. In support of this effort will be the provision of out-of-school time education and enrichment activities that is trauma-informed, aligned with common core standards, the school curriculum and best practices in the delivery of Community Schools. This approach has great success in engaging students in school, in supporting them as they learn critical skills for college and career development, in strengthening their commitment to community, in increasing parent involvement, by promoting social emotional learning and in producing successful outcomes academically through decreases in behavioral concerns and improvement in grades. Key personnel responsible for services will come from Metropolitan's Calumet Family Service Center. Staff include: the Community Schools Manager who provides leadership and oversight for all of the agency's Community Schools and who reports directly to the site's Executive Director; a Program Supervisor who provides direct supervision and oversight; a Resource Coordinator who manages the day to day operations and who works directly with school staff in the coordination and implementation of services; and Out-of-School Time Activity Workers, who support the provision of education, recreation/cultural arts and Restorative Justice activities at the targeted schools. See attached Organizational Chart.

**Metropolitan Family Services
ORGANIZATION CHART
Calumet Family Service Center**



METROPOLITAN FAMILY SERVICES
 Organization Structure
 June, 2014

ORGANIZATION STRUCTURE



Cook County
RFP No. 1453-13604
Violence Prevention, Intervention and Reduction
Demonstration Grants (\$100,000)

7.2.4 Proposed Plan of Action/Program Plan

Section A. Description of the Problem

Metropolitan Family Services (Metropolitan) proposes to utilize its Community School Approach to provide comprehensive violence prevention activities at Harlan Community Academy High School (Harlan High School) with a focus on establishing a Restorative Justice integrated model within the school. Metropolitan has been a partner with this school through many of its school-based services for over 5 years. The partnership school is located in Chicago's Roseland community and students come from around the Greater Roseland area which borders North to 87th Street, South to 129th, West to Ashland Avenue and East to the Bishop Ford Expressway and also includes the Chicago communities of West Pullman and Pullman.

Sample of recent Headlines impacting the far south side of Chicago and the prevalence of violence within this area : 1) city shootings leave two dead, 7 wounded in 5 hours (April 11, 2014); 2) Cops: 5 dead, 13 others injured in shootings (April 21, 2014); 3) 8 wounded in separate citywide shootings (April 22, 2014); 4) 2 dead and 8 injured in shootings (April 25, 2014); 5) 4 wounded in far south side shootings (April 28, 2014); 6) 15 wounded in shootings overnight in Chicago (May 9, 2014); and 7) 15 year old killed, 6 others wounded in city shootings. These headlines provide a snapshot of what residents in these communities face on a daily basis.

The table below provides a summary of crime trends in the targeted area for the past 30 days and ranks these three areas amongst Chicago's 77 communities.

	Violent Crimes	Property Crime	Quality of Life
Roseland	1.5 violent crimes per 1,000 people	3.2 property crimes per 1,000 people (rank	3.4 quality of life crimes per 1,000 people (rank

	(rank 12 th (tied))	17 th (tied))	13 th)
West Pullman	1.4 violent crimes per 1,000 people (rank 14 th (tied))	2.5 property crimes per 1,000 people (rank 30 th (tied))	3.0 quality of life crimes per 1,000 people (rank 14 th)
Pullman	1.2 violent crimes per 1,000 people (rank 18 th (tied))	2.9 property crimes per 1,000 people (rank 24 th (tied))	2.0 quality of life crimes per 1,000 people (rank 25 th (tied))
<i>Chicago Tribune: Crime in Chicagland: http://crime.chicagotribune.com/chicago/</i>			

The type and number of violent crime incidences for the past 365 days for the targeted area are identified below.

	Robbery	Battery	Assault	Homicide	Sexual Assault
Roseland	407	218	107	15	41
West Pullman	152	164	107	16	18
Pullman	34	24	17	0	5
<i>Chicago Tribune: Crime in Chicagland: http://crime.chicagotribune.com/chicago/</i>					

As it relates to family violence, for Chicago Police District 5 which serves the target communities, the district ranked 7th of 25 in the number of domestic violence calls for service placed, with a total of 11,978 calls received during the year (Chicago Police Department, *Annual Report 2010*). Youth also face daily incidents of other community violence. According to the Centers for Disease Control, 18% of CPS students report being hit, slapped, or physically hurt on purpose by a dating partner in the past year. The 2010 Illinois Youth Survey reported that 11.3% of Chicago 8th graders said that they had been abused by someone in a dating relationship and 4.9% said they were not sure if they had been abused (<http://iys.cprd.illinois.edu/sites/default/files/PDFs/2010State/Chicago%20Report.pdf>).

Section B. Description of the Target Population

The target population are students from Harlan High School. The majority of whom reside in the Greater Roseland Area (Roseland, West Pullman, and Pullman). Census data from 2010 shows the target area population at 81,833, with 14,846 being youth age 10 to 19. The area is predominately African-American (91.4%); 33.3 percent of families with children 18 years and younger live in poverty and 18.2 percent of households are headed by a single-parent. Table 1 summarizes this demographic and socio-economic profile.

Table 1. Community	Persons (#)	Per Capita Income	Youth 10 - 19 (#)	Un-employed	Households below poverty	No HS Diploma (%)	Single-parent (%)
Roseland	44,857	\$17,974	7,664	17.8	19.5	17.4	17.7
Pullman	7,325	\$19,007	949	21.0	20.1	14.6	18.0
West Pullman	29,651	\$16,228	6,233	17.0	24.3	22.6	19.1

Source: US Census American Fact Finder

As the data above indicates, in the target areas there are significant percentages of families in poverty raising their children and households with single parents. There are also issues of under-employment/unemployment and low education attainment amongst adults.

The school data for Harlan reflect these at-risk factors and are listed below provide a detailed summary of the need for services.

Table 2. School	Enrollment	Low Income (%)	Race (%)				IEP (%)	LEP (%)	Student Attendance (%)
			Black	Hispanic	White	Other			
Harlan Grades 9-12	868	91.6	98.5	0.6	0.0	0.9	19.4	0.1	71.1

CPS website. [www.cps.edu / schoolreports.cps.edu](http://www.cps.edu/schoolreports.cps.edu)

Harlan has been on probation for 18 years and the rating for the school is a level 3 (the lowest rating) earning 21.4% of available points for school performance 2012-2013 school year.

Additional academic data for Harlan High School for 2013: The PS&E composite score was

12.1% as compared to the CPS rate of 32%; the ACT Assessment Composite for 11th graders was 14.9 as compared to 17.6 for CPS. The drop-out rate was 12.5%; graduation rate was 49.6%; the percent of students ready for college classwork is 5%. There were 55.7 suspensions for 100 students with an average length of suspension at 4.2 days; the school's score on My Voice, My School Survey for safety fell in the weak metric; for parent surveys all three categories fell in the weak metric.

Other concerns expressed by school personnel include high rates of violence, crime and gang activity, youth aggression, peer pressure, high school drop-out rates, and limited safe places for after school activities. Illinois Youth Survey 2010 Chicago Profile revealed that 10% of 10th graders and 13.4% of 12th graders reported that in the past year they have "seriously considered attempting suicide"; 8.4% of 8th graders, 11% of 10th graders and 7.2% of 12th graders admit to belonging to a street gang; and 14% of 12th graders reported carrying a handgun, knife or club in the past year (www.iys.cprd.illinois.edu). Chicago Police Crime Data within ¼ mile of each school indicate an average of eleven criminal accounts of aggravated assault, aggravated battery, drug abuse arrests, gun violations, and offenses against families within any given two week period (www.gis.chicagopolice.org). These challenges will be addressed through evidence-based strategies to strengthen student protective factors that contribute to academic success. Social emotional learning will teach youth positive behaviors and coping strategies that enable resilience, build self- esteem and give them healthier responses to the high level of aggression and peer pressure they encounter in their community. Finally, programming for at-risk youth will address the level of violence and lack of community resources by providing safe havens where youth can develop healthy lifestyles, learn alternatives to risk-taking behaviors and connect with community resources.

Section C. Program Implementation Plan and Implementation Schedule

Program Interventions: Metropolitan will address violence prevention/intervention strategies and at-risk behaviors amongst students at Harlan High School through a Community School program and a Restorative Justice approach to services. The targeted goal will be to impact 100 students. Metropolitan will implement Peacemaking Circles at the school as its intervention strategy for services. Research indicates that children who learn violence prevention and nonviolent problem-solving techniques show improvement in school performance (United States Department of Education, (2008) *Linking Violence and Substance Abuse Prevention to Academic Success.*). Restorative Justice is a philosophy that is guided by the response to conflict and harm. This practice can help Harlan High School apply these principals to responding to rules violation or beyond as a strategy to address at-risk behaviors of students. The approach emphasizes: “values of empathy, respect, honesty, acceptance, responsibility and accountability.” It provides strategies to effectively address behavior and conflict for a wide range of school issues; offers a supportive environment that can improve learning; improves safety by preventing future harm; and offers alternatives to suspensions and expulsion. Research has shown that schools who implemented this approach, reduced disruptive behavior and disciplinary action, enhanced learning, and improved students sense of safety and respect. (Implementing Restorative Justice: A Guide for Schools, Ashley and Burke, ICJIA, page 6-7).

The Peacemaking Circle brings together individuals who wish to engage in conflict resolution, healing, support, decision making or other activities in which honest communication, relationship development, and community building are core desired outcomes. These Circles offer opportunities for safe and open communication, help resolve conflicts, build strong relationships between participants, and emphasize respect and understanding. Principles for

forming a circle: practice giving and receiving meaningful compliments; creating a student-generated agenda; foster good communication skills; learn, understand and respect differences; explore reasons for why people do what they do; practice role-playing and brainstorming to solve problems; focus on non-punitive solutions; and ensure confidentiality amongst participants. It is anticipated that there will be two groups formed that will meet twice a week for 45 minutes each session. Sessions will provide a safe confidential respectful environment for students to come together. Referrals of students will be made by teachers, administrative staff or other students. The Circle will be open for interested students, but referrals will likely be made for those who are most at-risk: academic concerns, attendance concerns, and/ or disciplinary school /misconducts. There will be one adult facilitator "circle keeper" for each group of 20 students.

In support of this effort is the larger Community School Model which will provide out-of-school time education and enrichment activities that are provided through a trauma-informed perspective of staff training and understanding; culturally responsive screening, assessment and treatment; and access to supportive resources for students and families. With the likely of exposure to violence within the target community this perspective is critical to the delivery of informed services for youth. Programming will also be aligned with the school curriculum, common core standards and will be planned in partnership with the school.

Specifics to be provided: 1) *College prep and academic enrichment*: Metropolitan will utilize resources from its Upward Bound and its WIA Youth Initiative (funded by the Chicago Cook Workforce Partnership) to provide college preparation and transition activities for post-high school education/ or vocational /career development. Students will have access to academic tutoring, ACT preparation coursework, academic coaching, and workshops for completing college applications, applying for financial assistance, identifying and applying for academic

scholarships, and assistance for college preparation/ support. Students will work towards developing competitive portfolios with their personal goals, college application essays, resumes of achievement, and reference/recommendation letters they can utilize for college interviews, college tours, and other networking opportunities. The program will host college tours, attend local fairs, and host presentations increase staff, parent and student understanding of post-secondary education options. 2) ***Other resources to be coordinated by Metropolitan's Community School staff:*** OST activities in sports, recreation and technology are provided to offer enriching, socializing experiences and lead to increased skill building, self-confidence and improved academic performance. Students benefit from learning discipline, strategy, creativity, good health, sportsmanship, and leadership. Course offerings change from quarter to quarter depending on student interest and instructor expertise. Partner agencies to support these efforts include: the Harlan Alumni Association Mentoring Program, the Women of Achievement, Trinity Church, the University of Chicago Clemente Reading Program, to name a few.

Program schedule: During the school year, programming takes place on average 2.5 hours a day, 5 days a week for 24 weeks; for summer 4 hours a day, 4 days a week for six weeks.

Appropriate Staffing for Implementation: The program site will have a full-time Resource Coordinator (RC) on staff who is housed at the school. The RC is responsible for day-to-day operations, including the active engagement and collaboration with the school community. The leadership team made up of Metropolitan staff and school leadership meet regularly to make joint decisions on issues related to budget, programs, staffing and scheduling. To support this process, an Advisory Committee is developed with representatives from each stakeholder group [parents, teachers, students, partners, in addition to the leadership team]. This committee meets monthly for program review.

Section D. Expected Outcomes

The following goals and objectives will be achieved by the 100 participants of the proposed program.

Goal 1: Increase involvement of students in school activities.

Objective 1: 70% of regular attendees (30 days or more) will demonstrate an increase in involvement in at least one school activity and in other subject areas such as technology, arts, music, theater and sports and other recreation activities by the end of the five year grant period.

Objective 2: 75% of parents report improvements in their child's engagement with school.

Goal 2: Prepare student's to become productive adults in their community.

Objective 1: 70% of regular attendees will demonstrate social benefits and exhibit positive behavioral changes.

Objective 2: 75% of participants will show improvement in at least one Human Achievement Quotient (HAQ) category.

Goal 3: Increase involvement of parents and community at the schools.

Objective 1: Metropolitan will work toward services that benefit the entire community by including families of participants and collaborating with other agencies and non-profit organizations.

Community schools are evaluated through a series of surveys and performance data analyses. In accordance to CPS mandate, Metropolitan has approval from CPS to retrieve student records and collect surveys. Through this agreement, all academic information is obtained through the CPS Office of Research, Evaluation, and Accountability. At school year's end, Metropolitan sends to CPS a list of student ID numbers and personal and academic information needed, including: grades, ISAT scores, attendance/promotion information,

suspensions, behavioral incidence reports, and demographics. Teachers complete the Teachers Survey; parents fill out a Parent Survey; and students complete a pre-post-test and client satisfaction form at the end of the school year. The collected information helps track the performance indicators for the program.

The Resource Coordinator at the school will collect program specific information to enter directly into the City Span database. Once all outcome data has been collected, Metropolitan populates the database at the pre-designated dates with all the appropriate information. Parent surveys are entered into statistical analysis software (SPSS) and managed internally. Vikki Rompala, the Director of Outcomes/Evaluation for Metropolitan is responsible for conducting the evaluation. For this grant, Ms. Rompala meets with staff throughout the program year to review the evaluation plan and to provide training and support.

Section E. Planning & Preparation Activities

Activity	Month Begun	Month Completed	Position Responsible
Receive notice of award and complete all contracting documents with Cook County.	August	August	Contract Manager
Recruit, hire, and train qualified staff for services.	August	September	Manager/ Supervisor
Finalize background checks for all new hires.	August	September	Manager/ Supervisor
Meet with school staff, key stakeholders to introduce program model and begin buy-in and scope of service development.	September	September	Manager/ Supervisor / Resource Coordinator
Finalize integration of program into existing scope of service, including the Restorative Justice Approach: Peacemaking Circle model to represent the increase capacity and objectives for the program.	September	October	Supervisor / Resource Coordinator
Complete training by Metropolitan and interested school staff so they can facilitate school-based Restorative Justice practices and the Peacemaking Circles at the partner school.	September	October	Manager / Supervisor
Host an open house at the school for students and parents to introduce them to services.	October	October	Resource Coordinator
Setup space at school for Peacemaking Circles; space will be warm, inviting and a safe space for participants.	September	October	Resource Coordinator / OST Workers
Finalize outcomes and evaluation plan for services.	October	October	Manager / Supervisor / Resource Coordinator
Recruit, identify youth and complete enrollment/consent paperwork for participation in services.	October	October	Resource Coordinator
Implement twice a week the Peacemaking Circle; implement daily all OST activities.	October	Ongoing	Resource Coordinator/ OST Workers

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7.2.5 Qualifications of the Proposer

Metropolitan History and Mission: Metropolitan Family Services, a 501 (c) 3 not-for-profit corporation, has served Chicago and its suburban communities for over 150 years.

Historic contributions include a major role in the rehabilitation of the city after the Great Chicago Fire of 1871, and leadership in the development and passage of the national Social Security Act and the Community Fund of Chicago (now the United Way).

The mission of Metropolitan is *to provide and mobilize the services needed to strengthen families and communities*. Metropolitan serves families and individuals without regard to gender, race, ethnicity, religion, age, sexual orientation, or ability to pay. Programs and services of include child and youth development, counseling, economic stability, legal aid, mental health, older adult services, parent development, and violence prevention and intervention services.

Metropolitan Family Service Centers: Metropolitan uses a community-centered service delivery model, concentrating resources in seven key geographies impacting over 30 communities within Chicago North, South and West, suburban Cook and DuPage counties. The agency's General Offices/Headquarters and its seven Family Service Centers are located at the following addresses and communities in the Chicago Metropolitan Area:

Metropolitan Site	Address	Community	Zip Code (s)
General Offices (Headquarters)	1 North Dearborn	The Loop (Chicago)	60602
Calumet Center	235 East 103 rd Street	Roseland (Chicago)	60619, 60620, 60628, 60643, 60627
Midway Center	3843 West 63 rd Street	West Lawn (Chicago)	60609, 60621, 60629, 60632, 60636, 60638
North Center	3249 North Central	Portage Park (Chicago)	60618, 60630, 60634,

	Ave		60635, 60647
South Chicago Center	3062 East 91 st Street	South Chicago (Chicago)	60617, 60619, 60633
DuPage Center	222 Willow Avenue	Wheaton, IL	DuPage County
Evanston/Skokie Valley Center	820 Davis Street 5210 Main Street,	Evanston, IL Skokie, IL 60077	Evanston/Skokie (North Cook County)
Southwest Center	10537 South Roberts Road	Palos Hills, IL	Southwest Cook County

Recurring themes in these communities include growing immigrant populations, increasing numbers of seniors, a lack of mental health services, few options for low-income or affordable housing, community and family violence, and poor academic performance for students. To reinforce these community-based services, Metropolitan's staff understand the unique populations and the emerging issues these communities face. Each year Metropolitan serves over 53,000 clients through the Family Service Centers and their satellites. Metropolitan's clients range in age from newborn babies of teen mothers to older adults needing respite care. Metropolitan reaches a diverse population: 68% are minorities (African American, Latino/Hispanic), 54% are women, and a vast majority of clients are low-income, with approximately 80% earning less than \$20,000 annually. Metropolitan offers programs in four strategic areas:

- **Education: Empowered to Learn** – Metropolitan prepares young people and parents for success through programs such as Head Start, Community Schools, Upward Bound, and Healthy Families.
- **Economic Stability: Empowered to Earn** – Metropolitan supports strong, self-sustaining families through programs such as Family Works and Centers for Working Families.
- **Emotional Wellness: Empowered to Heal** – Metropolitan encourages healthy and productive lives through programs such as Adult Mental Health Services, Children/Adolescent Mental Health Services, and Violence, Intervention and Prevention Services.

- **Empowerment: Empowered to Thrive** – Metropolitan helps families stand up and be heard through programs such as Legal Aid Society.

Metropolitan has a strong presence in the region where services will be targeted through its Calumet Family Service Center (Calumet). Metropolitan Calumet Center has been providing comprehensive services for the Chicago far South side communities of Roseland, West Pullman, and Pullman, and surrounding areas since 1955 and is viewed as a leader within the community. The Calumet Center, located at 235 East 103rd Street has an active Advisory Board that provides leadership, advocacy and support, and staff from the Center represent Metropolitan at various networking groups and coalitions.

This past fiscal year, the Calumet Center served more than 10,640 children, youth, adults, seniors and families through a diverse group of programs including school-based counseling and education services, community schools, adoption preservation, workforce development, family case management/self-sufficiency services, community based care transition program, family violence intervention and prevention services, college preparation/education support, pro-bono legal assistance, and parent development/education support. Calumet is a leading social service agency within the community. It is the coordinating agency for the Local Area Network, has strong partnerships with community institutions such as Olive Harvey of City Colleges, Chicago State University, Roseland Hospital, and works closely with the alderman, Chicago Police District, the local businesses/employers in the area and other community stakeholders. Metropolitan is also the non-profit partner for more than 15 Chicago Public elementary and high schools in the area to provide Community School programming.

Metropolitan Agency Capacity: Metropolitan has significant administrative, programmatic and financial capacity as one of the largest, most respected social service agencies

in Illinois. Metropolitan manages a budget of 43.8 million and has a staff team of more than 800 full and part-time professional staff. The portfolio of funding is varied and extensive. For its most recently completed fiscal year (2012), Metropolitan had over 78 programs that received governmental funding from a variety of state, local and federal funding sources including the US Department of Education, Illinois Department on Aging, Illinois Department of Human Services, Illinois Department of Children and Family Services, Illinois State Board of Education, Illinois Violence Prevention Authority, Chicago Public Schools, Chicago Department of Public Health, Chicago Department of Family and Support Services, Chicago Housing Authority, and other local governmental funding sources; as well as foundations and private donor support.

The agency has a 61 person board made up of business and community leaders of the Chicago Metropolitan Area; as well as numerous auxiliary boards for its Legal Aid Society and seven Family Service Centers. The Executive Team for Metropolitan Family Services brings leadership, diverse experiences, and various lengths of service to the agency, which has brought new perspectives as well as consistent leadership in administrative, fundraising, fiscal and program areas. Metropolitan's General Offices/Headquarters is located in downtown Chicago at 1 North Dearborn and operations out of this office include its Executive Leadership Team, budgeting/finance, human resources, public resource development, external affairs (fund development and communications), evaluation and research, continuous quality improvement, and management information systems as support functions for high quality services.

Metropolitan has the necessary fiscal controls and accounting procedures in place to oversee and monitor expenditures for all of its services. Program expenditures are reviewed quarterly to ensure their alignment with budgeted projections. Budget reports are provided to funders as required. Metropolitan is audited annually by an external independent auditing firm.

The most recent audit shows a continued pattern of financial stability. Metropolitan has a professionally staffed and fully proficient External Affairs Department that has raised in FY2013 more than \$5,600,000 in unrestricted contributions to support the agency. They use a combination of individual/planned giving, private grant making, corporate sponsorship, special event fundraising, and volunteers/in-kind donations, and an extensive marketing plan to generate visibility, messaging and an identity for the organization.

Metropolitan has on staff a full-time Director of Research and Evaluation who also serves as the lead evaluator for the agency. This staff person works closely with the individual programs to define outcomes, measurements and evaluation processes. For evaluation and continuous quality improvement purposes, Metropolitan monitors closely the implementation of evaluation activities, including the development of program logic models, the maintenance of client files with appropriate information to track participant involvement, and, the monthly review of program objectives to measure success. Metropolitan also has developed a information system client data base for staff to input client demographics and service delivery information. This information is used to assess program implementation as well as for reporting to funders, board members and all interested stakeholders.

Metropolitan is a Council on Accreditation (COA) certified organization. COA is an objective and reliable verification that provides confidence and support to an organization's service recipients, board members, staff, and community partners. The COA reaccreditation process involves a detailed review and analysis of both the organization's administrative operations and its service delivery practices. All are measured against national standards of best practice. These standards emphasize services that are accessible, appropriate, culturally

responsive, evidence based, and outcomes oriented, in addition, they confirm that the services are provided by a skilled and supported workforce.

Metropolitan Family Services Community School Experience:

References for Project Experience:

1. School Partner: Lavizzio Elementary School
Tracey Stelly - Principal
138 W 109th St, Chicago, IL 60628
(773) 535-5300
Email: tdstelly@cps.edu

2. Project Funder: Illinois State Board of Education/21st Century Community Learning Centers
Marci Johnson
Division Supervisor
Illinois State Board of Education
College and Career Readiness Division N242
100 N. 1st Street
Springfield, IL 62777
217-524-4832
Email: marjohns@isbe.net

3. Project Funder: ICJIA - Community Schools
Shai Hoffman
Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200
Chicago, IL 60606-5107
Direct Dial Phone: 312-814-0706
Main Phone number: 312-793-8550
Fax: 312-793-8422
Email: shai.hoffman@illinois.gov

For over 50 years, Metropolitan has provided school-based programs in partnership with the Chicago Public Schools, and in the suburban communities of Evanston, Skokie, Southwest Cook County and DuPage County. Services are provided in both Elementary and High Schools that are located near one of Metropolitan's Community Centers. Programs range from out-of-school time programs, to life skills education groups and counseling. Services include individual, family and group counseling, life skills training, and academic tutoring.

Metropolitan has a history of successful Community Schools since 1996 and the agency has played a lead role in strengthening this service model in the Chicago Public Schools, including the following accomplishments:

- Was the lead non-profit partner for one of the first Chicago Community Schools beginning in 1996.
- Steadily growing from 1 Community School in 1996 to 33 in 2013;
- Securing a diversity of funding sources to support community schools, including Chicago Public Schools, 21st Century Community Learning Center funds from the Illinois State Board of Education, United Way, Polk Bros. Foundation and other private funders;
- Founding and serving in leadership roles for the Federation for Community Schools;
- Leveraging over \$2.5 million per year in fundraising and in-kind partnerships;
- Receiving the Dimon Distinguished Community School award in 2008 and 2009;
- Sharing agency expertise through numerous workshops at local and national conferences;
- Developing a comprehensive training and professional development plan for agency staff;
- Taking a leadership role in collaborations with other lead partner agencies to share best practices.

Metropolitan implements Community Schools, believing that the model is a best practices approach in education, violence prevention, and in strengthening families and communities. The model provides Metropolitan with the opportunity to bring holistic human services into under-resourced schools and expand academic, cultural, and life skills education for students. Community Schools provide a strong incentive for youth to come to school each day and stay beyond normal school hours for engaging activities that reinforce academic lessons, expose them to new recreational and cultural opportunities, and create a support system of peers

and trusted adults. Increased parent involvement encourages student achievement and also develops each parent's support system to raise their child(ren) and promote personal learning. Specific evidence-based practices to encourage non-violence and foster positive relationships amongst diverse students is incorporated in Metropolitan's Community School model.

- The emphasis and commitment by the school staff, Metropolitan and students on building a safe and healthy environment with the message that violence, harassment, and intolerance are unacceptable.
- The involvement of all students, staff, parents and the community in learning about violence, at-risk factors, and strategies for prevention. As part of this strategy is the delivery of an integrated comprehensive service delivery approach that emphasizes, education, social emotional, physical, health, and family/ community engagement with services taking place before school, after school, weekends, and holidays.
- The elimination of barriers to communication by promoting peer mentoring and support. The Peacemaking Circles to be introduced through this model will strengthen this component as participating youth learn conflict resolution, peer support, decision making, and accountability/responsibility.
- The involvement of students in service learning with a focus on anti-violence messaging, and community building.
- The collaboration with community stakeholders to support their engagement in their community school. Metropolitan engages local stakeholders through its Community Advisory Committee, the local police district for trainings and workshops, local officials, and other community partners.

Across the country, organizations and schools are implementing a “Community School” model to more effectively serve their students and families. The Coalition for Community Schools defines a community school as “both a place and a set of partnerships between the school and other community resources. Its integrated focus on academics, services, supports and opportunities leads to improved student learning, stronger families, and healthier communities. Community Schools organize and leverage the resources of the community around student success. A community school is characterized by things like extended services, extended hours, extended relationship and strategy for organizing the resources within a community around promoting student success. (*LEAP community work www.LEAP.org*) *National Research on community schools* illustrates that (Duncan, 2010):

- For every dollar spent on the program, we get back \$5-\$7 from the community in capacity building funds. The bulk of resources go directly to supporting youth academic achievement, health and well-being, parent engagement.
- Community Schools leverage district dollars \$3 for every dollar received.
- Results reflect achievement in academic, social emotional, physical, and civic development of young people.
- Full time site coordination contributes essential school specific capacity at minimal cost. They are the fulcrum of the work as they leverage and integrate resources for the school so that administration can focus on academic instruction.
- Overall findings suggest that continuous purposeful collaborations at the school sites helps create conditions for learning that research shows are necessary for children and families to learn at high levels and for schools and communities to succeed.

Specifically, as it relates to Metropolitan's own work with Community Schools, the agency completes a comprehensive evaluation at each of our community schools annually. Evaluation tools include pre/post social emotional surveys; observation assessments of staff; end of the year surveys of students, teachers and parents; tracking student grades, attendance and standardized test scores; and qualitative evaluations through case studies. Results to date indicate strong outcomes for students, including improved academic performance, better relationships for youth with peers and adults and stronger parent and caregiver involvement in students' education. Outcomes are analyzed on a regular basis and used to determine needed changes and future program directions.

Metropolitan's investment in quality staffing is evidenced by qualifications in youth development and professional development series over the year in Youth Program Quality (YPQ) Methods as part of a Continuous Quality Improvement effort. YPQ is an evidenced based framework created for continuous quality improvement in youth development programming. This year ended with at least two Youth Program Quality Assessment observations to help guide programming for FY15 youth development programming and a plan for follow-up YPQ observations and training to support improvement efforts. A National effort to align the key skill areas for development through Means and Measures of Human Achievement Labs (MHA Labs) and improvement of youth was initiated in FY14 where staff was trained and began utilizing the Human Achievement Quotient (HAQ) to better align their program activities and to assess growth areas for students in the programs. The HAQ is aligned with the non-cognitive factors which are critical for academic and career success and which are being assessed for the predictive capacity to understand skills that important for workforce placement (Farrington,

2012; Beller, 2013). Programs are also developed based on trauma informed practices. We ensure that activities and staff are sensitive to youth who have experienced trauma.

Metropolitan students participating in Community School programming regularly:

- Attend school at higher levels than the non-community school students, which make them more available to learn and succeed in school.
- Are developing skills in areas essential to college and career development through planned activities.
- Are actively involved in learning and their community.
- Have family members who are engaged in programming and developing through their own activities including GED and ESL classes and physical activities.
- Are healthy physically and socially through recreational activities planned and trauma-informed structures and routines.
- Are developing collaboration and problem solving skills through project based learning, which are essential to a changing internationally focused environment.
- Are succeeding academically through decreases in behavioral concerns and improvements in grades.

Academic findings suggest that over the last 5 years, the average attendance rate for community school programs for our high school students was 81%. This compares to regular student attendance rates, which are on average 71% for high school students. Students need to be attending school to receive the academic instruction for success.



CREDIBILITY • INTEGRITY • ACHIEVEMENT

COUNCIL ON ACCREDITATION

Attests That

**Metropolitan Family Services
Chicago, IL**

Is

ACCREDITED

Achieving the Highest Standards of Professional Practice for the Following Services:

Adult Protective Services, Case Management Services, Child and Family Development and Support Services, Counseling, Support, and Education Services, Crisis Response and Information Services, Domestic Violence Services, Early Child Care and Development Services, Employee Assistance Program Services, Family Preservation and Stabilization Services, Out-of-School Time Services, Outpatient Mental Health Services, Respite Care, Supported Community Living Services, and Volunteer Mentoring Services.

**Accredited Through
September 30, 2014**

Cook County
RFP No. 1453-13604
Violence Prevention, Intervention and Reduction
Demonstration Grants (\$100,000)

7.2.6 Key Personnel

Jennifer McCraw is the Manager for all of Metropolitan's Community School programs, including the proposed Harlan site supported by this application. She will spend 5% of her time on this project in support of oversight, strategic planning and general management. Ms. McCraw has her Master's degree in Social Work and has been with Metropolitan for over 17 years in various supervision and management capacities. As Manager, she supervises five full-time Project Supervisors for Community Schools, acts as the primary liaison between Metropolitan and CPS, and ensures accountability across all partnership school sites. The Manager is directly supervised by the Executive Director at Calumet Family Service Center; and with this supervision receives administrative, financial and programmatic support by Metropolitan's leadership team.

All OST services are delivered and supervised by qualified, appropriately credentialed professionals. Metropolitan staff reflect the diversity of students and services offered are culturally sensitive. Metropolitan monitors the quality of staff performance and service delivery through a variety of processes. There is a full-time Supervisor for every cohort of four/five full-time Resource Coordinators. The Supervisor for Harlan Community School is currently a vacant position and this staff person will spend 10% of her time providing direct supervision of the Resource Coordinator through a variety of oversight strategies: regular team meetings, individual weekly supervision, and annual performance appraisals.

Meredith Williams is the Resource Coordinator for Harlan Community School and she ~~will designate 100% of her time on this project. She has her Master's in Social Work and has~~

been a Resource Coordinator at Metropolitan for over 6 years. She is responsible for managing and coordinating all program activities including scheduling, recruitment and registration of students/parents, recruitment and oversight of providers, and service monitoring. The Resource Coordinator has a significant on-site presence, works collaboratively with the Principal, and participates in staff meetings to help ensure a better coordination of services. As the primary liaison, they are responsible for tracking participation, monitoring quality, and service coordination. For this project, there will be two part-time Out-of-School Time Workers (OST) to implement education, enrichment and Peacemaking Circle /Restorative Justice-related activities. They will spend 15 hours a week providing services and will be required to have at least a High School Diploma or equivalent and over 3 years experience working with youth and parents. Metropolitan when hiring will ensure that they are culturally and linguistically representative of the population to be served.

For professional development each OST staff member has a written staff-development plan that includes responsibilities, individual goals, and professional and personal development activities. Metropolitan also expects that the Resource Coordinators and Supervisors participate in at least six in-services on OST-related topics as well as in administrative protocols for the agency. In addition, OST staff participate in regular professional development activities through the Federation for Community Schools, the Illinois State Board of Education for its 21st Century Community Learning Center partners and CPS.

Metropolitan's Community School staff are completing an intensive professional development process that provides 24 hours of training utilizing the Youth Program Quality Intervention process for basic and methods training, program assessment and improvement planning and demonstrated implementation of improvements. Apart of this process is

introducing principals from the Human Achievement Quotient Tool to guide program planning and support for students. The HAQ looks at six areas for student achievement aligned with 21st Century Skills Learning: Personal Mindset, Planning for Success, Social Awareness, Verbal Communication, Collaboration and Problem Solving. Understanding the student skill sets in these areas and developing student action plans to build their skills will be a critical development for Metropolitan's community school model in the upcoming year.

Metropolitan Family services also receives support and training from ICOY to ensure that all community school staff are in Trauma trained with programs and activities that are trauma informed and sensitive.

Jennifer McCraw, MSW, LCSW
1730 West 99th Street
Chicago, IL 60643
jennifermdm@yahoo.com

Professional Profile

Summary of Qualifications

- ~ Program Management and Staff Supervision
- ~ Individual and Family Counseling
- ~ Record Management
- ~ Court Proceedings
- ~ MSW Field Placement Supervision
- ~ Insurance Reviews and Managed Care
- ~ Budget Planning
- ~ Crisis Intervention
- ~ Grief Counseling
- ~ Teaching and Training
- ~ Quality Assurance
- ~ EAP

Work Experience

METROPOLITAN FAMILY SERVICES CHICAGO, IL

Manager 9/2009 – Present

- ~ Manage numerous programs related to clinical, case management and after school programs
- ~ 40 Hour Domestic Violence Certificate
- ~ 40 Hour Sexual Assault Certificate

Program Supervisor 10/2008 – 8/2009

- ~ Supervise Licensed Clinicians
- ~ School Based Services, DCFS Subcontracted Programs and various counseling programs
- ~ Maintained clinical charts and best practice standards
- ~ Budget Management

PEOPLE RESOURCES ST. LOUIS, MO

Clinical Operations Supervisor 3/2008 – 10/2008

- ~ Oversee Daily Clinical Operations
- ~ Program Development
- ~ Manage Call Center Clinicians
- ~ Ensure Quality Client Service

Resource Coordinator Supervisor 1/2008 – 10/2008

- ~ Develop program to ensure quality service
- ~ Train staff in Motivational Interviewing techniques
- ~ Oversee program outcomes

Call Center Clinician 6/2007 – 1/2008

- ~ Brief clinical telephone interventions
 - ~ Managed care authorizations
 - ~ Assisting employees in accessing their EAP benefits
-

METROPOLITAN FAMILY SERVICES CHICAGO, IL

Program Supervisor 7/2003 – 9/2006

- ~ Managed Licensed Clinicians
- ~ In Home Therapy, Domestic Violence, General Counseling and Parenting Programs
- ~ Maintained clinical charts and best practice standards
- ~ Budget Management
- ~ CQI lead

Social Worker 5/2003 – 7/2003

- ~ Provided home based therapy to children in foster care
- ~ Organized group therapy for children
- ~ Discharge Planning

HURON VALLEY CHILD GUIDANCE CLINIC ANN ARBOR, MI

Mental Health Professional 4/2002 – 4/2003

- ~ Individual and Family counseling and assessments
- ~ Interfaced with schools to develop Individual Education Plans
- ~ Counseling and support services to you with developmental disabilities

WASHTENAW COUNTY JUVENILE DETENTION CENTER ANN ARBOR, MI

Social Service Worker 8/2000 – 4/2002

- ~ Individual counseling with incarcerated youth
- ~ Crisis intervention and suicide assessments
- ~ Interfaced with juvenile court

YOUTH VILLAGES NASHVILLE, TN

Clinical Manager 6/2000 – 8/2000

- ~ Clinical supervision for foster care staff
 - ~ Facilitate home approval process and child matching
 - ~ Parent support group
-

CAMELOT CARE CENTERS INC. NASHVILLE, TN

State Training Coordinator 2/2000 – 6/2000

- ~ Coordinated, developed and conducted new staff training
- ~ Assisted state clinical director
- ~ Provided quality assessments to programs across state

Clinical Director 10/1996 – 2/2000

- ~ Supervised Direct Care Staff (MA and BA)
- ~ Managed In home therapy program
- ~ Conducted treatment teams

In-Home Therapist 12/1995 – 10/1996

- ~ Provided developmental based services to youth at risk of disruption
- ~ Provided group, family and individual therapy
- ~ Assessed home environments

Educational Experience

University of Kentucky ~ MSW Degree
December 1995

University of Kentucky ~ BSW Degree
May 1994

References

Excellent personal and professional references are available upon request

Jennifer McCraw, MSW, LCSW
1730 West 99th Street
Chicago, IL 60643
jennifermdm@yahoo.com

Professional References

Audrena Spence
Metropolitan Family Services
Executive Director
235 E. 103rd Street
Chicago, IL 60628
spencea@metrofamily.org
773-371-3637

Brenda Bell
Family and Community Engagement
125 South Clark Street, 5th floor
Chicago, IL 60603
bjbell1@cps.edu
(773) 553-1538

Kimberly A. Mann Ph.D., L.C.S.W.
Administrator, The Trauma Informed Practice Program (TIPP); Practice Application
Support Services (PASS)
DCFS/ Chicago State University
6201 South Emerald #267
Chicago, IL. 60621
kimberly.mann@illinois.gov
(773) 371-6476

Meredith J. Williams

1380 E. Hyde Park Boulevard, Apt. 216
Chicago, IL 60615
(517) 449-7883
Mjwilliams49@gmail.com

EDUCATION:

University of Chicago, Chicago, IL
Major: A.M., Social Service Administration
Specialization: Community Schools Program

Michigan State University, East Lansing, MI
Major: B.S., Family Community Service
Specialization: Black American Diasporic Studies

PROFESSIONAL EXPERIENCE:

Metropolitan Family Services, Resource Coordinator- Southside CPS High School
Chicago, IL (June 2009-Present)

- Manage daily coordination of all after school programming activities that adhere to the Community Schools model.
- Network with school staff and outside service providers to develop and maintain a schedule of activities for students.
- Shared responsibility for meeting grant funder requirements within school- setting and the agency.
- Develop and manage monthly program oversight committee, which is compromise of school and community leaders with a shared interest of school improvement.
- Negotiate agreements with agencies and individuals to provide adequate, cost-effective program services.
- Coordinate recruitment and referral process for program participants.
- Responsible for balancing a \$150,000 dollar program budget.
- Manage tasks in a dual-accountability environment with responsibility to both the agency and the school.
- Manage program staff consisting of seven part-time workers, teachers and subcontractors.
- Complete data entry and student file maintenance.
- Lean Six Sigma certified.

UChicago Charter School: Woodlawn Campus, Internship
Chicago, IL (August 2008-June 2009)

- Conducted 10 week after school session on conflict resolution.
 - Maintained a caseload of 5 newly enrolled students providing academic support, nurturing social skills and helping them develop positive study habits and behavior.
 - Corresponded with parents to ensure they were engaged in the academic process of their student.
 - Developed, coordinated and implemented lunch time tutoring program.
 - Coordinated recruitment and referral process for tutoring program.
 - Interviewed, selected, organized and supervised graduate students from the University of Chicago who provided tutoring services.
 - Organized parent resource fair and developed evaluation forms.
-

Meredith J. Williams

Children Research Triangle, Clinical Internship
Chicago, IL (August 2007 June 2008)

- Conducted client assessments for young children from the age of 3-7.
- Engaged clients in play therapy.
- Updated the agency database of community resources for clients.
- Participated in community outreach by providing trauma-focuses services at SOS Children Village to children who are affected by interpersonal violence.

Professional Aide, Ronald E. McNair Post-Baccalaureate Achievement/Summer Research Opportunity Program, Office of Supportive Services, Michigan State University
East Lansing, MI (January 2007 –September 2007)

- Organized and coordinated scholarly activities related to team building.
- Conducted seminars focused on graduate school preparation
- Maintained program files and scholar assignments
- Provided guidance to Michigan State and Visiting scholars through individual meetings
- Facilitated good communication between McNair/SROP staff and Scholars
- Monitored mentor and mentee relationships

PROFESSIONAL ORGANTZATIONS

Member, National Association of Social Workers
Member, Alpha Kappa Alpha Sorority, Incorporated

References:

1. Durrell Anderson
Principal
Richards Career Academy
Dmanderson1@cps.k12.il.us
P: 773-317-6086
 2. Ms. Cheran Davis
HR Project Coordinator
Mead Johnson Nutrition
cheran.davis@mjn.com
P: 313-645-7440
 3. Mrs. Kelsey Pierce
Resource Coordinator
Metropolitan Family Services
piercek@metrofamily.org
P: 773-458-5697
 4. Mr. Michael Polk
Lead Activity Worker
Metropolitan Family Services
mpolkpro@yahoo.com
P: 773-495-7692
-

METROPOLITAN FAMILY SERVICES

**GRADE 19
SUPV
EXEMPT**

POSITION DESCRIPTION

TITLE: PROGRAM SUPERVISOR

**ESSENTIAL
FUNCTION:**

Administers all aspects of a program/s. Works with diverse staff and service population.

Under general supervision of the Program Manager or Executive Director.

RESPONSIBILITIES:

1. Supervises and coordinates all aspects of the program.
 2. Responsible for maintaining quality and quantity of services. Keeps abreast of client service needs and participates in planning for them.
 3. Responsible for all personnel matters within program including hiring, assigning, and terminating of staff. Identifies for manager, leadership potential of program staff.
 4. Writes program's annual and long range plans. Participates in developing unit's annual and long range plan.
 5. Recommends program budget to the Director.
 6. Assures appropriate integrations of multi-service, multi-disciplinary, and systems approach to program.
 7. Develops and maintains contacts with community groups relating to program needs.
 8. Works collaboratively with community agencies, organizations, and institutions.
 9. Works collaboratively with other program supervisors in unit to carry out unit goals.
 10. Works effectively with diverse staff and service population.
-

TITLE:

PROGRAM SUPERVISOR 2 (continued)

QUALIFICATIONS:

Five years experience with increasing levels of responsibility. Supervisors who supervise Social Workers must have an LCSW or LCPC and five years post masters experience. Other certification or licensure as required. Mobility for travel. Ability to work effectively with diverse individuals and groups.

06/06/02

06/15/93

METROPOLITAN FAMILY SERVICES

POSITION DESCRIPTION

**GRADE 14
OSTCO
EXEMPT**

TITLE: OUT-OF-SCHOOL TIME PROGRAM COORDINATOR

**ESSENTIAL
FUNCTION:**

Responsible for coordinating all aspects of out-of-school-time program delivery. Assures that program is meeting its programmatic, evaluation and community-building goals.

This position reports to a supervisor or manager

RESPONSIBILITIES:

1. Supervises and participates in the hiring and termination of out-of-school-time program staff. Develops and implements a comprehensive training program.
 2. Coordinates operations of the out-of-school-time program. Uses management skills necessary to effectively address all levels of risk management, discipline and behavior problems in the out-of-school-time program.
 3. Plans and makes recommendations for the implementation of high quality program activities that meet the mission and vision of program and that provide a range of learning.
 4. Has shared responsibility for meeting program requirements in partnership with community schools and families, and agency and funder standards for out-of-school-time programs, including record-keeping and monitoring of policies and procedures.
 5. May provide direct service to youth and parents.
 6. May organize consumer and/or oversight committees. Makes recommendations for membership.
 7. Seeks input from teachers, school staff, LSC members, parents, and students to determine ongoing needs of students and families.
 8. Negotiates agreements within the approved program with agencies and individuals who provide services. Secures appropriate agency approvals as necessary.
-

TITLE: OUT-OF-SCHOOL TIME PROGRAM COORDINATOR

RESPONSIBILITIES: (continued)

9. At principal's request, and with agency approval, assumes responsibility for additional out-of-school-time programs.
10. Assures that site-based reporting and evaluation components are completed.
11. Responsible for maintaining expenditures within budget.
12. Makes purchases for program as necessary.

QUALIFICATIONS:

Bachelor's degree in recreation, early childhood education, child development, social work or psychology or related field and five years of experience working with children in educational, activity or social service programs, or Bachelor's degree in another field and seven years of experience. Excellent verbal and written skills. Ability to work collaboratively with school personnel, agency staff, parents and community partners. Available to work a flexible schedule that includes evenings and some weekends. Ability to manage multiple tasks simultaneously. Ability to work in dual accountability milieu-responsible to agency, but also to school administration. Must have access to automobile on regular basis and have automobile insurance coverage. Proficiency in required computer programs, Windows, WORD, EXCEL and Outlook; ability to learn agency and funder computer programs.

2/14/06

Metropolitan Family Services

Position Description

Non-exempt

Title **Out-of School Time Activity Worker 1**

Essential function Leads recreation and/or life skill activities in elementary or high school out-of-school time programs. May work in school-based or office-based program. May work pre- or post-school hours.

- Responsibilities**
1. Plan and lead one or several activity programs in out-of-school time.
 2. Enter attendance records and other daily or periodic information in participant files as required by program.
 3. Arrange and lead field trips.
 4. Handle routine student discipline in the classrooms, referring students to OST Coordinator as necessary.
 5. May serve as site lead contact person in the absence of the Coordinator or more senior staff person.
 6. Attend staff meetings and other program-related meetings as scheduled.
 7. Provide feedback to program supervisor on participant progress.
 8. Utilize program curricula as provided in planning program activities.
 9. Work collaboratively with other program staff.
 10. Act as liaison to classroom teachers as appropriate and requested.
 11. Attend training as required to improve essential skills.
 12. Be available, as circumstances require, for extra and weekend hours as scheduled by program.
 13. Create and distribute flyers regarding program events to program participants.
 14. Enter data into computer databases as required by funders and agency.
-

EXHIBIT 2

Schedule of Compensation

Section F. Budget

RFP No. 1453-13604

Violence Prevention, Intervention and Reduction Demonstration Grants (\$100,000)

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 RFP No. 1453-13604 for Violence, Prevention, Intervention and Reduction Demonstration Grants (\$100,000), as prepared by Cook County and has become familiar with all the conditions under which it must be carried out and understands that by submitting proposed pricing on these pages, Proposer waives all rights to plead any misunderstanding regarding the same. Any category of expense not applicable to the budget may be deleted.

Budget Detail

A. Personnel

List each position by title and name of employee, if available. Show 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
Jennifer McCraw, Manager	\$69,114 annual salary x 5%	\$3,456
TBH, Supervisor	\$49,800 annual salary x 10%	\$4,980
Meredith Williams, Resource Coordinator	\$38,500 annual salary x 100%	\$38,500
TBH, OST Activity Workers	\$18 per hour x 15 hours x 40 weeks	\$21,600
SUBTOTAL		\$68,536

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 time devoted for the project. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and Unemployment Compensation.

Name/Position	Computation	Cost
Jennifer McCraw, Manager	\$3,456 x 30.04% Fringe	\$1,038
TBH, Supervisor	\$4,980 x 30.04% Fringe	\$1,496
Meredith Williams, Resource Coordinator	\$38,500 x 30.04% Fringe	\$11,566
TBH, OST Activity Workers	\$21,600 x 9.68% Fringe	\$2,091
SUBTOTAL		\$16,191

TOTAL PERSONNEL AND FRINGE BENEFITS \$84,727

RFP No. 1453-13604

Violence Prevention, Intervention and Reduction Demonstration Grants (\$100,000)

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 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
Field Trips	TBD	Bus Rental	\$325 per trip x 4 trips	\$1,300
TOTAL				\$1,300

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
Program and education supplies.	\$200 per month x 10 months	\$2,000
Food to support program activities.	\$200 per month x 10 months	\$2,000
TOTAL		\$4,000

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 square footage and the cost per square foot for rent, or provide monthly rental cost and how many months to rent.

Description	Computation	Cost
Training Restorative Justice	Allocated cost to train school and staff.	\$4,000
Admission Fees for Field Trips	\$1,000 per trip x 4 trips	\$4,000
Indirect - Allocated indirect cost at 14% Federal Approval Rating/ charging 2% for this grant remainder covered by unrestricted funds.	2% x \$98,027	\$1,973
	TOTAL	\$9,973

Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below.

Budget Category	Amount
A Personnel	\$68,536
B Fringe Benefits	\$16,191
C Travel	\$1,300
D Supplies	\$4,000
E Other Costs	\$9,973
GRAND TOTAL	\$100,000

EXHIBIT 3

Evidence of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/16/2014

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).

PRODUCER MARSH USA INC. 540 W. MADISON CHICAGO, IL 60661 Attn: Chicago.CertRequest@marsh.com Fax: 212-948-0770	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Philadelphia Indemnity Insurance Company		18058
INSURER B : AIG Assurance Company		40258
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
 METROPOLITAN FAMILY SERVICES
 ATTN: MR. TED THELEN
 ONE NORTH DEARBORN, FLOOR 10
 CHICAGO, IL 60602

COVERAGES **CERTIFICATE NUMBER:** CHI-004967060-02 **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			PHPK1116235	12/31/2013	12/31/2014	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 20,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							\$
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
A	AUTOMOBILE LIABILITY			PHPK1116235	12/31/2013	12/31/2014	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED							\$
	RETENTION \$							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC049101807	03/01/2014	03/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	PROFESSIONAL LIABILITY			PHPK1116235	12/31/2013	12/31/2014	EACH INCIDENT	1,000,000
							AGGREGATE	3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Cook County, its officials, employees and agents are included as additional insured (except workers' compensation) where required by written contract. The General and Auto Liability Insurance is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and where required by written contract in reference to contract 1453-13604F.

CERTIFICATE HOLDER Cook County 118 North Clark Street, Room 1018 Chicago, IL 60602	CANCELLATION 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 of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>
--	---

EXHIBIT 4

Economic Disclosure Statement (EDS) Forms

ECONOMIC DISCLOSURE STATEMENT

**ECONOMIC DISCLOSURE STATEMENT
AND EXECUTION DOCUMENT
INDEX**

Section	Description	Pages
Instructions	Instructions for Completion of EDS.....	EDS i - ii
1	MBE/WBE Utilization Plan.....	EDS 1
2	Letter of Intent.....	EDS 2
3	Petition for Reduction/Waiver of MBE/WBE Participation Goals.....	EDS 3
4	Certifications.....	EDS 4, 5
5	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest.....	EDS 6 – 12
6	Sole Proprietor Signature Page.....	EDS 13a/b/c
7	Partnership Signature Page.....	EDS 14/a/b/c
8	Limited Liability Corporation Signature Page.....	EDS 15a/b/c
9	Corporation Signature Page.....	EDS 16a/b/c
10	Cook County Signature Page.....	EDS 17

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

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

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

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

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

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

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

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

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

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

"Lobbyist" means any person or entity who lobbies.

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

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

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

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

ECONOMIC DISCLOSURE STATEMENT

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

Sections 6, 7, 8, 9: Execution Forms. The Bidder executes this EDS, and the Contract, by completing and signing three copies of the appropriate Signature Page. Section 6 is the form for a sole proprietor; Section 7 is the form for a partnership or joint venture; Section 8 is the form for a Limited Liability Corporation, and Section 9 is the form for a corporation. Proper execution requires **THREE ORIGINALS**; therefore, the appropriate Signature Page must be filled in, three copies made, and all three copies must be properly signed, notarized and submitted. The forms may be printed and completed by typing or hand writing the information required.

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

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

ECONOMIC DISCLOSURE STATEMENT

MBE/WBE UTILIZATION PLAN (SECTION 1)

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

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

- Bidder/Proposer is a certified MBE or WBE firm. (If so, attach copy of appropriate Letter of Certification)
- Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs. (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit – available from the Office of Contract Compliance)
- Bidder/Proposer is not a certified MBE or WBE firm, nor a Joint Venture with MBE/WBE partners, but will utilize MBE and WBE firms either directly or indirectly in the performance of the Contract. (If so, complete Sections II and III).

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

Where goals have not been achieved through direct participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission. Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.

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

MBE/WBE Firm: Daniels Printing and Office Supply

Address: 14800 S. Cicero Ave. Oak Forest, IL 60452

E-mail: pam@danielspos.com

Contact Person: Pamela Vaclav Phone: 708-687-3055

Dollar Amount Participation: \$ 2,000

Percent Amount of Participation: 2% %

*Letter of Intent attached? Yes No

*Letter of Certification attached? Yes No

MBE/WBE Firm: A.M. Bus Company

Address: 100 W. 91st St. Chicago, IL 60620

E-mail: pwilliams@ambus.com

Contact Person: Pam Williams Phone: 773-396-5556

Dollar Amount Participation: \$ 1,300

Percent Amount of Participation: 1.3% %

*Letter of Intent attached? Yes No

*Letter of Certification attached? Yes No

Attach additional sheets as needed.

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

ECONOMIC DISCLOSURE STATEMENT

COOK COUNTY GOVERNMENT LETTER OF INTENT (SECTION 2)

M/WBE Firm: Daniels Printing & Office Supply Certifying Agency: _____
 Address: 14800 S. Cicero Ave Certification Expiration Date: 4-29-15
 City/State: Oak Forest IL Zip: 60452 FEIN #: _____
 Phone: 708.687.3055 Fax: 708.687.9035 Contact Person: Pamela Vaclav
 Email: pam@danielspos.com Contract #: _____
 Participation: _____ Direct Indirect

Will the M/WBE firm be subcontracting any of the performance of this contract to another firm?

No Yes _____ If "Yes", please attach explanation. Proposed Subcontractor: _____

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/ Contract:

Office supplies

Indicate the Dollar Amount, or Percentage, and the Terms of Payment for the above-described Commodities/ Services:

about \$2,000/ about 2% of the contract

(If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

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

Pamela Vaclav

Signature (M/WBE)

Pamela A Vaclav

Print Name Dani's Printing & Office

Supplies, Inc. dba Daniels Printing & Office Supply

Firm Name

5-21-14

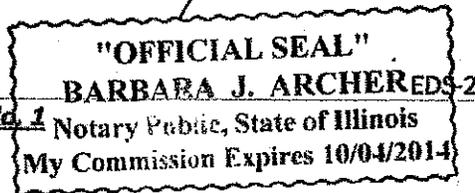
Date

Subscribed and sworn before me

this 21 day of May, 2014

Notary Public Barbara Archer

SEAL



Addendum No. 1 Notary Public, State of Illinois
May 1, 2014

Colleen M. Jones

Signature (Prime Bidder/Proposer)

Colleen M. Jones, LCSW

Print Name

Metropolitan Family Services

Firm Name

5/21/14

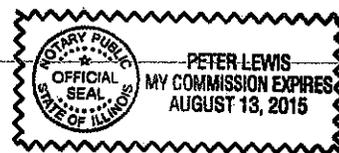
Date

Subscribed and sworn before me

this 21 day of May, 2014

Notary Public Peter Lewis

SEAL





OFFICE OF CONTRACT COMPLIANCE

JACQUELINE GOMEZ

DIRECTOR

118 N. Clark, County Building, Room 1020 • Chicago, Illinois 60602 • (312) 603-5502

TONI PRECKWINKLE

PRESIDENT

Cook County Board
of Commissioners

EARLEAN COLLINS

1st District

ROBERT STEELE

2nd District

JERRY BUTLER

3rd District

STANLEY MOORE

4th District

DEBORAH SIMS

5th District

JOAN PATRICIA MURPHY

6th District

JESUS G. GARCIA

7th District

EDWIN REYES

8th District

PETER N. SILVESTRI

9th District

BRIDGET GAINER

10th District

JOHN P. DALEY

11th District

JOHN A. FRITCHEY

12th District

LARRY SUFFREDIN

13th District

GREGG GOSLIN

14th District

TIMOTHY O. SCHNEIDER

15th District

JEFFREY R. TOBOLSKI

16th District

LIZABETH ANN DOODY GORMAN

17th District

April 29, 2014

Ms. Caroline Vaclav
President

Dan's Printing & Office Supplies, Inc.
d/b/a Daniels Printing & Office Supply
14800 South Cicero Ave.
Oak Forest, IL 60452

Annual Certification Expires: April 29, 2015

Dear Ms. Vaclav:

Congratulations on your continued eligibility for Certification as a **WBE** by Cook County Government. This **WBE** Certification is valid until **April 29, 2019**.

As a condition of continued certification during this five (5) year period, you must file a **"No Change Affidavit"** within **sixty (60) days prior** to the date of annual expiration. Failure to file this Affidavit shall result in the termination of your certification. You must notify Cook County Government's Office of Contract Compliance of any change in ownership or control or any other matters or facts affecting your firm's eligibility for certification.

Cook County Government may commence action to remove your firm as a **WBE** vendor if you fail to notify us of any changes of facts affecting your firm's certification, or if your firm otherwise fails to cooperate with the County in any inquiry or investigation. Removal of status may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

Your firm's name will be listed in Cook County's Directory of Minority Business Enterprise, Women Business Enterprise and/ or Veteran Business Enterprise in the area(s) of specialty:

PRINTING: OFF-SET PRINTING & GRAPHIC ARTS; REGULAR DEALER: OFFICE SUPPLIES & FURNITURE

Your firm's participation on County contracts will be credited toward **WBE** goals in your area(s) of specialty. While your participation on Cook County contracts is not limited to your specialty, credited toward **WBE** goals will be given only for work performed in the specialty category.

Thank you for your continued interest in Cook County Government's Minority, Women and Veteran Business Enterprise Programs.

Sincerely,

Jacqueline Gomez
Contract Compliance Director

JG/ew

ECONOMIC DISCLOSURE STATEMENT

COOK COUNTY GOVERNMENT LETTER OF INTENT (SECTION 2)

MWBE Firm: A.M. Bus Co Certifying Agency: City of Chicago
 Address: 100 W 91st St. Certification Expiration Date: 6/30/14
 City/State: Chg IL Zip: 60620 FEIN #: 36-4031235
 Phone: 773-396-5556 Fax: 773-396-5824 Contact Person: Tom Williams
 Email: pwilliams@ambus.com Contract #: _____
 Participation: _____ Direct ambus.com Indirect _____

Will the MWBE firm be subcontracting any of the performance of this contract to another firm?
 No Yes _____ If "Yes", please attach explanation, Proposed Subcontractor: _____

The undersigned MWBE is prepared to provide the following Commodities/Services for the above named Project/ Contract:

Transportation services

Indicate the Dollar Amount, or Percentage, and the Terms of Payment for the above-described Commodities/ Services:

\$1,300⁰⁰ - net 30 days

(If more space is needed to fully describe MWBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

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

Pamela Williams
 Signature (MWBE)

Pamela Williams
 Print Name

A.M. Bus
 Firm Name

5-21-14
 Date

Subscribed and sworn before me
 this _____ day of _____, 20____

Notary Public _____
 SEAL

Colleen M. Jones
 Signature (Prime Bidder/Proposer)

Colleen M. Jones, LCSW
 Print Name

Metropolitan Family Services
 Firm Name

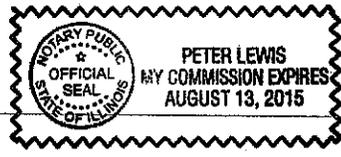
5/21/14
 Date

Subscribed and sworn before me
 this 21 day of May, 2014

Notary Public Peter Lewis
 SEAL

Addendum No. 1
May 1, 2014

EDS-2





DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

Pamela Williams <pwilliams@ambuscompany.com>net

April 23, 2014

Pamela Williams
A.M. Bus Company
100 West 91st Street
Chicago, IL 60620

Dear Ms. Williams:

This letter is to inform you that the City of Chicago has extended your status as a **Minority Business Enterprise (MBE) and Women Business Enterprise (WBE)** until **June 30, 2014**. We are providing this extension to allow enough time to provide any additional documentation that your application may be missing and for our office to complete our review of all of the submitted documents.

This extension does not guarantee eligibility in the program but will act as a courtesy extension until we receive all of the required documentation and complete a review of that documentation.

Please present this letter as evidence of your certification to be included with bid document submittals as needed.

If you have any questions, please feel free to call our office at 312-744-1929.

Sincerely,

A handwritten signature in cursive script that reads "George Coleman, Jr.".

George Coleman, Jr.
Deputy Procurement Officer

GC/sl

ECONOMIC DISCLOSURE STATEMENT

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

A. BIDDER/PROPOSER HEREBY REQUESTS:

_____ FULL MBE WAIVER _____ FULL WBE WAIVER

REDUCTION (PARTIAL MBE and/or WBE PARTICIPATION)

7.45 % of Reduction for MBE Participation $8.75 - 1.3 = 7.45$

6.75 % of Reduction for WBE Participation $8.75 - 2.0 = 6.75$

B. REASON FOR FULL/REDUCTION WAIVER REQUEST:

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

_____ (1) Lack of sufficient qualified MBEs and/or WBEs capable of providing the goods or services required by the contract. (Please explain)

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

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

_____ (4) There are other relevant factors making it impossible or economically infeasible to utilize MBE and/or WBE firms. (Please explain)

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

_____ (1) Made timely written solicitation to identified MBEs and WBEs for utilization of goods and/or services; and provided MBEs and WBEs with a timely opportunity to review and obtain relevant specifications, terms and conditions of the proposal to enable MBEs and WBEs to prepare an informed response to solicitation. (Please attach)

_____ (2) Followed up initial solicitation of MBEs and WBEs to determine if firms are interested in business. (Please attach)

_____ (3) Advertised in a timely manner in one or more daily newspapers and/or trade publication for MBEs and WBEs for supply of goods and services. (Please attach)

_____ (4) Used the services and assistance of the Office of Contract Compliance staff. (Please explain)

_____ (5) Engaged MBEs & WBEs for indirect participation. (Please explain)

D. OTHER RELEVANT INFORMATION:

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

ECONOMIC DISCLOSURE STATEMENT

CERTIFICATIONS (SECTION 4)

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

A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

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

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

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

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

B. BID-RIGGING OR BID ROTATING

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

C. DRUG FREE WORKPLACE ACT

THE UNDERSIGNED HEREBY CERTIFIES THAT: The Undersigned will provide a drug free workplace, as required by Public Act 86-1459 (30 ILCS 580/2-11).

D. DELINQUENCY IN PAYMENT OF TAXES

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

ECONOMIC DISCLOSURE STATEMENT**E. HUMAN RIGHTS ORDINANCE**

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

F. ILLINOIS HUMAN RIGHTS ACT

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

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

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

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

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

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

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

ECONOMIC DISCLOSURE STATEMENT

REQUIRED DISCLOSURES (SECTION 5)

1. DISCLOSURE OF LOBBYIST CONTACTS

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

Name	Address
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 X No _____

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

see attached list

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

Yes X No _____

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

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

All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-8) and complete the following, based upon the definitions and other information included in such Affidavit.

LOCATIONS

ADMINISTRATIVE HEADQUARTERS

MAIN OFFICE

One N. Dearborn, Suite 1000
Chicago, IL 60602
312-986-4000

EMPLOYEE ASSISTANCE NETWORK (EAN)

312-986-4249

LEGAL AID SOCIETY

312-986-4200

CITY CENTERS

CALUMET

235 E. 103rd Street
Chicago, IL 60628
773-371-3600

Serving Roseland, Beverly, Chatham, Englewood, Morgan Park, Mount Greenwood, North Central, Pullman, Riverdale, Washington Heights, Washington Park, West Pullman and Woodlawn

Additional locations:

- Center for Working Families (CWF) (at Kennedy-King College)
747 W. 63rd Street, Rm. 106
Chicago, IL 60621
- Lathrop Homes Sites
• 2638 & 2640 N. Hoyne
Chicago, IL 60647
- North Central
1414 N. Halman, Chicago, IL 60622
- Trumbull Park Homes Sites (serving Trumbull Park)
• 2413 E. 107th Street
Chicago, IL 60617
- 2411 E. 107th Street
Chicago, IL 60617
- Woodlawn Choice Neighborhood
830 E. 63rd Street, Chicago, IL 60621

MIDWAY

3843 W. 63rd Street
Chicago, IL 60629
773-884-3310

Serving Chicago Lawn, Englewood, West Englewood, West Lawn, Gage Park, Clearing

Additional locations:

- Midway Children's Center
3215 W. 63rd Street
Chicago, IL 60629
- Midway Head Start
6422 S. Kedzie, Chicago, IL 60629
- Jane Addams Domestic Violence Court Advocacy Program
555 W. Harrison, Chicago, IL 60607
- Learning and Wellness Center
5338 S. Loomis Avenue, Chicago, IL 60609

NORTH (and NORTH CHILDREN'S CENTER)

3249 N. Central Avenue
Chicago, IL 60634
773-371-3700

Serving Belmont Cragin, Hermosa, Irving Park, Portage Park

SOUTHEAST CHICAGO

3062 E. 91st Street
Chicago, IL 60617
773-371-2900

Serving South Chicago, Calumet Heights, the East Side, Hegewisch, South Deering

**EVANSTON/
SKOKIE VALLEY**
2,387 CLIENTS

NORTH
6,812 CLIENTS

HEADQUARTERS
9,819 CLIENTS

MIDWAY
10,975 CLIENTS

CALUMET
10,641 CLIENTS

SOUTHWEST
6,108 CLIENTS

**SOUTHEAST
CHICAGO**
6,639 CLIENTS

EVANSTON/SKOKIE VALLEY

5210 Main Street
Skokie, IL 60077
847-425-7500

Serving Evanston, Lincolnwood, Niles, Morton Grove, Golf and Maine Townships

Additional location:

- Evanston
820 Davis Street, Suite 218
Evanston, IL 60201

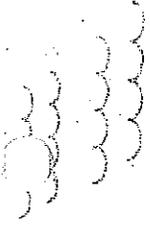
SOUTHWEST

10537 S. Roberts Road,
Palos Hills, IL 60465
708-974-2300

Serving Blue Island, Calumet, Lemont, Oak Forest, Orland, Palos and Worth Townships

Additional location:

- Blue Island
13136 S. Western
Blue Island, IL 60406



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): see attached list

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

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

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

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

N/A

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.

This is for viewing purpose only

PINS

SKOKIE

- 10-21-129-036-0000
- 10-21-129-037-0000
- 13-20-429-027-0000
- 13-20-429-028-0000
- 13-20-429-031-0000
- 13-20-429-032-0000
- 13-21-323-001-0000

NORTH

MIDWAY

- 19-23-101-001-0000
- 19-23-101-002-0000
- 19-23-101-012-0000
- 19-23-101-013-0000
- 19-23-101-051-0000
- 19-23-211-040-0000

MIDWAY HEAD START

PALOS HILLS

- 23-13-103-005-0000
- 24-36-408-003-0000
- 24-36-408-009-0000
- 24-36-408-010-0000

BLUE ISLAND

UMET

- 25-15-104-005-0000
- 25-15-104-006-0000
- 25-15-104-007-0000
- 25-15-104-008-0000
- 25-15-104-042-0000
- 26-06-225-025-0000
- 26-06-225-031-0000
- 26-06-225-033-0000
- 26-06-225-035-0000
- 26-06-225-036-0000

SOUTHEAST

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:

Metropolitan Family Services

Name: _____ D/B/A: _____ EIN NO.: 36-2167940

Street Address: 1 North Dearborn, Suite 1000

City: Chicago State: Illinois Zip Code: 60602

Phone No.: _____

Form of Legal Entity:

- | | | | |
|---|--------------------------------------|---|--|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Partnership | <input checked="" type="checkbox"/> Corporation | <input type="checkbox"/> Trustee of Land Trust |
| <input type="checkbox"/> Business Trust | <input type="checkbox"/> Estate | <input type="checkbox"/> Association | <input type="checkbox"/> Joint Venture |
| <input type="checkbox"/> Other (describe) _____ | | | |

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
NONE		

3. Is the Applicant constructively controlled by another person or Legal Entity? [] Yes [] No

If yes, state the name, address and percentage of beneficial interest of such person or legal entity, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship
NONE			

Declaration (check the applicable box):

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

I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

Colleen M. Jones, LCSW

Executive Vice President & COO

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

Colleen M. Jones

5/21/14

Signature

Date

jonesc@metrofamily.org

312-986-4135

E-mail address

Phone Number

Subscribed to and sworn before me

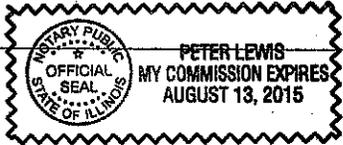
My commission expires: 8/13/2015

this 21 day of May, 2014

X Peter Lewis

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/TDD**

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION:

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

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

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

DEFINITIONS:

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

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

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

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

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

ECONOMIC DISCLOSURE STATEMENT

SWORN FAMILIAL RELATIONSHIP DISCLOSURE FORM

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

Name of Owner/Employee: _____ Title: _____

Business Entity Name: Metropolitan Family Services Phone: 312-986-4000

Business Entity Address: 1 N. Dearborn, Suite 1000 Chicago, IL 60602

_____ 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.

Caitlin M. Jones _____ 5/21/14
Owner/Employee's Signature Date

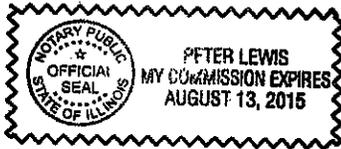
Subscribe and sworn before me this 21st day of May, 2014.

a Notary Public in and for Cook County

Peter Lewis
(Signature)

NOTARY PUBLIC

SEAL



My Commission expires 8/13/2015

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

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

ECONOMIC DISCLOSURE STATEMENT

SIGNATURE BY A SOLE PROPRIETOR

(SECTION 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: N/A

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 LIMITED LIABILITY CORPORATION

(SECTION 8)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all 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: N/A

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 9)

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: Metropolitan Family Services
BUSINESS ADDRESS: 1 N. Dearborn, Suite 1000
Chicago, IL 60602
BUSINESS TELEPHONE: 312-986-4000 FAX NUMBER: 312-986-4334
CONTACT PERSON: Colleen M. Jones, LCSW
FEIN: 36-2167940 *CORPORATE FILE NUMBER: 1094-221-0

PLEASE LIST THE FOLLOWING OFFICERS:

PRESIDENT: Ricardo Estrada VICE PRESIDENT: N/A
SECRETARY: Leslie M. Smith TREASURER: Denis Hurley

**SIGNATURE OF PRESIDENT: Colleen M. Jones
ATTEST: Thom Winkelman

Assistant
(CORPORATE SECRETARY)



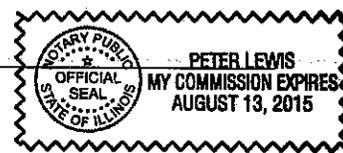
Subscribed to and sworn before me
this 21 day of May, 2014

My commission expires: 8/13/2015

X Peter Lewis

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.



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Vice Chair
RICARDO ESTRADA
President

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MICHAEL A. VARDAS, JR.
ADRIENNE WEISS
DEBBIE K. WRIGHT
ANA ZACATZI

MARTHA WHITTEMORE MELMAN
Chair Emeritus

**RESOLUTION AS TO THE EXECUTION AND
ATTESTATION OF CONTRACTS AND OTHER DOCUMENTS
ON BEHALF OF METROPOLITAN FAMILY SERVICES**

Whereas, METROPOLITAN FAMILY SERVICES (also referred to as “Metropolitan” or “Corporation”) is an Illinois special charter not-for-profit corporation; and

Whereas, the Board of Directors of Metropolitan deems it appropriate and desirable to define the authority of the officers of Metropolitan with respect to the execution and attestation of contracts and other corporate documents of the Corporation;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of Metropolitan Family Services that the following officers and agents, in addition to all other authority they currently have, are authorized to execute contracts and other documents on behalf of the Corporation and otherwise obligate the Metropolitan as follows:

- (a) The President is authorized to execute on behalf of the Metropolitan, the corporation’s budget and such other transactions as approved by the Board of Directors. This authority includes the approval of the acquisition of materials and services and the execution of contracts which bind the agency as a provider of services.
- (b) The Chief Operating Officer, as delegate of the President, is authorized to approve expenditures of not more than \$20,000, and is authorized to approve and execute contracts which involve the provision of services, for one year and/or multiple years provided that the value of the services is not greater than \$1,500,000/year.
- (c) The Chief Financial Officer, as delegate of the President, is authorized to approve expenditures of not more than \$20,000, and are authorized to approve and execute contracts which involve the provision of services, for one year and/or multiple years provided that the value of the services is not greater than \$750,000/year.
- (d) The Senior Vice President-for External Affairs, Vice President for Human Resources, Vice President for Strategy and Communication, and Vice President for Information Management Systems, as delegates of the President, are authorized to approve expenditures of not more than \$10,000, and are authorized to approve and execute contracts which involve the provision of services for a term of not more than one year, provided that the value of the services is not greater than \$500,000.
- (e) The following positions are authorized to approve expenditures of not more than \$10,000 and approve and execute contracts which involve the provision of services for a term of not more than one year, provided the value of the services is not greater than \$250,000:

Executive Director
Director - Legal Aid
Clinical Director

- (f) The following positions are authorized to approve expenditures of not more than \$5,000

Program Directors
Program Managers
Center Directors

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Chair
JOHN L. MACCARTHY
Vice Chair
RICARDO ESTRADA
President

Community Development Directors
Director of Facilities, Director of Employee Assistance Network
Site Operations Managers

BOARD OF DIRECTORS

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(g) Supervisors are authorized to approve expenditures of not more than \$1,000.

(h) For wire transfers and ACH transfers-the following positions are authorized to set up wire and ACH transfers up to \$4,000,000.

OPI Account Manager
OPI Controller

(i) The following positions are authorized to approve wire and ACH transfers from one MFS account to another up to \$4,000,000; and from an MFS account to an external vendor account up to \$100,000

President
Chief Financial Officer

BE IT HEREBY FURTHER RESOLVED, that no reimbursements of staff for expenses shall be made without the approval of the individual's supervisor.

BE IT HEREBY FURTHER RESOLVED, that no person or organization which is a party to a transaction or contract executed by an officer or other agent of Metropolitan on behalf of the Corporation and which is within the dollar and time limits of this Resolution need inquire into whether the transaction is authorized by the Corporation's budget or otherwise approved by the Board of Directors.

BE IT HEREBY FURTHER RESOLVED, that the Secretary of Metropolitan is authorized and empowered to attest to the validity of and authority for contracts or other documents executed by officers of the Corporation on its behalf, and to certify resolutions of the Corporation.

BE IT HEREBY FURTHER RESOLVED, that the Assistant Secretaries of Metropolitan are authorized and empowered to attest to the validity of and authority for contracts or other documents executed by officers of the Corporation on its behalf, and to certify resolutions of the Corporation, in the absence of the Secretary. No person or organization which is a party to a contract or other corporate document attested by an Assistant Secretary of Metropolitan need inquire into whether the Secretary of the Corporation was absent or otherwise unavailable to execute the attestation.

BE IT HEREBY FURTHER RESOLVED, that all resolutions in conflict with this resolution are repealed.

Adopted July 20, 2011

MARTHA WHITTEMORE MELMAN
Chair Emeritus

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MARTHA WHITTEMORE MELMAN
Chair Emeritus

CERTIFICATION

I, John MacCarthy, being the Secretary of Metropolitan Family Services, a corporation organized and existing under and by virtue of the laws of the State of Illinois (also referred to as the "Corporation") do hereby certify that the foregoing is a true and complete copy of the resolution adopted at a meeting of the Board of Directors of this Corporation, duly called and held on July 20, 2011, at which a quorum was present; and

I further certify that the above resolution has been in no ways altered, amended or repealed, and is now in full force and effect; and

I further certify that said resolution is not in conflict with the Charter or By-Laws of this Corporation; and

I further certify that all members of Metropolitan Family Services' Board of Directors serve on a strictly volunteer basis and receive no pay for their duties.

I further certify that the following is a true and correct list of the individuals and their titles authorized by the foregoing resolution:

Ricardo Estrada
Colleen M. Jones
G. Dennis Conroy
Denis Hurley
Karina Ayala-Bermejo
Thomas Remakel
Andrew Wade
Kendra Reinshagen
Christopher Fuchs
Theodore Thelen
Laurie Sedio
Audrena Spence
Fernando Freire
Theresa Nihill
Tana Paul
Heather Flett
Michelle Churchey-Mims
Jennifer McCraw
Carrie Pullie
Pat Kelly
Jennifer Alexander
Nicole Cameron
Jean Xoubi
Eduardo Anguiano
Raquel Rodriguez McCormick
Shannon Amoako

President & CEO
Executive Vice President, Chief Operating Officer
Senior Vice President for External Affairs
Chief Financial Officer
Vice President, Human Resources
Vice President-Information Management Systems
Vice President, Strategy & Communication
Executive Director-Legal Aid
Clinical Director
Director-Facilities
Executive Director-Southeast Chicago and Midway
Executive Director-Calumet
Program Director
Executive Director-DuPage
Program Manager
Program Manager
Program Director
Program Manager
Program Director
Program Director
Program Director
Director of Head Start
Program Director
Center Director
Community Development Director
Site Operations Manager

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LYNN TURNER
MICHAEL A. VARDAS, JR
ADRIENNE WEISS
DEBBIE K. WRIGHT
ANA ZACATZI

Melissa Fauser
Senie Horton
Kathleen Krucina
Julie Jedrzejak
Angel Moses
Socorro Nolasco

Site Operations Manager
Site Operations Manager

AFFIX CORPORATE SEAL BELOW

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of Metropolitan Family Services, this 21st day of May, 2014.



Thomas Whittemore Melman
Assistant Secretary

MARTHA WHITTEMORE MELMAN
Chair Emeritus

families mpowered to learn. to earn. to heal. to thrive.

COOK COUNTY SIGNATURE PAGE

(SECTION 10)

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

John A. M.

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 25 DAY OF September, 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

1453-13604F

OR

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

TOTAL AMOUNT OF CONTRACT: \$ 100,000⁰⁰
(DOLLARS AND CENTS)

FUND CHARGEABLE: _____

APPROVED AS TO FORM:

Not required

ASSISTANT STATE'S ATTORNEY

(Required on contracts over \$1,000,000.00)

APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS

SEP 10 2014

COM _____

Addendum No. 1
May 1, 2014