

PROFESSIONAL SERVICES AGREEMENT

RECIDIVISM REDUCTION DEMONSTRATION GRANT (\$100,000)

BETWEEN



COOK COUNTY GOVERNMENT

JUSTICE ADVISORY OF COOK COUNTY

AND

WESTSIDE HEALTH AUTHORITY

CONTRACT NO. 1553-14328B

PROFESSIONAL SERVICES AGREEMENT

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List of Exhibits

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

Economic Disclosure Statement

AGREEMENT

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

BACKGROUND

The County of Cook issued a Request for Proposals "RFP" for Recidivism Reduction Demonstration Grant (\$100,000). 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 Using Agency require the approval of the Chief Procurement Officer in a written amendment 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.

"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, of any tier, suppliers and materials providers, whether or not in privity with Contractor.

"Using Agency" shall mean the department of agency within Cook County including elected officials.

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 tables of contents or marginal notes appended to it are solely for convenience or reference and do not constitute a part of this Agreement, nor do they affect the meaning, construction or effect of this Agreement.
- v) Words importing the singular include the plural and vice versa. Words of the masculine gender include the correlative words of the feminine and neuter genders.
- vi) All references to a number of days mean calendar days, unless expressly indicated otherwise.

c) Incorporation of Exhibits

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

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

ARTICLE 3: DUTIES AND RESPONSIBILITIES OF CONTRACTOR

a) Scope of Services

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

b) Deliverables

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

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

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

c) Standard of Performance

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

Contractor must assure that all Services that require the exercise of professional skills or judgment are accomplished by professionals qualified and competent in the applicable discipline and appropriately licensed, if required by law. Contractor must provide copies of any such licenses. Contractor remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Contractor or its Subcontractors or others on its behalf. All Deliverables must be prepared in a form and content satisfactory to the Using Agency 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 Using Agency 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 Owned 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. **There is a zero percent (0%) MBE/WBE goal for this contract.**

f) Insurance

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

i) Insurance To Be Provided

(1) Workers Compensation and Employers Liability

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

(2) Commercial General Liability (Primary and Umbrella)

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

Subcontractors performing Services for Contractor must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.i(2).

(3) Automobile Liability (Primary and Umbrella)

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

(4) Professional Liability

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

Subcontractors performing Services for Contractor must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.i(4).

(5) Valuable Papers

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

ii) **Additional Requirements**

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

- (2) The insurance must provide for 60 days prior written notice to be given to the County in the event coverage is substantially changed, canceled or non-renewed. All deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor. Contractor agrees that insurers waive their rights of subrogation against the County of Cook, its employees, elected officials, agents or representatives.
- (3) The coverages and limits furnished by Contractor in no way limit Contractor's liabilities and responsibilities specified within this Agreement or by law. Any insurance or self-insurance programs maintained by the County of Cook apply in excess of and do not contribute with insurance provided by Contractor under this Agreement.
- (4) The required insurance is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.
- (5) Contractor must require all Subcontractors to provide the insurance required in this Agreement, or Contractor may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Contractor unless otherwise specified in this Agreement. If Contractor or Subcontractor desires additional coverages, the party desiring the additional coverages is responsible for its acquisition and cost.
- (6) The County's Risk Management Office maintains the rights to modify, delete, alter or change these requirements. "**Risk Management Office**" means the Risk Management Office, which is under the direction of the Director of Risk Management and is charged with reviewing and analyzing insurance and related liability matters for the County.

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, as permitted by Illinois law, 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 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 by completing the Identification of Subcontractor/Supplier/Subcontractor Form ("ISF"). The Chief Procurement Officer shall have the right to disapprove any Subcontractor. 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 Subcontractor 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.

l) 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 Cook County Chief Procurement Officer and its term shall be from July 1, 2015 through June 30, 2016 or until this Agreement is terminated in accordance with its terms, whichever occurs first.

b) Timeliness of Performance

- i) Contractor must provide the Services and Deliverables within the term and within the time limits required under this Agreement, pursuant to the provisions of Section 4.a and Exhibit 1. Further, Contractor acknowledges that TIME IS OF THE ESSENCE and that the failure of Contractor to comply with the time limits described in this Section 4.b may result in economic or other losses to the County.
- ii) Neither Contractor nor Contractor's agents, employees nor 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 contract 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 contained in the Agreement and shall contain a detailed description of the Deliverables, including the quantity of the Deliverables, for which payment is requested. All invoices for services shall include itemized entries indicating the date or time period in which the services were provided, the amount of time spent performing the services, and a detailed description of the services provided during the period of the invoice. All invoices shall reflect the amounts invoiced by and the amounts paid to the Contractor as of the date of the invoice. Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. Contractor shall not be entitled to invoice the County for any late fees or other penalties.

In accordance with Section 34-177 of the Cook County Procurement Code, the County shall have a right to set off and subtract from any invoice(s) or Contract price, a sum equal to any fines and penalties, including interest, for any tax or fee delinquency and any debt or obligation owed by the Contractor to the County.

The Contractor acknowledges its duty to ensure the accuracy of all invoices submitted to the County for payment. By submitting the invoices, the Contractor certifies that all itemized entries set forth in the invoices are true and correct. The Contractor acknowledges that by submitting the invoices, it certifies that it has delivered the Deliverables, i.e., the goods, supplies, services or equipment set forth in the Agreement to the Using Agency, or that it has properly performed the services set forth in the Agreement. The invoice must also reflect the dates and amount of time expended in the provision of services under the Agreement. The Contractor acknowledges that any inaccurate statements or negligent or intentional misrepresentations in the invoices shall result in the County exercising all remedies available to it in law and equity including, but not limited to, a delay in payment or non-payment to the Contractor, and reporting the matter to the Cook County Office of the Independent Inspector General.

When a Contractor receives any payment from the County for any supplies, equipment, goods, or services, it has provided to the County pursuant to its Agreement, the Contractor must make payment to its Subcontractors within 15 days after receipt of payment from the County, provided that such Subcontractor has satisfactorily provided the supplies, equipment, goods or services in accordance with the Contract and provided the Contractor with all of the documents and information required of the Contractor. The Contractor may delay or postpone payment to a Subcontractor when the Subcontractor's supplies, equipment, goods, or services do not comply with the requirements of the Contract, the Contractor is acting in good faith, and not in retaliation for a Subcontractor exercising legal or contractual rights.

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-9998-2013-07.

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 Agency. 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: COOPERATION WITH INSPECTOR GENERAL AND COMPLIANCE WITH ALL LAWS

The Contractor, Subcontractor, licensees, grantees or persons or businesses who have a County contract, grant, license, or certification of eligibility for County contracts shall abide by all of the applicable provisions of the Office of the Independent Inspector General Ordinance (Section 2-281 et. seq. of the Cook County Code of Ordinances). Failure to cooperate as required may result in monetary and/or other penalties.

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 Subcontractor 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 has 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

- i) In addition to the foregoing warranties and representations, Contractor warrants:
 - (1) 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.
 - (2) 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 affect 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

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:

- (a) the meaning, correctness, suitability or completeness of any provisions or requirements of this Agreement;
- (b) the nature of the Services to be performed;
- (c) the nature, quantity, quality or volume of any materials, equipment, labor and other facilities needed for the performance of this Agreement;
- (d) the general conditions which may in any way affect this Agreement or its performance;
- (e) the compensation provisions of this Agreement; or
- (f) any other matters, whether similar to or different from those referred to in (a) through (e) 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) **Contract Amendments**

The parties may during the term of the Contract make amendments to the Contract but only as provided in this section. Such 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 Using Agency or employee thereof has authority to make any amendments to this Contract. Any 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 amendments which are made in accordance with this Section 10.c. Contract Amendments, no Using Agency or employee thereof has authority to make any 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 Using Agency 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.
- iv) 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.

In the event that other agencies participate in a joint procurement, the County reserves the right to renegotiate the price to accommodate the larger volume.

k) Comparable Government Procurement

As permitted by the County of Cook, other government entities, if authorized by law, may wish to purchase the goods, supplies, services or equipment under the same terms and conditions contained in this Contract (i.e., comparable government procurement). Each entity wishing to reference this Contract must have prior authorization from the County of Cook and the Contractor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring the goods, supplies, equipment or services supplies/services. The County shall not be held responsible for any orders placed, deliveries made or payment for the goods, supplies, equipment or services supplies/services ordered by these entities. Each entity reserves the right to determine the amount of goods, supplies, equipment or services it wishes to purchase under this Contract.

l) Force Majeure

Neither Contractor nor County shall be liable for failing to fulfill any obligation under this Contract if such failure is caused by an event beyond such party's reasonable control and which is not caused by such party's fault or negligence. Such events shall be limited to acts of God, acts of war, fires, lightning, floods, epidemics, or riots.

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: Lanetta Haynes Turner

and

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

If to Contractor: Westside Health Authority
5417 West Division Street
Chicago, Illinois 60651
Attention: Morris Reed, Executive Director

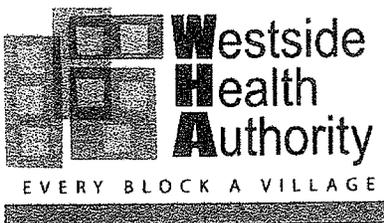
Changes in these addresses must be in writing and delivered in accordance with the provisions of this Article 11. Notices delivered by mail are considered received three days after mailing in accordance with this Article 11. Notices delivered personally are considered effective upon receipt. Refusal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



March 5, 2015

Mr. Kevin Casey
Office of the Chief Procurement Officer
Cook County Building
118 North Clark Street
Room 1018
Chicago, IL 60602

Dear Mr. Casey:

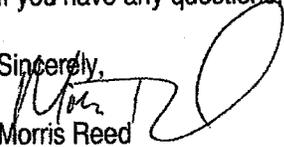
Westside Health Authority (WHA) is pleased to submit a proposal for the Cook County Recidivism Reduction Demonstration Grant. In its proposal, WHA seeks \$100,000 to serve 75 people with a targeted area of employment in order to reduce the recidivism rate for individuals released from the Cook County Juvenile Temporary Detention Center and the general population, day reporting, pre-release, women's justice services and boot camp divisions of the Cook County Jail. WHA is fully committed to honoring all aspects of the attached proposal including the services proposed at the price and within the schedule proposed.

WHA team members for the proposed project include:

Roger Ehmen, Director of Community Re-entry & Employment Center
Darryl Jefferson, Job Developer
Tonya Grisby, Case Manager
LaVerne C-Hollins, Manager, COTA & Counseling Services
David McCaskill, Career Counselor/Job Coach
Vedell Durr, Career Counselor/Job Coach
Anitra Smith, Administrative Assistant
Morris Reed, JD, CEO

If you have any questions, I can be reached at 773-378-1878.

Sincerely,


Morris Reed
Chief Executive Officer

Administrative Office • 5417 West Division Street • Chicago, IL 60651 • 773-378-1878 • www.healthauthority.org

Westside Health Authority is a 501(c)(3) not-for-profit community based organization. WHA uses the capacity of local residents to improve the well-being of their comm

Agency Description

Westside Health Authority (WHA) is a 501(c) (3) community-based organization, which was founded in 1988, and incorporated in 1990 with a broad base of membership support from hospitals, clinics, social service organizations, churches and community residents. Headquartered in the Austin Community, located on Chicago's far Westside, WHA's mission is to use the capacity of local people to improve the health and well-being of Westside residents. WHA has four divisions with 28 employees. Divisions include the Community Re-entry & Employment Center (CREC), the Youth Development Center, Healthy Lifestyles Center and Community Development Center. WHA has six office locations and serves more than 22,000 individuals and families annually.

The CREC helps the formerly incarcerated residents of Chicago successfully reintegrate back into their community by offering and providing for the supportive services, job readiness training, vocational training and employment needs of its clients. These services are also offered to veterans, handicapped, homeless and unemployed residents of Chicago. A comprehensive menu of services are offered to clients which are enumerated later in this proposal.

The Youth Development Center provides a safe place for local youth to explore their talents by encouraging positive relationships, providing dynamic programming, developing skills to complete school, experiencing the importance of positive community engagement and advocating for community improvement. Programs include academic enrichment; positive adult mentoring; life skills education & development; nutrition & fitness; service learning; cultural & artistic activities; technology; tutoring and social development.

Healthy Lifestyles provides and promotes health to enhance the overall health and well-being of the community. Some of the many programs offered include body & soul, healthy lifestyles program; lead prevention education & awareness; move n crunch; body talk; cooking matters and community-based participatory research.

Community Development is involved with violence reduction initiatives, working closely with John Jay College and the Chicago Police Department in the Chicago's Violence Reduction Strategy (VRS). Also, WHA staff participates in the Project Safe Neighborhood Program. Moreover, Community Development is involved with fighting workplace discrimination against minorities and individuals with a felony background

Since 1993, WHA has had extensive experience with workforce, youth, health, violence reduction, weatherization, technology and other grants through the City of Chicago, Cook County, Justice Advisory Council, State of Illinois and Federal government. Many of these grants were or are for programs similar to the Recidivism Reduction Demonstration Grant. In every grant, WHA has demonstrated a successful track record in achieving grant benchmarks. For instance, in the 2013 Recidivism Reduction Demonstration Grant, WHA enrolled 107 participants with a benchmark of 100, placed 37 into jobs with a benchmark of 25 and had a recidivism rate of 1% with a benchmark of 10% or less. Through the first 6 months of the \$100,000 2014 Recidivism Reduction Grant, WHA has enrolled 43 participants with an annual benchmark of 75 participants, placed 10 into jobs with an annual benchmark of 25 and had recidivism rate less than 1% with a benchmark of 10% or less. In addition, for the \$100,000 2014 Recidivism Reduction Grant, WHA introduced onsite anger management, substance abuse and mental health counseling which we believe have impacted participant recidivism rate. Furthermore, WHA currently has the following grants in which it has achieved every grant benchmark over the years: ongoing \$56,000 DFI-TANF employment/education grant, ongoing \$105,000 DFSS Re-entry Support Center grant, ongoing \$150,000 DFSS Transitional Jobs Program grant, ongoing \$60,000 DFSS Employment Preparation/Placement grant, ongoing \$80,000 DFSS COTA (cognitive behavior therapy) grant, ongoing \$75,000 DFSS Mosquito Abatement grant, ongoing \$150,000 IDOC Community Support Advisory Council (CSAC) grant, a 2-year \$1,000,000 DECO weatherization grant. More detailed information on WHA's successful track record regarding grants will be given in the Qualifications of the Proposer section of the grant.

Executive Summary

Westside Health Authority (WHA) is requesting \$100,000 to serve 75 people with a targeted area of employment in order to reduce the recidivism rate for individuals released from the Cook County Juvenile Temporary Detention Center and the general population, day reporting, pre-release, women's justice services and boot camp divisions of the Cook County Jail (CCJ). The target population service area will be the Westside of Chicago (Austin, Humboldt Park, East Garfield Park, West Garfield Park, North Lawndale and South Lawndale). WHA will place 25 or more CCJ releasees into meaningful jobs, achieve a 6-month retention rate of 75% or greater and realize a 10% or less recidivism rate. WHA, a 501(c)(3) non-profit organization located in the Austin community has been providing services for ex-offenders, youth, homeless, seniors, unemployed, handicapped and veterans for over 27 years. Founded in 1988, WHA's mission is to use the capacity of local residents to improve the well-being of the community.

2012 Cook County Jail statistics reveal a 3-year recidivism rate of 53.2%. At its Community Re-entry and Employment Center (CREC), WHA has assisted CCJ releasees for years with their employment, supportive services and training needs. As WHA's experience and the County's recidivism statistics demonstrate, Cook County Jail releasees face many challenges and obstacles to a successful and sustained re-entry back into society. In fact, WHA's experience has revealed that the CCJ population is very challenging to work with for numerous reasons which are enumerated in the proposed plan. WHA believes that its proposed plan will significantly improve the aforementioned recidivism rate and map-out a strategy to successfully tackle this issue.

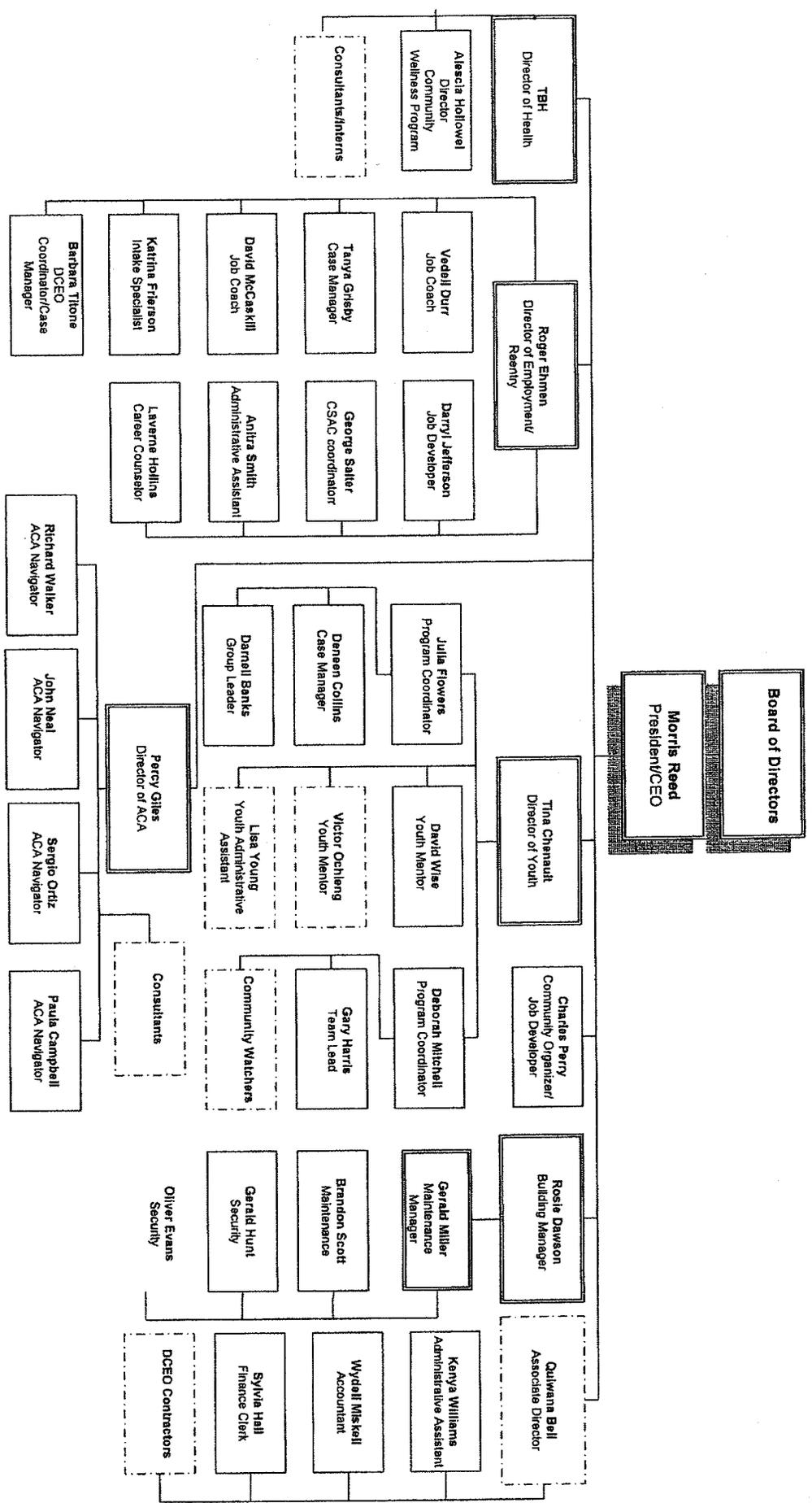
The target population enumerated above for this recidivism reduction demonstration project (RRDP) will be identified and accessed through: the Sheriff's Department of Re-entry Services Alumni Association; Sheriff Dart's Horticultural Program; and the 30 or more CCJ releases who seek services through WHA's CREC program each month. Services will be provided through WHA's CREC. Also, services will be given through over 40 partner agencies that form the Community Support Advisory Council (CSAC), an Illinois

Department of Corrections (IDOC) funded program of which WHA is the lead agency. CSAC agencies work together through linkage agreements and monthly meetings to assure that all the employment, supportive services, training and other needs of the formerly incarcerated are met. A vast array of onsite CREC services will be provided to program participants which are detailed in the program plan. These services include onsite cognitive behavior therapy and counseling (anger management, substance abuse & mental health) which we believe will significantly reduce recidivism rates. Services will be provided by a well-educated, credentialed staff of 11 FTE's who will utilize an integrated, coordinated team approach as it performs intake assessment for potential program candidates. These key personnel are enumerated in section L.

This approach has been extremely productive in helping WHA clients realize their full potential and in attaining a successful re-entry back into society. A detailed staffing plan is included in the proposed plan. WHA has an admirable record in regard to finding the formerly incarcerated jobs. In 2012-2014, over 1,500 clients were placed into jobs. In addition, WHA has an excellent job placement and 6-month retention record for funded program clients. For instance, WHA met its job placement benchmarks and had a 6-month retention rate of over 80% for its 2013-2014 DFSS-funded CDBG and TJP Programs. In regard to the 2012 CCJ TJP program, WHA placed 29 clients into jobs (benchmark was 30) with a retention rate of 76%. For the 2013 RRDP grant, WHA enrolled 107 (benchmark 100) and placed 37 into jobs (benchmark 25) with a retention rate of over 75%. In the first 6 months of the 2014 Recidivism Reduction Program, WHA has enrolled 66 (benchmark 75) and placed 13 clients into jobs (benchmark 25) and has a retention rate of over 75%. WHA has a database of 1,915 Chicago/suburban business clients that have employed one or more WHA clients since 2004. WHA plans on utilizing this extensive business partner database to find jobs for RRDP program clients. To facilitate job placement, WHA plans to leverage \$29,653 and place qualified CCJ program participants into subsidized transitional jobs. See organizational chart on the next page.

Westside Health Authority

3/1/2015



Description of Problem

Description of Problem

2012 Cook County Jail statistics reveal a 3-year recidivism rate of 53.2%. As these statistics demonstrate, Cook County Jail releasees face many challenges and barriers to a successful and sustained re-entry back into society. WHA has worked with this CCJ population for many years since many releasees seek employment, supportive services and vocational training assistance through WHA's Community Re-entry & Employment Center (CREC). In particular, WHA has found the CCJ population extremely difficult to work with for numerous reasons: little/no work history, poor job skills/training, lack of education, lack of family/peer support systems, anger/authority issues, addictions, housing, restricted movement, CCJ mandated program requirements which preclude/hinder working a job, lack of motivation and other issues which create obstacles to successful re-entry. We believe and have demonstrated during the last two years in the funded CCJ TJP program as well as through the first 18 months of the CCJ Recidivism Reduction program - that through a coordinated, team approach of dedicated staff properly assessing, motivating, identifying and resolving CCJ clients' needs - successful outcomes can be achieved in terms of employment, job retention, social service issues resolution and recidivism rate reduction.

In 2013, 30,000 IDOC inmates were released, of which 12,000 or 39% returned to Chicago. Approximately, 4,000 of the releasees paroled to Chicago's Westside. According the Cook County Jail data from 2010, the largest cluster of CCJ releasees returned to the Chicago's Westside communities of Austin, East/West Garfield Park, North/South Lawndale and Humboldt Park with 1,674 and 2,679 being released to East and West Garfield Park respectively. Thus, there is a large prevalence Cook County Jail and IDOC releasees returning the Chicago's Westside which is the target area of WHA's Recidivism Reduction proposal.

2010 statistics for the Austin, Garfield Park, and North Lawndale communities reveal:

Population – 203,527

Unemployment Rate – Austin 17.4%, Garfield Park 22.9%, North Lawndale 25.8%.

Family Poverty Rate - Austin 20.6%, Garfield Park 31.1%, North Lawndale 41.7%.

Median Household Income – Austin \$33,663, Garfield Park \$24,216, North Lawndale \$18,342

Education – Less than 9th grade 10.4%, no diploma 9th through 12th grade 26.0%

The Cook County Jail and IDOC recidivism rates of over 50% recidivism rate has the following impact on Westside communities:

- Negatively impacts the ex-felon's family structure since the father/mother figure is no longer in the home for the children. This leads to perpetuation of the generational curse where children follow in their father/mother's footsteps into a life of crime.
- Dramatically affects the operation cost of Cook County Jail, IDOC correctional centers, the courts and other costs associated with a high recidivism rate such as personnel cost for jail/prison staff and probation/parole officers.
- Impacts the social cost to society. In the absence of the bread-winner, there is the cost of food stamps, healthcare and other services required by family members who oftentimes are unemployed.
- Increases the crime rate. The combination of releasees returning to Cook County Jail and/or IDOC prisons and their children/spouses turning to crime causes the crime rate to soar.
- Increases the unemployment rate and poverty levels as bread-winners continually return to jail and/or prison because they "return to the streets' because that's all they know.
- Exacerbates the education/literacy/vocational training issues faced by those who habitually recidivate and return to jail or prison.

Description of Target Population

Westside Health Authority (WHA) is requesting \$100,000 to serve 75 people with a targeted area of employment in order to reduce the recidivism rate for individuals released from the Cook County Juvenile Temporary Detention Center and the general population, day reporting, pre-release, women's justice services and boot camp divisions of the Cook County Jail (CCJ). The target population service area will be the Westside of Chicago (Austin, Humboldt Park, East Garfield Park, West Garfield Park, North Lawndale and South Lawndale). The Westside of Chicago has a low per capita income, a high unemployment rate, a low high school graduation rate, historic substance abuse usage and a high crime rate, all of which contribute to the target population being at risk for recidivism. WHA will place 25 or more CCJ releasees into meaningful jobs and achieve a 6-month retention rate of 75% or greater. Moreover, during the course of the one-year demonstration project, WHA's recidivism reduction strategy will result in a recidivism rate 10% or less.

WHA will ensure successfully engage the target population by first identifying and accessing qualified grant participants through a number of sources. WHA has an established, ongoing working relationship with the Sheriff's Department of Re-entry Services Alumni Association who has referred qualified recidivism reduction program candidates to WHA during the last 1 ½ years of WHA's 2013 and 2014 Recidivism Reduction grants. Moreover, the WHA Director of Community Re-entry & Employment services has been interviewing graduates of Sheriff Dart's Horticultural program for job placement opportunities with a variety of landscaping companies including Christy Webber Landscaping. Finally, WHA processes approximately 30 new clients each month who were participants in the Cook County Jail general population, boot camp, work release, day reporting and women's justice populations. We believe the referrals from these sources will provide sufficient candidates for the RRDP project. Services will be provided through WHA's Community Re-entry and Employment Center's (CREC) located at 5816 W. Division Street, Chicago, IL. 60651. CREC is accessible by public transportation and to those with disabilities. Also, services will be

given through partner agencies within the Community Support Advisory Council (CSAC). WHA is contracted by the Illinois Department of Corrections (IDOC) to oversee this program of approximately 40 collaborative partner agencies who work together through linkage agreements to assure that all the employment, supportive services, training and other needs of the formerly incarcerated are met. Furthermore, the Sheriff's Department of Re-entry Services Alumni Association and non-CSAC participant agencies such as Association House, A Safe Haven, Westside Holistic Services, Sarah's Inn, Bobby Wright, Entry House, Circle Family Healthcare, Cornell Interventions, the Chicago Community Colleges and the Women's Treatment Center will provide supportive services for clients. It should also be noted that WHA has three other divisions besides the CREC. The Youth Development division will be utilized to provide for some of the service needs of RRDP participants who come from the Juvenile Detention Center. The Healthy Lifestyles division will be used to provide for some of the needed participant healthcare related services.

WHA has a successful track record in serving the target population. 93% of WHA's over 10,000 Re-Entry Center visits each year are from clients with a felony background. We have 11 staff who are experienced at serving this population. We offer an extensive menu of employment, job readiness training, supportive services, vocational training and other services designed to help individuals with a felony background have a successful return to society. WHA has demonstrated its ability to help its clients in the course of 2 grants from the Justice Advisory Council in regard to recidivism reduction. In these grants, WHA has had a recidivism rate below 10%. We are seeking a third year grant from the JAC in order to have a 3 year recidivism rate for the 100 2013 Recidivism Reduction Grant participants. A 3 year recidivism rate is ideal in measuring recidivism rates.

Program Program & Implementation Schedule

Overview of Proposed Plan:

WHA's proposed plan to meet the needs of Recidivism Reduction grant participants and to reduce recidivism under 10% encompasses the following key components:

1. Treat participants with dignity and respect. Show genuine concern for their needs. Creatively provide for participant needs through a vast array of program services which have proved to reduce recidivism over the last 18 month as a grantee recipient of the JAC Recidivism Reduction Grant.
2. Identify participant needs through an extensive and rigorous intake process. Utilize a unique blend of supportive services to address needs identified during intake. Use onsite anger management, substance abuse, mental health, domestic violence and DUI counseling coupled with cognitive behavior therapy to transform participant's criminal behavioral thinking. Complement counseling and cognitive behavioral therapy with the COTA Movement Program which affords participants with the opportunity to take what they learned in counseling sessions and apply them to their personal lives. Furthermore, utilize the weekly Overcomer's Support/Mentorship Group Meetings as a vehicle for RRDP program participants to share their "bigger than life issues" with other participants in a loving and supportive environment. Many participants find this very therapeutic.
3. Assist participants in obtaining job readiness training, vocational training, GED certification and other services in order to make them job ready. Then, place participants into meaningful jobs. When participants are working, they're less likely to recidivate.
4. Introduce spirituality to participants where deemed advisable. Most WHA clients come from a background where their Mother or Grandmother took them to church, read the Bible to them and

prayed with them. WHA, a faith-based organization, has experience in this area. We have found that spirituality oftentimes is a catalyst to transformed thinking and behavior.

Services Provided:

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

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

These services will be provided by a well-educated, credentialed staff of 11 including 1 job developer, 2 job coaches, 2 case managers, 1 certified counselor, 1 intake specialist, 1 receptionist, 2 outreach coordinators and 1 director – many of whom can directly relate to Cook County Jail releasees' issues/obstacles since they were once formerly incarcerated and/or overcame an addiction. Of the 11 staff, only 8 employees are included in the project budget with the other 3 staff being paid with leveraged funds. All referred CCJ releasees will receive a general orientation, register, take the TABE test, receive job

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

to identifying, addressing and meeting the participant's identified supportive service needs. Where appropriate, mentoring services will be provided to participants through the Overcomer Support Group which meets weekly and through WHA's Daddies of Shorties Program (DOS) participants. The mission of the DOS program is to re-engage fathers with their children in order to rebuild the family structure. Several of the DOS participants have distinguished themselves in terms of stable employment, character and maturity and would make excellent mentors. WHA will provide its over 1,900 partner employers who hire WHA clients with a vast array of program services including: on-site work assessments; identification of employer workforce needs and development of customized plans to meet these needs; employee development activities; account management; assistance with completion of TIF/TIP, empowerment zone, other appropriate tax credits and subsidies; assistance with finding and retaining qualified workers; and links to a network of community partners available to service business needs.

Implementation Schedule:

Based on the fact that WHA has received the JAC Recidivism Reduction Demonstration Grant in 2013 and 2014, the implementation schedule is less rigorous because the 2015 recidivism grant proposal is an extension of WHA's proposed program which was initially instituted 2 years ago. Also, due to WHA's previous experience, the items listed below in many cases are happening concurrently.

Months 1-12

- (1) Continue to accept referrals for intake, registration, assessment and provision of services – **Anitra Smith**
- (2) Enroll suitable candidates as participants in the RRDP program – **LaVerne Hollins**
- (3) Develop IAP's and IEP's for each participant – **Tonya Grisby** (IAP's) & **David McCaskill** (IEP's)
- (4) Identify and meet all participant needs – **Roger Ehmen**

(5) Perform weekly follow-up with participants to assure all needs are being met by WHA and collaborative partners – **LaVerne Hollins**

(6) Begin job placements with partner employers and make monthly workplace site visits – **Darryl**

Jefferson

(7) Maintain job placement and job retention data – **Darryl Jefferson**

(8) Make modifications to IAP's and IEP's as needed – **Tonya Grisby (IAP's) & David McCaskill (IEP's)**

(9) Document all participant activities and progress – **Roger Ehmen**

(10) Monitor achievement of deliverables on a monthly basis and address problem areas if any – **Roger**

Ehmen

(11) Submit monthly reports as required – **Roger Ehmen**

Record Keeping Practices:

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

Recidivism Reduction Grant Expected Outcomes

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

The case manager and job coach will meet weekly with program participants to monitor their progress toward achieving IAP and IEP goals. Joint corrective action and IAP/IEP plan modifications will be made as necessary with active input from participants. The job developer will meet monthly with employers where participants have been placed into jobs to determine participant work performance, attendance and issues that need to be addressed. The job developer will also meet with participants while visiting the businesses to determine and provide for any needs the participant may articulate and to take corrective action related to employers comments about participant work performance. In addition, job developer will ascertain and provide for employer training, human resource, work opportunity tax credit and other needs. Job developer will also verify employment for job retention purposes.

Reporting Process:

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

Follow-up Services:

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

WORK PROGRAM

C. Program Name: RRDPP

A. Delegate Agency: Westside Health Authority

3. Department: Justice Advisory Council

D. Work Program for Year 2015

(1) Program / Sub Program Activities Elements which describe the activities that will accomplish program objectives.	(2) Program Deliverables State what quantifiable units will be used to measure the progress of the proposed project. Example: classes held; units built; referrals.	(3) 2012 Planned Output by Quarter & Year Total. List of Projected quantifiable Units for each program deliverable.				(4) Performance Measures	
		1st Qt	2nd Qt	3rd Qt	4th Qt		Total
(5) Total Unduplicated Clients/Units:							
Enrollment	75 Qualified CCJ releaseses enrolled	30	30	15	0	75	Clients will receive intake & readiness training
Job Placement	25 participants will be placed	10	8	7	0	25	Perform job verification
6-month job retention	18 will remain in jobs for 180 days	0	0	7	11	18	Confirm job retention
Participants recidivate in 1 year	Less than 10 participants will recidivate	1	1	1	1	4	Re-incarceration confirmed by inmate search website, family members and probation officer

Signature of Delegate Official/Date: _____

Signature of Department Official/Date: _____

Planning & Preparation Activities/Organizational Readiness

In preparation for program execution, the following preparation activities will be undertaken:

1. Staff will be trained in regard to RRDP program objectives/goals, understanding the CCJ recidivism problem, understanding of target population barriers/obstacles/goals to successful re-entry and other program issues.
2. A special training will be given by the counselor for staff in regard to anger management, substance abuse, mental health, domestic violence and DUI counseling services as well as cognitive behavior therapy services in order for staff to better understand the role of counseling in transforming the thinking of participants in need of these services.
3. An evaluation of plan methodologies utilized in year 1 and 2 of the Recidivism Reduction Program including candidate assessment and flow of participants through the program, staffing plan, implementation schedule, planning activities, expected outcomes, record-keeping practices, confidentiality policies, performance evaluation procedures and collaboration agency partners/participant referral procedures will be conducted and changes made where appropriate.
4. Review candidate assessment instrument and make changes where necessary.
5. Meet with collaborative partners to discuss RRDP program participant eligibility, to plan candidate referral processes into the RRDP program and to discuss WHA referrals to collaborative partners for needed participant supportive services.
6. Meet with partner employers in regard to human resource needs, interviewing, program worksite supervisory requirements, documentation requirements and monthly workplace site visits by WHA job developer.
7. Begin accepting referrals for intake, registration, assessment and provision of services.

activities and progress; (10) Monitor achievement of deliverables on a monthly basis and address problem areas if any; (11) Submit monthly reports as required.

Record Keeping Practices:

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

Expected Outcomes

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

The case manager and job coach will meet weekly with program participants to monitor their progress toward achieving IAP and IEP goals. Joint corrective action and IAP/IEP plan modifications will be made as necessary with active input from participants. The job developer will meet monthly with employers where participants have been placed into jobs to determine participant work performance, attendance and issues that need to be addressed. The job developer will also meet with participants while visiting the businesses to determine and provide for any needs the participant may articulate and to take corrective action related to employer comments about participant work performance. In addition, job developer will ascertain and provide for employer training, human resource, work opportunity tax credit and other needs. Job developer will also verify employment for job retention purposes.

Reporting Process:

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

Follow-up Services:

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

Planning & Preparation Activities

In preparation for program execution, the following preparation activities will be undertaken: (1) Staff will be trained in regard to RRDP program objectives/goals, understanding of the CCJ recidivism problem, understanding of target population barriers/obstacles to successful re-entry and other program issues; (2) An evaluation of plan methodologies utilized in year 1 of the Recidivism Reduction program including candidate assessment and flow of participants through the program, staffing plan, implementation schedule, planning activities, expected outcomes, record-keeping practices, confidentiality policies, performance evaluation procedures and collaborative agency partners/participant referral procedures will be conducted and changes made where appropriate; (3) Review candidate assessment instrument and make changes where necessary; (4) Meet with collaborative partners to discuss RRDP program participant eligibility, to plan candidate referral processes into the RRDP program and to discuss WHA referrals to collaborative partners for needed participant supportive services; (5) Meet with partner employers in regard

WORK PROGRAM

A. Delegate Agency Westside Health Authority
 B. Department Cook County Justice Advisory Council

E. Work Program for Year – 2013

C. Program Name Cook County Recidivism Reduction Demonstration Project
 D. Strategy Link between the action plan and program & performance

(1) Program / Sub Program Activities Elements which describe the activities that will accomplish program objectives.	(2) Program Deliverables State what quantifiable units will be used to measure the progress of the proposed project. Example: classes held; units built; referrals.	(3) 2013 Planned Output by Quarter & Year Total. List of Projected quantifiable Units for each program deliverable.					(4) Performance Measures
		1st Q1	2nd Q1	3rd Q1	4th Q1	Total	
(5) Total Unduplicated Clients/Units:							
Enrollment	75 qualified CCJ releases will be enrolled	30	30	15	0	75	Clients will receive core and intensive services
Job Placement	25 participants will be placed into jobs	10	8	7	0	25	Job placement verification through paycheck stubs
6-month Job Retention	18 will remain on the job for 180 days	0	0	7	11	18	Job retention confirmed through paycheck stubs
Participants Who Recidivate in Year 1	7 participants will recidivate in year 1	2	2	2	1	7	Re-incarceration confirmed by inmate search/family/probation

Signature of Delegate Official/Date _____

Signature of Department Official/Date _____

Qualifications of the Proposer

Organization History:

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

In 1993, WHA initiated the Neighborhood Business Development Network (NBDN) to assist small businesses make connections, build capacity, and procure contracts from local hospitals, healthcare institutions and government. Through the NBDN, neighborhood businesses were able to secure over \$2.5 million in contracts during the first three years of operations.

In 2002, Westside Health Authority was qualified by the Mayor's Office of Workforce Development (MOWD) as a Job Preparation and Placement Services provider. WHA's Community Re-Entry and Employment Program is now funded by a Community Development Block Grant (CDBG) through the Department of Family & Support Services (DFSS), State of Illinois TANF grant, a DFSS Transitional Jobs Program (TJP) grant, a DFSS Community Re-Entry Center grant, a DFSS mosquito abatement program grant and an Illinois Department of Corrections grant to provide pre and post-release employment/support services for parolees.

Both the neighborhood business development and employment opportunities were greatly enhanced by the construction of the Austin Wellness Center, a \$9.5 million project, which was developed by WHA and opened in June 2004. WHA provided contracts to 22 neighborhood contractors, who committed

themselves to hiring community residents, including many ex-offenders. This project provided full-time, permanent employment for 26 community people.

In 2011, WHA received a \$30,000 grant funded by the Illinois Criminal Justice Information Authority to place 10 Cook County Jail individuals from the day reporting, women's justice, pre-release, boot camp and general population into transitional jobs. WHA placed 13 into jobs and met the 6-month job retention benchmark of 75%. In 2012, WHA was funded \$120,000 through the Department of Justice/Cook County Sheriff's Office to place 30 Cook County Jail individuals into jobs. WHA successfully placed 29 people with a job retention rate of 76%. In July 2013, WHA was awarded a one-year \$80,000 Recidivism Reduction Grant. WHA has placed 37 clients into jobs with a recidivism rate well under 10%. The retention rate was 75%.

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

WHA also has extensive experience with youth employment services. WHA received a \$2,400,000 contract in 2008 to serve as fiscal agent for Governor Blagojevich's Summer Youth Employment Program. This program placed 1,600 youth ages 15-22 in jobs with twelve (12) community organizations throughout the Westside. The following year, WHA was named a Hub for the Youth Ready Chicago Summer Jobs Program and placed 247 youth into jobs at 30 worksites throughout the Westside.

Past Performance Record:

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

- Community Development Block Grant (CDBG) – Chicago Department of Family & Support Services 1999-2014

- ✓ *Services:* Arrange and provide for assistance in acquiring academic or vocational skills to enable individuals to obtain, retain or improve employment and overcome barriers to employability
 - ✓ *Population:* Formerly incarcerated and low-income individuals
 - ✓ *Dollar Value of Project:* \$60,000
 - ✓ *Performance:* Met all job placement and 90-day/180-days retention benchmarks each year of contracting
 - ✓ *Name of Organization:* Chicago Department of Family & Support Services
 - ✓ *Address:* 1615 W. Chicago Avenue
 - ✓ *Reference:* Juan Cruz, DFSS, 312-744-9193, juan.cruz@cityofchicago.org

- Transitional Jobs Placement (TJP) – Chicago Department of Family/Support Services 2008-2014
 - ✓ *Services:* Work closely with partner businesses to determine their human resource needs; Place ex-offenders into subsidized jobs at partner businesses that combine real work, skills development and supportive services which may lead to permanent employment
 - ✓ *Population:* Formerly incarcerated residents of Chicago
 - ✓ *Dollar Value of Project:* \$150,000
 - ✓ *Performance:* Met or exceeded all job placement and 30, 60 and 90 job retention benchmarks each year of contracting
 - ✓ *Name of Organization:* Chicago Department of Family & Support Services
 - ✓ *Address:* 1615 W. Chicago Avenue
 - ✓ *Reference:* Juan Cruz, DFSS, 312-744-9193, juan.cruz@cityofchicago.org

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

Key Personnel

WHA will provide a motivated, experienced, qualified and superbly credentialed staff to meet the requirements of the RRDP program. Staff will provide an integrated and coordinated team approach in helping each program participant reach their goals and potential. Key personnel who will be responsible for the services to be provided include: **Roger Ehmen**, who will oversee all aspects of the RRDP on a part-time basis (15% of his time). Mr. Ehmen has a Master's Degree in Business Administration with over 20 years experience in senior-level administration and has worked in his current position as Director of CREC for 8 years. **LaVerne Hollins**, who will provide COTA & counseling services on a part-time basis (25% of her time). Ms. Hollins is a certified addictions counselor (CADC), a certified anger management specialist (CAMSII), a certified crisis prevention instructor and a certified mental illness substance counselor (MISA) with over 20 years of case management experience. Ms. Hollins has been an employee of WHA for 1 year. **Morris Reed**, who will oversee budgeting and financial monitoring of the program as well as complete program financial reports on a part-time basis (10% of his time). Mr. Reed has a Bachelor's Degree in Business Administration and has a Juris Doctorate (JD). Mr. Reed has worked at WHA for 18 years. **Darryl Jefferson**, who will provide job developer services, will devote 100% of his time to the RRDP. Mr. Jefferson has a Master's Degree in Arts and has been with WHA for less than 1 year. **Tonya Grisby**, who will provide case management services on a part-time basis (25% of her time). Ms. Grisby has 5 years of experience as a case manager at WHA. **David McCaskill**, who will provide job coach services on a part-time basis (25% of his time) for RRDP. Mr. McCaskill has a Bachelor's Degree in Psychology and has worked at WHA for 2 years. **Vedell Durr**, who will provide job coach services will devote 25% of his time in the RRDP. Mr. Durr has a Bachelor's Degree in Business Administration from Robert Morris College and has worked at WHA for 8 years. **Anitra Smith**, who will provide administrative assistant duties, has been allocated for

25% of her time for the RRDP. Ms. Smith is close to received a Bachelor's of Science Degree in Biology and has been with WHA for 6 months.

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

QUALIFICATIONS/PROFESSIONAL SKILLS:

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

EMPLOYMENT HISTORY:

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

EDUCATION:

1964 - 1968

Western Illinois University

Macomb, IL.

- Received Bachelor, Business Administration degree

1972 - 1973

Northern Illinois University

DeKalb, IL.

- Received Master's, Business Administration degree

REFERENCES:

References available upon request

Minister Laverne Campbell - Hollins, DD, CADC, MISA1, CANS 11, CPI, DUI EVALUATOR
7221 Division St. # 8 630-235-1171

River Forest, Illinois 60305

lavernehollins@yahoo.com
RESUME'

SUMMARY:

An "idea generator" with experience. Demonstrated a track record of moving into assignments and accurately producing results. Known in career as a progressive, results- oriented manager and counselor. Known for keeping on top of clients cases and motivating others to do so. Area of expertise: Behavioral Health and Human Services.

EXPERIENCE:

COMMUNITY SUPPORT ADVISORY COUNCILS/CSAC –W

Westside Health Authority- Chicago, Illinois 60651

- *Execute various services to develop resources to meet complicated circumstances, plights and difficulties participants from IDOC, their families and residents*
- *Provide Anger Management, MISA, Alcohol & Substance Abuse Counseling and DUI Preparation and Cognitive Behavior classes*
- *Evaluate and Assess participants that need extensive counseling in collaboration with supportive services in the social service arena*

CHEMICAL DEPENDENCY COUNSELOR/ MENTAL HEALTH THERAPIST

Bridging the Tys to Jordan – Chicago, Il. 2011 – present

- *Provide mental health and alcohol/drug treatment services to clients, including: Screening diagnosis and referral of clients to appropriate programs, depending on clients need; provide individual or group counseling; prepare reports for pre-sentence investigation and deferred prosecution; be responsible to assure completion of appropriate intake paperwork; teach A/D?IS classes; provide intensive outpatient program services; provide DUI client assessments, and arrange for alcohol/drug detoxification services.*
- *Serve as designated Chemical Dependency Professional and designated Mental Health Professional, maintain close relationship with law enforcement, court services, and other allied service providers (as indicated)*

QUALITY ASSURANCE SPECIALIST/RECOVERY COUNSELOR

NEW HOPE/ New Birth Christian Center, Chicago, Illinois 2008 –2010

- *Screening, Intake, Orientation, Assessment of clients and set up service plans.*
- *Group and One on One Counseling, Documentation, Record Keeping.*
- *Developed a medical/social linkage support delivery professional service to clients.*
- *Addiction Awareness and Crisis Intervention Workshops.*

PROGRAM DIRECTOR

NEW HOPE/New Birth Christian Center, Chicago, Illinois 2010- 2012

- *Developed and implemented program, activities and staff for the adult day program*
- *Trained staff to provide nonviolent crisis intervention*
- *Initial intake and assessment of clients from nursing facilities*

BUSINESS DIRECTOR/CONSULTANT

Willis House of Refuge, NFP Transitional Housing, Chicago, Illinois 2009 – Present

- *Oversee contract for the Illinois Department of Correction Inmate Re Entry Program.*
- *Implementing case management and connecting inmate to medical/social support services.*
- *Oversee contracts for On the Job Training 55 & Older, SER, NCBA, Easter Seals, National Able.*
- *Provide training and supervision to individuals to conduct general office/clerical, job readiness skill for training program.*
- *Provide structured daily discussion groups, such as AA, NA, and New Beginnings.*

- Assist with accessing resources in the community for family counseling, behavior modification, community linkages, educational workshops and seminars.

RECEPTIONIST

Marshall Field's & Co, (Macy's), Oak Brook, Illinois 2005 - 2009

- Greeted and directed guests and customers.
- Answered telephone and overhead paged.
- Set appointments for 70 designers and managers.
- Fielded calls regarding customer issues, intervened and assisted.
- Routed and kept track of samples checked out.

BEHAVIOR TECHNICIAN

Seguin Service, Inc., Cicero, Illinois 2001 – 2005

- Developed treatment plans and behavior protocols to assist mentally impaired adults, addressing emotional problems such as anger, substance abuse, and social interaction.
- Assessed learning abilities and develop plans for clients to interact in the community.
- Illustrated different techniques to staff and family members to better equip them working with a high risk population which suffers different maladaptive behaviors.

EDUCATION:

National Anger Management Association – November 11, 2013
 Certificate Of Ordination, Apostle – 2013
 Kingdom of Heaven University, Doctor of Divinity - 2012
 Certified Anger Management Specialist 11
 Domestic Violence Instructor 2012
 Nonviolent Crisis Intervention – 2012
 Certified Crisis Prevention Instructor
 IAODAPCA – CADC –2010
 Triton College Addiction Counseling Certificate 2010
 Autism Conference, October, 2003
 Dept of Children Family Services, SAS Y Training, 1999
 Illinois Dept of Corrections, Chaplains Training, 1998
 Certification of Ordination, Pastor, Evangelist. 1996
 The Bryman School of Nursing, Medical Office Assistant, 1984
 Operation Uplift Training Institute Secretarial Management - 1983

PROFESSIONAL & COMMUNITY LEADERSHIP:

White Cap Nursing, Inc. – Crisis Prevention Training Instructor	2012
Community Support Advisory Council – West (WHA) – Advisory Council	2012
Westside Health Authority – a Board of Director	2009
New Birth Christian Center – ATR Counselor	2008
Calvary Memorial Church – Celebrate Recovery Counselor	2006
Westside Area Coordinator/Project Restoration	1999
Good News Jail and Prison Ministry	1999
Community Advocate, Cook County Juvenile Court System	1998
President and Council Member, Good News Jail and Prison Ministry	1997
Minister, Advisory Brd Member, Congressman Danny K. Davis, 7 th Congressional District	1996
Minister Volunteer, Illinois Correctional Institutions	1995
Health Fair Coordinator, 29 th Ward Alderman Danny K. Davis	1993
Community Coordinator, Prudential	1992

AWARDS AND COMMENDATIONS:

President and Council Member Award from Good News Jail and Prison Ministry	2000
Juvenile Advocate Award from Good News Jail and Prison Ministry	1999
Certificate of Appreciation, U.S. Postal Service	1995
Community Leadership Award from Mayor Harold Washington, City of Chicago	1985
Community Leadership Award from Organization for a Better Austin	1978

MORRIS REED ESQ.

4018 South Drexel • Chicago Illinois 60653 • 773.354.2841 • mreed@healthauthority.org

PROFILE

Experienced as a non for profit administrator and community developer, Morris currently serves as the Chief Executive Officer the Westside Health Authority (WHA). Morris has overseen the development of 6 new locations and provided fiscal management and project supervision for over 40 employees and over \$20 million dollars in private and public funded projects.

Core competencies include:

- Accounting Management
- Legal & Financial Analysis
- Fiscal Planning
- Cash Management
- Budgeting
- Cost Reductions
- Cost Allocation Planning
- Technology Integration
- Regulatory Compliance
- Efficiency Improvements
- Project Management

SUMMARY OF QUALIFICATIONS

- 10 year experience serving as the Director of Finance for an organization with over 50 employees and annual budget exceeding \$6 million.
- Served as the Owners Representative for the development of an \$11 million capital project using a mixture of foundational, grant, conventional and tax exempt bond financing.
- Extensive experience in accounting for diverse and restricted revenues from Individual, Corporate, City of Chicago, CPS, State of Illinois (including ISBE) and Federal sources.
- Juris Doctorate (JD), Bachelors of Science in Finance, Illinois License Attorney, Illinois License Real Estate Broker, Cook County Notary Public.

EDUCATION

Juris Doctorate (JD), 2002
DEPAUL UNIVERSITY – Chicago, IL

Bachelor of Science Degree in Business Administration, 1996
MARQUETTE UNIVERSITY – Milwaukee, WI

PROFESSIONAL EXPERIENCE

Westside Health Authority – Chicago, Illinois	1997 – Present
Reed Real Estate – Chicago Illinois	2002- 2012
Law Offices – Chicago Illinois	2002 - 2012
Merrill Lynch – Oak Brook IL	1995-1997

ASSOCIATIONS & AWARDS

2012 Men of Excellence, Who's Who in Chicago, McNair Citizen Award, Cook County Bar Association, Austin Chamber of Commerce, Chair of Coalition for Community Banking

Darryl R. Jefferson
4804 N. Linder
Chicago, Illinois 60630
(312) 434-3111
djefferson@mail.roosevelt.edu

Formal Education

- Roosevelt University, Chicago, IL. Master's In Art Training & Development May 3, 2013
- Roosevelt University, Chicago, IL Master's In Arts Training & Development Instructional Design Credentials -2011
- Roosevelt University, Chicago, IL Bachelor of General Studies Degree-Liberal Studies, Minor Social Science- May 2007
- Lakeland Community College, Mattoon, IL Associates in Liberal Studies- June 2001

Professional Experience and Results

Job Developer/Employment Specialist

Westside Health Authority

- Establishes and maintains relationships with businesses who are interested in WHA assisted them with their human resource needs.
- Functions as an employment specialist assisting clients with job readiness training, resume creation, interviewing skills techniques, career planning and job maintenance strategies.
- Assists clients with job placement at partner businesses.
- Prepares for and holds job club sessions once per week.
- Documents all client services in the client database.

Life Skills Reentry Employment Case Manager/Job Developer/Job Coach/Parole Liaison

Illinois Department of Corrections/Roosevelt University 5/01/08-6/30/14

- Provided Life Skills and Employment Resources for over 250 clients annually a year
- Provided in-depth assessment & evaluations for the clients long & short term goals for recommended employment, supportive services and vocational training opportunities as well as assisted clients with provision of needed services.
- Identified potential business partners and met with them in order to provide ongoing job opportunities for program graduates.
- Provided current and up-to-date employment opportunities to potential clients, assisting them with job placement.
- Provided resume and cover letter preparation for clients
- Attended community based reentry program meetings with Tasc/ Westside Health Authority
- Traveled to different government agencies within the metropolitan Chicago area providing flyers, brochures, and speaking with potential clients returning home.
- Processed over 250 people a year with effective Case Management/Guidance Counseling
- Input all data information for potential clients
- Submitted Monthly and Yearly Reports.
- Provided Public Motivational speeches for the Illinois Department of Corrections, and Behavioral Intervention program.
- Establishes and maintained relationship between the department and Illinois Dept. Of Corrections (Parole Office) as a Parole Liaison; as public relations specialist, promote program and establish connections with community-based organizations

Leadership Experience and Activities

- Illinois Department of Corrections Clearance to Enter Prisons
- Representative for the Group of 500 Plus for Successful Citizens
- March 2014 Speaking engagement at the Department of Human Services
- Speaking engagement for the Illinois Department Parole office West Grand
- Speaking engagement for the Behavioral Intervention Graduation/ Community Connections
- Interviews for Roosevelt University Mansfield Institution Class project for Successful Returning Citizens.
- Illinois Department of Corrections Summit of Hope Conference 2012
- Facilitate Orientations, Parole Workshop, and job interviewing workshops
- Proficient in Microsoft word, power point, and outlook
- Facilitate the Personal Career Development class teaching Life Skills
- Volunteer Instructor at the Living Word Christian Center Teaching GED & Advising
- Member of the CSAC-West Council for the Austin Community

Tonya L. Grisby

1016 N Monitor
Chicago, IL 60651
773.440.0044
grisby.tonya@yahoo.com

Profile

Career oriented professional who has demonstrated comfort and proficiency working in fast-paced environments to complete assignments accurately and on-time. Comfortable collaborating on functionally and ethnically diverse teams to complete assignments, exceed goals and elevate standards. Possess good character, high energy and effective communications skills, which ensure a positive work environment and strong team cohesion.

Areas of Expertise

- Case Management
- Data Entry
- Referral Coordination
- File Management
- Reception
- Customer Service

Professional Experience

Westside Health Authority – Receptionist/Case Manager – Chicago, IL – (05/2010 – Present)

- Assess the social services and immediate needs of people and refer to the proper agency
- Provide direct individual and family services with emphasis on meeting the psychosocial, emotional and health needs of participants
- Maintain new client records, both on paper and in databases, and produce monthly reports
- Distribute, copy and file documents required by contractual obligations and law
- Answer a multi-line phone system to transfer calls and take messages
- Maintain accurate, timely documentation of participants' progress and contacts

A-Pro Staffing – Data Entry Specialist/Customer Service Rep – Chicago, IL – (07/2008 – 04/2010)

- Successfully completed temporary assignments at Ceda, Banco Popular and RTA
- Read source documents such as canceled checks, sales reports or bills, and entered data in specific data fields
- Compiled, sorted and verified the accuracy of data before it is entered
- Greeted and interviewed clients to gather information to see if the individual qualified for services
- Filed, sorted, scanned, faxed and copied documents
- Handled inbound calls in fast-paced, high volume call center to provide directions and answer questions about RTA services and routes

Blockbuster Online – Supervisor – Chicago, IL – (05/2002 – 04/2007)

- Supervised 20 employees per shift who engaged in customer service, data entry and picking/packing activities
- Packaged and mailed online orders, according to customer's specifications
- Operated an industrial mailing machine to process and mail orders

Education/Training

College of Office Technology – Certificate of Completion – Chicago, IL

- Concentration: Computer Technology

Marshall High School – Diploma – Chicago, IL

- Concentration: General Education

David C. McCaskill

1445 W. Glenshaw Ave
Chicago, IL 60624
697-0902

Chicago, Illinois 60624
dmcaskill1959@gmail.com

PROFESSIONAL EXPERIENCE

Westside Health Authority, Community Re-Entry & Employment

CHICAGO, ILLINOIS

Job Placement Specialist

July 2013 - Present

Responsible for helping individuals research possible career options and search out job openings that match their career interests.

- Helps clients identify personal interests and life goals
- Assists clients in planning strategic career moves and developing leadership skills
- Finds new employment opportunities for clients
- Reviews clients' resumes and cover letters and provides feedback
- Rehearses job interview tactics with clients and offers advice
- Helps clients write resumes and letters to prospective employers
- Helps clients conquer habits that prevent job advancement
- Counsels clients on how to strengthen their weaknesses
- Guides clients who desire to make a career change

Chicago Urban League, Human Capital Development

CHICAGO, ILLINOIS

Programs Director for Continuum of Male Services

September 2004 - April 2013

Responsible for providing support to the Department Director with the on-going development of the social services programs of the Human Capital Development Department relating to adult and adolescent males by:

- Supporting and strengthening families, building self-confidence, and developing greater self-sufficiency.
- Creating, developing, and implementing programs and support group, and strategies to further the goals and mission of the department.
- Providing opportunities for fathers as well as father figures meaningful interactions with their children through planned activities such as attending the circus, zoo, ball games, cookouts, and other events that bring children together with their fathers.
- Providing direct supervision to 5+ case managers and administrative support members.
- Fostering and building partnerships and relationships with community-based, faith-based and social service organizations within the community to further collaborative initiatives.
- Monitoring and evaluating the overall success of the program and program participants through development of a strong Quality Assurance Program.
- Analyzing situations, directing, and evaluating the performance of direct reports.
- Developing internal training programs for staff and identifying external training opportunities for staff.

David C. McCaskill

1145 W. Greenhaw Ave
Chicago, IL 60624
630-697-1002

Chicago, Illinois 60624
dmccaskill1959@gmail.com

Male Involvement Specialist

March 2000 – September 2004

Delivered direct services, administer bi-level case management, and provide referrals for 60 paternal participants in a 250 participant program for custodial and non-custodial fathers—eighteen to forty years of age.

- Designed and implemented assessment processes and support services to determine client needs.
- Developed protocol for crisis prevention and intervention services.
- Assisted clients with strategic planning and family support in order to empower them to be self-sufficient and reconnect with their children.
- Conducted family needs/education/career assessments.
- Provided individual counseling sessions.
- Organized and participated in community forums that addressed issues in the African American community such as parenthood, absent fathers, employment, healthy lifestyles, housing, economics, education, incarceration, and substance abuse.

Selected Accomplishments:

- Developed and implemented participants' individual strategy plans
- Established linkages with criminal justice system via probation and parole officers as a referral base
- Reorganized the Male Involvement program weekly focus group and improved/increased client participation by 75%

St. Joseph Carondelet

Residential Counselor/Overnight Supervisor

CHICAGO, ILLINOIS

May 1995 – March 2002

Responsible for promoting the physical, emotional, social, behavioral and moral development of 23 adolescent residents with a variety of problems, difficulties and obstacles through:

- Assisting in the coordination of residential services and providing professional treatment and care to residents.
- Providing a range of residential counseling and skills training services to clients and their families, tracking and reporting on resident's treatment progress, and providing peer leadership.
- Enforcing and providing a nurturing environment and close, intensive supervisor and security for residents.
- Reviewing staff and incident logs in a consistent and timely manner.

Selected Accomplishments:

- Assisted in the development of a new point system to encourage positive behavior.
- Implemented conjoining tutoring program.
- Provided supervision to 11 residents 13 to 18 years of age.

COMPRAND Youth and Women Services
Intake Coordinator/Addiction Counselor

CHICAGO, ILLINOIS

May 1986 - May 1995

- Actively developed and implemented written treatment plans in conjunction with the client and supervisor as a member of the adolescent substance abuse treatment team
- Handled responsibilities for client flow.
- Kept client records and case management files.

David C. McCaskill

4143 W. Gretnshaw Ave
Chicago, Illinois 60624

Chicago, Illinois 60624
dmccaskill1959@gmail.com

- Provided client referrals and case coordination.
- Reinforced positive role modeling.

Selected Accomplishments:

- Increased client enrollment by 85%.
- Developed and implemented client's initial treatment plan to satisfy funding agency rule of a 30-day treatment plan for each client.
- Suggested and implemented new case files procedures.

EDUCATION

Chicago State University
Bachelor of Arts

CHICAGO, ILLINOIS
June 2002

Additional Training and Certificate Programs

Certified Domestic Violence Facilitator, Chicago Board of Governors Program (Psychology), Certified Parent Training Instructor/Effective Black Parenting, The Center for the Improvement of Child Caring (CICC), Illinois Council on Training/Professional In-Service Training, The University of Oklahoma Advanced Child Care Course, Certified Healthy Start Fathers Curriculum Facilitator, ADISA Future Positive Systems, Inc.

References:

Shari Runner, Supervisor, Chicago Urban League
Vice-President
(773) 285-5800

Shelia Jenkins, Sr. Manager of Human Resources
Chicago Urban League
(773) 285-5800

Bertha Mitchell-Smith, Professional
(773) 978-6717

1828 N. Luna
Chicago, IL 60639
(773-637-4451)
vedelldurr3@yahoo.com

Vedell Durr Jr.

Objective: To secure full time employment based on my education and work skills.

Work Experience:

10-01-07 to Present Westside Health Authority Chicago, IL.

- **Job Coach**
- Review and correct clients' resumes.
- Discuss career goals with clients and assess clients' work history, job skills, job training/certifications and develop IEP's with assistance of clients.
- Conduct mock interviews.
- Assist clients with on-line job applications.
- Identify job opportunities which match clients' job skills and refer clients for potential interviews.
- Ascertain supportive service needs such as GED and refer to staff Case Manager for assistance.
- Work closely with Job Developer and Case Manager to meet all of clients' employment and social service needs.
- Continue to meet with clients until customers obtain employment.
- Follow-up with customers after employment for 6 months to determine if any issues have developed which need to be addressed.

03-12-06 to 07-12-07 T.H. Ryan Cartage Maywood, IL.

- **Maintenance – Parts Pick up and Delivery**
- Cleaned entire office and mechanics shop.
- Picked-up and delivered truck parts.
- Picked-up and dropped off drivers to specific locations.

10-31-05 to 01-21-06 BPS Staffing Chicago, IL.

- **General Office Clerk**
- Worked for job agency at various companies.
- Performed data entry.
- Functioned as mail clerk.
- Printed and copied materials.
- Provided excellent customer service.

05-03-03 to 08-24-05 Oce Business Services Chicago, IL.

- **Assistant Manager Office Services**
- Assist Manager in daily operation of mail and copy center
- Lead copy and Digital Print operator
- Monthly sales summary
- Customer service

01-02-02 to 05-01-03 cCpy Corps. Chicago, IL.

- **Copy and Digital Print Operator**
- Operated high speed and litigation copy operator.
- Bound documents.
- Provided excellent customer service.
- Participated in quality control programs.

12-99 to 07-01 Bowne Business Solutions Chicago, IL.

- **Lead Digital Print Operator**
- Functioned as lead copy clerk.
- Functioned as mail clerk.
- Assisted Paralegals with special projects.

04-97 to 12-99 Merrill corporation Chicago, IL.

- **Lead Fax Coordinator – Copy – Mail Clerk**
- Functioned as Head Fax Department Clerk.
- Operated copy machines for large orders.
- Functioned as mail clerk.
- Handled court filings.

01-95 to 04-97 Pitney Bowes Management Chicago, IL.

- **Lead Copy Operator**
- Functioned as copy clerk.
- Functioned as mail clerk.
- Bound documents.
- Completed monthly sales summary report.

Education

- **Robert Morris College** Chicago, IL.
- Diploma – Business Administration 1986
- **Harrison High School** Chicago, IL
- Diploma – 1981

Software

- M.S. Word, Outlook, Excel, Internet Explorer

References

- Available upon request

References:

Dino Durham /5464 W. Kamerling /Chicago, Illinois 60651 773-504-2324 / Business Associate

Juan Herrera /1824 N. Luna / Chicago, Illinois 60639 / 773-612-5189 / Neighbor

Gail Starling /1426 N. Mason / Chicago, Illinois 60651 /202-427-8391 /Business Associate

ANITRA Y. SMITH

1226 Mackinaw Ave, Calumet City Illinois 60409

(Cell) 312-671-3823

anitras@sbcglobal.net

SUMMARY

A polished Administrative and Social Service Professional with extensive experience in child welfare, family advocacy, human resources, administration, supervision, training, and customer service. A powerful verbal and written communicator, with the wisdom to foster open relationships while maintaining confidentiality. Proficient in Microsoft software applications.

CORE COMPETENCIES

Human Resource Support • Relationship-Building • Problem-Solving • Customer Service • Resource Management • Information Technology • Meeting and Special Event Planning • Confidential Correspondence • Multi-Line Telephone System Client/Customer Communication • Family Advocacy • Payroll Experience • Benefit Management • Personnel Documentation Certified Nursing Assistant • Pediatric Medically Complex Rehabilitation • Caregiver Support Services to Families

PROFESSIONAL HISTORY

Westside Health Authority, Chicago, Illinois
Intake Specialist November 2014-Present

- Conduct Job Orientations for Re-Entry program and Employment Service Center.
- Orientation for non-offenders as well as ex-offenders seeking employment.
 - Screen applicants and assign job coaches.
 - Enter data on each applicant after completing packets and take test.

POPPEL ESTATES, Chicago, Illinois
Certified Nursing Assistant (CNA) August 2010–November 2014

- Provide daily living assistance to Estate residents.
- Assistance with daily hygiene,
 - Occupational and physical therapeutic services
 - Offer companionship to Estate residents

THE YOUTH CAMPUS, Chicago, Illinois
Lead Family Care Specialist, 1995 – 2009

- Provided support to the Support Services Supervisor for Foster Care agency.
- Assisted with recruitment, hiring, training and supervision of direct service transportation staff.
 - Developed and maintained transportation schedules for 75-100 clients.
 - Provided valuable input for staff performance evaluations.
 - Provided advocacy and supervision for foster care clients, foster parents, and biological parents.
 - Maintained daily personnel and client confidential documentation.
 - Attended meetings on site and in the community regarding client progress and well-being.
 - Coordinated submittal of time management documentation, time cards, and travel reimbursement for seven staff.

EDUCATION

SOUTH SUBURBAN COLLEGE, Calumet City, Illinois
Major: Biology

RELATED EXPERIENCE AND TRAINING

Human Resource experience including:

- Screening applicants for employment
- Verifying potential candidate's qualifications and references for employment offers.
- Maintaining personnel documentation
- Benefit Management
- Payroll experience
- Extensive supervisory and performance management
- Extensive administrative and clerical functions

EXHIBIT 2

Schedule of Compensation

Appendix II - Budget Justification Form (Budget Narrative)**Personnel**

Narrative Justification: Enter a description of the personnel and fringe benefit funds requested and how their use will support the purpose and goals of your proposal. If your proposal includes partner organizations, please briefly explain each organizations role, amount of grant funding to be dispersed to each organization and how each organization will be held accountable to the terms of the grant as outlined by the proposal.

Personnel for this project will include:

Roger Ehmen, WHA Employment and Reentry Director will oversee all aspects of the RRD. Roger will spend approximately 15% of his time on this initiative coordinating staff and implementing program directives. **LaVerne Hollins**, will provide COTA & counseling services, and will spend approximately 25% on this initiative. **Darryl Jefferson**, will provide job developer services for clients to reduce recidivism, this will be a major component of this program and he will devote 100% of his time to the RRD. **Tonya Grisby**, will provide case management services to participants. It is estimated that she will spend 25% of her time on this initiative. 2 job coaches will be assigned to this initiative: **David McCaskill** and **Vedell Durr** who will each provide job coach services for an estimated 25% of time. **Anitra Smith**, who will provide administrative assistant duties, has been allocated for 25% of her time for the RRD. Finally, **Morris Reed**, WHA CEO, will oversee program benchmarks as well as budgeting and financial monitoring of the program as well as complete program financial reports (estimated at 10%).

Contract/Consultant

Narrative Justification: Enter a description of the contract services and/or consultants funds requested and how their use will support the purpose and goals of your proposal. Please briefly include the qualifications of each contractor service provider and/or consultant.

N/A- Westside Health Authority does not intend to use contractors for this initiative

Equipment

Narrative Justification: Enter a description of the equipment and how its purchase will support the purpose and goals of this proposal.

WHA will lease a copier/printer/fax machine from Ricoh Co. for 12 months for this initiative. The monthly cost of this rental is \$348.97/mo.

Materials and Supplies

Narrative Justification: Enter a description of the Materials and Supplies requested and how their purchase will support the purpose and goals of this proposal.

WHA estimates the cost of general office supplies to be \$350/month. This includes business cards for staff, pens, copier paper, binders, folders, etc. Supplies used by staff as well as program participants.

Printing

Narrative Justification: Enter a description of Printing requested and how their purchase will support the purpose and goals of this proposal.

WHA is not requesting funds for printing (see above requests for copier rental and paper requests).

Other Direct Costs

Narrative Justification: Enter a description of each item and how their use will support the purpose and goals of this proposal.

WHA is requesting funds for mileage reimbursement for staff associated with project. This includes funds for reimbursement of mileage estimated at 25 miles per week, reimbursed at a rate of \$.56/mile. This mileage is expected to be paid to staff members in service to participants supportive service needs and for other meeting requests.

WHA is requesting funds for parking reimbursements for staff that attend meetings, estimated at 1 per month (12 total) at \$25/per occurrence.

Indirect Costs

Narrative Justification: Enter a description of each item and how their purchase will support the purpose and goals of this proposal.

Indirect funds requested (\$11, 785, or 10%) will help to cover building expenses for the WHA Employment and Reentry Center. Rent attributed to this initiative is \$1000/month for 375 sq ft at \$32/per sq foot (includes rent, janitorial, security, insurance). Leveraged funds for this initiative is \$29,369.

Sustainability

Narrative Justification: Enter a description of how the applicant organization has entertained the question of sustainability beyond the Recidivism funds (if awarded). Please describe how you intend to continue the program operations after the grant ends.

Westside Health Authority has a long history in serving the formerly incarcerated population—helping to reintegrate returning citizens back into productive members of society and reducing recidivism. In order to fulfill this mission, WHA has solicited support from diverse funding sources including City, State, County, Corporate, and private donors over the past 15 years. The commitment to serve this population has also recently expanded into serving juveniles with criminal backgrounds. WHA will continue to advocate for this underserved population and seek sources of funding from diverse sponsors.

EXHIBIT 3

Evidence of Insurance

ACORDTM CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)

5/12/2015

PRODUCER INSURANCE SUPPORT SYSTEMS INC 6962 W North Ave Chicago, IL 60707 (312) 831-4650		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED WESTSIDE HEALTH AUTHORITY 5437 WEST DIVISION STREET CHICAGO, IL 60651 773-354-2841		INSURERS AFFORDING COVERAGE	NAIC#
		INSURER A: GREAT AMERICAN INSURANCE COMPANY	
		INSURER B: ZURICH INSURANCE COMPANY	
		INSURER C: PHILADELPHIA INSURANCE CO.	
		INSURER D: ESSEX INSURANCE COMPANY	
		INSURER E:	

COVERAGES

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

INSR LTR	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMSMADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	PAC 757-44-80	05-31-14	05-31-15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000								
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	CAP 0006282	05-31-14	05-31-15	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$								
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMSMADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	UMB 757-44-80	05-31-14	05-31-15	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$ \$								
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC 03237924	10-03-14	10-03-15	<table border="1"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 1,000,000</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
WC STATUTORY LIMITS	OTHER													
E.L. EACH ACCIDENT	\$ 1,000,000													
E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000													
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000													
C		OTHER DIR. & OFF	PHSD325200	05-31-14	05-31-15	\$ 1,000,000 LIMIT								
D		CYBER LIABILITY	DB501903	10-06-14	10-06-15	\$ 1,000,000 LIMIT								
A		PROFESSIONAL LIA	PAC 757-44-80	05-31-14	05-31-15	\$ 2,000,000 LIMIT								

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

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

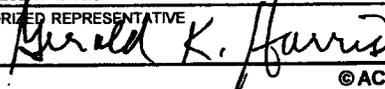
CERTIFICATE HOLDER

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

CANCELLATION

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

AUTHORIZED REPRESENTATIVE



**COOK COUNTY
ECONOMIC DISCLOSURE STATEMENT
AND EXECUTION DOCUMENT
INDEX**

Section	Description	Pages
1	Instructions for Completion of EDS	EDS i - ii
2	Certifications	EDS 1- 2
3	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest	EDS 3 - 12
4	Contract and EDS Execution Page	EDS 13-15
5	Cook County Signature Page	EDS 16

SECTION 1
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 Proposer responding to a Request for Proposals, and every Respondent responding to a Request for Qualifications, and others as required by the Chief Procurement Officer. The execution of the EDS shall serve as the execution of a contract awarded by the County. The Chief Procurement Officer reserves the right to request that the Bidder or Proposer, or Respondent provide an updated EDS on an annual basis.

Definitions. 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, as applicable.

Affiliate means a person that directly or indirectly through one or more intermediaries, Controls is Controlled by, or is under common Control with the Person specified.

Applicant means a person who executes this EDS.

Bidder means any person who submits a Bid.

Code means the Code of Ordinances, Cook County, Illinois available on municode.com.

Contract shall include any written document to make Procurements by or on behalf of Cook County.

Contractor or *Contracting Party* means a person that enters into a Contract with the County.

Control means the unfettered authority to directly or indirectly manage governance, administration, work, and all other aspects of a business.

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

Joint Venture means an association of two or more Persons proposing to perform a for-profit business enterprise. Joint Ventures must have an agreement in writing specifying the terms and conditions of the relationship between the partners and their relationship and respective responsibility for the Contract

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 who lobbies.

Person or *Persons* means any individual, corporation, partnership, Joint Venture, trust, association, Limited Liability Company, sole proprietorship or other legal entity.

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.

Proposal means a response to an RFP.

Proposer means a person submitting a Proposal.

Response means response to an RFQ.

Respondent means a person responding to an RFQ.

RFP means a Request for Proposals issued pursuant to this Procurement Code.

RFQ means a Request for Qualifications issued to obtain the qualifications of interested parties.

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

Section 1: Instructions. Section 1 sets forth the instructions for completing and executing this EDS.

Section 2: Certifications. Section 2 sets forth certifications that are required for contracting parties under the Code and other applicable laws. 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 3: Economic and Other Disclosures Statement. Section 3 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 Applicant to the warranties, representations, agreements and acknowledgements contained therein.

Required Updates. The Applicant is required to keep all information provided in this EDS current and accurate. In the event of any change in the information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Applicant shall supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is required.

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, and the Applicant is expected to comply fully with these ordinances. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit the web-site at cookcountyiil.gov/ethics-board-of.

Authorized Signers of Contract and EDS Execution Page. If the Applicant is a corporation, the President and Secretary must execute the EDS. In the event that this EDS is executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation, satisfactory to the County that permits the person to execute EDS for said corporation. 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.

If the Applicant is a partnership or joint venture, all partners or joint venturers must execute the EDS, unless one partner or joint venture has been authorized to sign for the partnership or joint venture, in which case, the partnership agreement, resolution or evidence of such authority satisfactory to the Office of the Chief Procurement Officer must be submitted with this Signature Page.

If the Applicant is a member-managed LLC all members must execute the EDS, unless otherwise provided in the operating agreement, resolution or other corporate documents. If the Applicant is a manager-managed LLC, the manager(s) must execute the EDS. The Applicant must attach either a certified copy of the operating agreement, resolution or other authorization, satisfactory to the County, demonstrating such person has the authority to execute the EDS on behalf of the LLC. 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.

If the Applicant is a Sole Proprietorship, the sole proprietor must execute the EDS.

A "Partnership" "Joint Venture" or "Sole Proprietorship" operating under an Assumed Name must be registered with the Illinois county in which it is located, as provided in 805 ILCS 405 (2012), and documentation evidencing registration must be submitted with the EDS.

SECTION 2

CERTIFICATIONS

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE APPLICANT IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE APPLICANT 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 APPLICANT IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE APPLICANT 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 subparagraphs (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 APPLICANT HEREBY CERTIFIES THAT: The Applicant has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Applicant has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Applicant would not violate the provisions of such Section or of the Code.

B. BID-RIGGING OR BID ROTATING

THE APPLICANT HEREBY CERTIFIES THAT: In accordance with 720 ILCS 5/33 E-11, neither the Applicant 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 APPLICANT HEREBY CERTIFIES THAT: The Applicant will provide a drug free workplace, as required by (30 ILCS 580/3).

D. DELINQUENCY IN PAYMENT OF TAXES

THE APPLICANT HEREBY CERTIFIES THAT: *The Applicant 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 34-171.*

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 APPLICANT HEREBY CERTIFIES THAT: *It is in compliance with 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. INSPECTOR GENERAL (COOK COUNTY CODE, CHAPTER 34, SECTION 34-174 and Section 34-250)

The Applicant has not willfully failed to cooperate in an investigation by the Cook County Independent Inspector General or to report to the Independent Inspector General any and all information concerning conduct which they know to involve corruption, or other criminal activity, by another county employee or official, which concerns his or her office of employment or County related transaction.

The Applicant has reported directly and without any undue delay any suspected or known fraudulent activity in the County's Procurement process to the Office of the Cook County Inspector General.

H. CAMPAIGN CONTRIBUTIONS (COOK COUNTY CODE, CHAPTER 2, SECTION 2-585)

THE APPLICANT CERTIFIES THAT: It has read and shall comply with the Cook County's Ordinance concerning campaign contributions, which is codified at Chapter 2, Division 2, Subdivision II, Section 585, and can be read in its entirety at www.municode.com.

I. GIFT BAN, (COOK COUNTY CODE, CHAPTER 2, SECTION 2-574)

THE APPLICANT CERTIFIES THAT: It has read and shall comply with the Cook County's Ordinance concerning receiving and soliciting gifts and favors, which is codified at Chapter 2, Division 2, Subdivision II, Section 574, and can be read in its entirety at www.municode.com.

J. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-160;

Unless expressly waived by the Cook County Board of Commissioners, 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 annually by the Chief Financial Officer of the County, and shall be posted on the Chief Procurement Officer's website.

The term "Contract" as used in Section 4, I, of this EDS, 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.

SECTION 3

REQUIRED DISCLOSURES

1. DISCLOSURE OF LOBBYIST CONTACTS

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

Name	Address
_____	_____
_____	_____
_____	_____

2. LOCAL BUSINESS PREFERENCE STATEMENT (CODE, CHAPTER 34, SECTION 34-230)

Local business means a Person, including a foreign corporation authorized to transact business in Illinois, having a bona fide establishment located within the County at which it is transacting business on the date when a Bid is submitted to the County, and which employs the majority of its regular, full-time work force within the County. A Joint Venture shall constitute a Local Business if one or more Persons that qualify as a "Local Business" hold interests totaling over 50 percent in the Joint Venture, even if the Joint Venture does not, at the time of the Bid submittal, have such a bona fide establishment within the County.

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

Yes: X No: _____

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

Westside Health Authority, 5417 W. Division Street, Chicago, IL 60651

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

Yes: X No: _____

3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (CODE, CHAPTER 34, SECTION 34-172)

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

All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-5) and complete the Affidavit, based on the instructions in the Affidavit.

4. REAL ESTATE OWNERSHIP DISCLOSURES.

The Applicant 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 Applicant in Cook County:

PERMANENT INDEX NUMBER(S): See Attached

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

- b) _____ The Applicant owns no real estate in Cook County.

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

If the Applicant 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 Applicant must explain below:

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Applicant certified to all Certifications and other statements contained in this EDS.

WHA PROPERTY LISTING

	Property Address	P.I.N.#
1	5852 W. North Avenue	13-32-412-029-0000
2	5850 W. North Avenue	13-32-412-030-0000
3	5422 W. Division Street	16-04-130-035-0000
4	4928 W. Chicago	16-04-429-028-0000
5	4824 W. Chicago	16-04-430-024-0000
6	4822 W. Chicago	16-04-430-025-0000
7	4814 W. Chicago	16-04-430-026-0000
8	820 N. Cicero Avenue	16-04-430-027-0000
9	818 N. Cicero Avenue	16-04-430-028-0000
10	816 N. Cicero Avenue	16-04-430-029-0000
11	808 N. Cicero Avenue	16-04-430-030-0000
12	4800 W. Chicago Avenue	16-04-430-031-0000
13	622 N. Lotus	16-09-108-021-0000
14	5332 W. Ferdinand Street	16-09-119-013-0000
15	5039 W. Huron	16-09-210-006-0000
16	4932 W. Ohio	16-09-214-030-0000
17	213 N. LeClaire Avenue	16-09-408-014-0000
18	4318 W. Washington	16-10-418-032-0000
19	1521 S. Drake Avenue	16-23-223-008-0000
20	6424 S. Wood Street	20-19-211-032-0000
21	8541 S. Ada Street	20-32-320-012-0000
22	2627 E. 74th Place	21-30-121-012-0000
23	8106 S. Burnham Avenue	21-31-123-023-0000
24	144 W. 105th Street	25-16-209-039-0000
25	1018 W. 104th Place	25-17-209-027-0000
26	1435 W. 120th Street	25-29-104-010-0000

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT

The Cook County Code of Ordinances (§2-610 *et seq.*) requires that any Applicant for any County Action must disclose information concerning ownership interests in the Applicant. This Disclosure of Ownership Interest Statement must be completed with all information current as of the date this Statement is signed. Furthermore, this Statement must be kept current, by filing an amended Statement, until such time as the County Board or County Agency shall take action on the application. The information contained in this Statement will be maintained in a database and made available for public viewing.

If you are asked to list names, but there are no applicable names to list, you must state NONE. An incomplete Statement will be returned and any action regarding this contract will be delayed. A failure to fully comply with the ordinance may result in the action taken by the County Board or County Agency being voided.

"Applicant" means any Entity or person making an application to the County for any County Action.

"County Action" means any action by a County Agency, a County Department, or the County Board regarding an ordinance or ordinance amendment, a County Board approval, or other County agency approval, with respect to contracts, leases, or sale or purchase of real estate.

"Person" "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. A Person that holds stock or a beneficial interest in the Applicant and is listed on the Applicant's Statement (a "Holder") must file a Statement and complete #1 only under **Ownership Interest Declaration**.

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers.

This Statement is being made by the Applicant or Stock/Beneficial Interest Holder

This Statement is an: Original Statement or Amended Statement

Identifying Information:

Name Westside Health Authority

D/B/A: Westside Health Authority FEIN NO/SSN (LAST FOUR DIGITS): 9879

Street Address: 5417 W. Division

City: Chicago State: IL Zip Code: 60651

Phone No.: 773.378.1878 Fax Number: 773.786.2752 Email: mreed@healthauthority.org

Cook County Business Registration Number: GBL-2015-005412
(Sole Proprietor, Joint Venture Partnership)

Corporate File Number (if applicable): _____

Form of Legal Entity:

Sole Proprietor Partnership Corporation Trustee of Land Trust

Business Trust Estate Association Joint Venture

Other (describe) _____

Ownership Interest Declaration:

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

Name	Address	Percentage Interest in Applicant/Holder

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

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

3. Is the Applicant constructively controlled by another person or Legal Entity? Yes No
 If yes, state the name, address and percentage of beneficial interest of such person, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship

Corporate Officers, Members and Partners Information:

For all corporations, list the names, addresses, and terms for all corporate officers. For all limited liability companies, list the names, addresses for all members. For all partnerships and joint ventures, list the names, addresses, for each partner or joint venture.

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office
Morris Reed	4018 S. Drexel, Chicago, IL 60651	President	1st Term Expires June 30, 2016

Declaration (check the applicable box):

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

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

Morris Reed
Signature

mreed@healthauthority.org
E-mail address

Subscribed to and sworn before me
this 06 day of May, 2015

x *Sylvia Hall*
Notary Public Signature

President & CEO

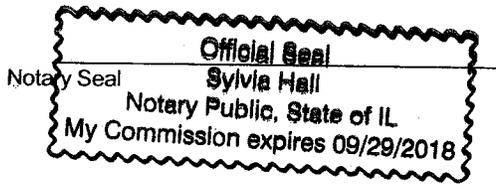
Title

5/6/2015
Date

773.378.1878

Phone Number

My commission expires: *09/29/2018*





COOK COUNTY BOARD OF ETHICS
69 W. WASHINGTON STREET, SUITE 3040
CHICAGO, ILLINOIS 60602
312/603-4304 Office 312/603-9988 Fax

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION

Nepotism Disclosure Requirement:

Doing a significant amount of business with the County requires that you disclose to the Board of Ethics the existence of any familial relationships with any County employee or any person holding elective office in the State of Illinois, the County, or in any municipality within the County. The Ethics Ordinance defines a significant amount of business for the purpose of this disclosure requirement as more than \$25,000 in aggregate County leases, contracts, purchases or sales in any calendar year.

If you are unsure of whether the business you do with the County or a County agency will cross this threshold, err on the side of caution by completing the attached familial disclosure form because, among other potential penalties, any person found guilty of failing to make a required disclosure or knowingly filing a false, misleading, or incomplete disclosure will be prohibited from doing any business with the County for a period of three years. The required disclosure should be filed with the Board of Ethics by January 1 of each calendar year in which you are doing business with the County and again with each bid/proposal/quotation to do business with Cook County. The Board of Ethics may assess a late filing fee of \$100 per day after an initial 30-day grace period.

The person that is doing business with the County must disclose his or her familial relationships. If the person on the County lease or contract or purchasing from or selling to the County is a business entity, then the business entity must disclose the familial relationships of the individuals who are and, during the year prior to doing business with the County, were:

- its board of directors,
- its officers,
- its employees or independent contractors responsible for the general administration of the entity,
- its agents authorized to execute documents on behalf of the entity, and
- its employees who directly engage or engaged in doing work with the County on behalf of the entity.

Do not hesitate to contact the Board of Ethics at (312) 603-4304 for assistance in determining the scope of any required familial relationship disclosure.

Additional Definitions:

“*Familial relationship*” means a person who is a spouse, domestic partner or civil union partner of a County employee or State, County or municipal official, or any person who is related to such an employee or official, whether by blood, marriage or adoption, as a:

- | | | |
|----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Parent | <input type="checkbox"/> Grandparent | <input type="checkbox"/> Stepfather |
| <input type="checkbox"/> Child | <input type="checkbox"/> Grandchild | <input type="checkbox"/> Stepmother |
| <input type="checkbox"/> Brother | <input type="checkbox"/> Father-in-law | <input type="checkbox"/> Stepson |
| <input type="checkbox"/> Sister | <input type="checkbox"/> Mother-in-law | <input type="checkbox"/> Stepdaughter |
| <input type="checkbox"/> Aunt | <input type="checkbox"/> Son-in-law | <input type="checkbox"/> Stepbrother |
| <input type="checkbox"/> Uncle | <input type="checkbox"/> Daughter-in-law | <input type="checkbox"/> Stepsister |
| <input type="checkbox"/> Niece | <input type="checkbox"/> Brother-in-law | <input type="checkbox"/> Half-brother |
| <input type="checkbox"/> Nephew | <input type="checkbox"/> Sister-in-law | <input type="checkbox"/> Half-sister |

**COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

A. PERSON DOING OR SEEKING TO DO BUSINESS WITH THE COUNTY

Name of Person Doing Business with the County: _____

Address of Person Doing Business with the County: _____

Phone number of Person Doing Business with the County: _____

Email address of Person Doing Business with the County: _____

If Person Doing Business with the County is a Business Entity, provide the name, title and contact information for the individual completing this disclosure on behalf of the Person Doing Business with the County:

B. DESCRIPTION OF BUSINESS WITH THE COUNTY

Append additional pages as needed and for each County lease, contract, purchase or sale sought and/or obtained during the calendar year of this disclosure (or the proceeding calendar year if disclosure is made on January 1), identify:

The lease number, contract number, purchase order number, request for proposal number and/or request for qualification number associated with the business you are doing or seeking to do with the County: _____

The aggregate dollar value of the business you are doing or seeking to do with the County: \$ _____

The name, title and contact information for the County official(s) or employee(s) involved in negotiating the business you are doing or seeking to do with the County: _____

The name, title and contact information for the County official(s) or employee(s) involved in managing the business you are doing or seeking to do with the County: _____

C. DISCLOSURE OF FAMILIAL RELATIONSHIPS WITH COUNTY EMPLOYEES OR STATE, COUNTY OR MUNICIPAL ELECTED OFFICIALS

Check the box that applies and provide related information where needed

The Person Doing Business with the County is an **individual** and there is **no familial relationship** between this individual and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

The Person Doing Business with the County is a **business entity** and there is **no familial relationship** between any member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity or employees directly engaged in contractual work with the County on behalf of the business entity, and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

**COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

- The Person Doing Business with the County is **an individual** and **there is a familial relationship** between this individual and at least one Cook County employee and/or a person or persons holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County. **The familial relationships are as follows:**

Name of Individual Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

- The Person Doing Business with the County is **a business entity** and **there is a familial relationship** between at least one member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity and/or employees directly engaged in contractual work with the County on behalf of the business entity, on the one hand, and at least one Cook County employee and/or a person holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County, on the other. **The familial relationships are as follows:**

Name of Member of Board of Director for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Officer for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Person Responsible for the General Administration of the Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
---	--	--	----------------------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Agent Authorized to Execute Documents for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
--	--	--	----------------------------------

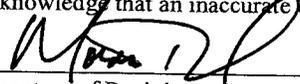
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Employee of Business Entity Directly Engaged in Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
--	--	--	----------------------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

VERIFICATION: To the best of my knowledge, the information I have provided on this disclosure form is accurate and complete. I acknowledge that an inaccurate or incomplete disclosure is punishable by law, including but not limited to fines and debarment.



 Signature of Recipient

8/6/15

 Date

SUBMIT COMPLETED FORM TO: Cook County Board of Ethics
 69 West Washington Street, Suite 3040, Chicago, Illinois 60602
 Office (312) 603-4304 – Fax (312) 603-9988
 CookCounty.Ethics@cookcountyil.gov

* Spouse, domestic partner, civil union partner or parent, child, sibling, aunt, uncle, niece, nephew, grandparent or grandchild by blood, marriage (i.e. in laws and step relations) or adoption.

SECTION 4

CONTRACT AND EDS EXECUTION PAGE

PLEASE EXECUTE PAGES 13, 14, & 15

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

Execution by Corporation

Westside Health Authority
Corporation's Name

773.378.1878
Telephone

Secretary Signature

Morris Reed-
President's Printed Name and Signature

mreed@healthauthority.org
Email

Date

Execution by LLC

LLC Name

Date

*Member/Manager Printed Name and Signature

Telephone and Email

Execution by Partnership/Joint Venture

Partnership/Joint Venture Name

Date

*Partner/Joint Venturer Printed Name and Signature

Telephone and Email

Execution by Sole Proprietorship

Printed Name Signature

Date

Assumed Name (if applicable)

Telephone and Email

Subscribed and sworn to before me this

06 day of May, 2015.

Sylvia Hall
Notary Public Signature

My commission expires: 09/29/2018

Notary Seal



*If the operating agreement, partnership agreement or governing documents requiring Notary Public, State of IL, members, managers, partners, or joint venturers, please complete and execute additional Contract and Commission Expires 09/29/2018

SECTION 4

CONTRACT AND EDS EXECUTION PAGE

PLEASE EXECUTE PAGES 13, 14, & 15

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

Execution by Corporation

_____ Corporation's Name	_____ President's Printed Name and Signature
_____ Telephone	_____ Email
_____ Secretary Signature	_____ Date

Execution by LLC

_____ LLC Name	_____ *Member/Manager Printed Name and Signature
_____ Date	_____ Telephone and Email

Execution by Partnership/Joint Venture

_____ Partnership/Joint Venture Name	_____ *Partner/Joint Venturer Printed Name and Signature
_____ Date	_____ Telephone and Email

Execution by Sole Proprietorship

_____ Printed Name and Signature	_____ Date
_____ Telephone	_____ Email

Subscribed and sworn to before me this
_____ day of _____, 20__.

My commission expires:

_____ Notary Public Signature	_____ Notary Seal
----------------------------------	----------------------

If the operating agreement, partnership agreement or governing documents requiring execution by multiple members, managers, partners, or joint venturers, please complete and execute additional Contract and EDS Execution Pages.

SECTION 4

CONTRACT AND EDS EXECUTION PAGE

PLEASE EXECUTE PAGES 13, 14, & 15

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

Execution by Corporation

_____ Corporation's Name	_____ President's Printed Name and Signature
_____ Telephone	_____ Email
_____ Secretary Signature	_____ Date

Execution by LLC

_____ LLC Name	_____ *Member/Manager Printed Name and Signature
_____ Date	_____ Telephone and Email

Execution by Partnership/Joint Venture

_____ Partnership/Joint Venture Name	_____ *Partner/Joint Venturer Printed Name and Signature
_____ Date	_____ Telephone and Email

Execution by Sole Proprietorship

_____ Printed Name and Signature	_____ Date
_____ Telephone	_____ Email

Subscribed and sworn to before me this
_____ day of _____, 20__.

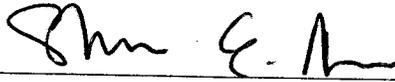
My commission expires:

_____ Notary Public Signature	_____ Notary Seal
----------------------------------	----------------------

If the operating agreement, partnership agreement or governing documents requiring execution by multiple members, managers, partners, or joint venturers, please complete and execute additional Contract and EDS Execution Pages.

SECTION 5
COOK COUNTY SIGNATURE PAGE

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



COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS _____ DAY OF _____, 20_____.

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

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

1553-14328B

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)