

**PROFESSIONAL SERVICES AGREEMENT**

**RECIDIVISM REDUCTION SEED GRANT (\$24,000)**

BETWEEN



COOK COUNTY GOVERNMENT

JUSTICE ADVISORY COUNCIL OF COOK COUNTY

AND

SOUTH SUBURBAN PADS

CONTRACT NO. 1553-14329D

# 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 South Suburban PADS, doing business as a Corporation of the State of Illinois, hereinafter referred to as "Contractor."

**BACKGROUND**

*The County of Cook issued a Request for Proposals "RFP" for Recidivism Reduction Seed Grant (\$24,000). 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:     South Suburban PADS  
414 West Lincoln Highway  
Chicago Heights, Illinois 60411  
Attention: Dr. Geraldine Palmer, 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

S O U T H  
S U B U R B A N  
P A D S



*Transforming lives Building community Changing systems*

March 4, 2015

Sharon E. Andrews, Chief Procurement Officer  
Cook County Government  
118 N. Clark Street, Room 1018  
Chicago, IL 60602

Dear Ms. Andrews:

Please accept the attached proposal and support documents requesting a \$24,000 grant from the Cook County Justice Advisory Council's Recidivism Reduction Seed Grant. We are South Suburban PADS (SSPADS), a 501 (c)(3) nonprofit organization serving south/southwest Cook County. The agency provides emergency shelter, transitional and permanent supportive housing, in conjunction with an array of supportive services to bolster housing stability for individuals and families experiencing homelessness, including a significant number of formerly incarcerated persons.

Under this initiative, SSPADS commits to provide services in a pilot project for up to 25 formerly incarcerated individuals for the grant amount indicated and schedule proposed. Our proposal will detail our prior experience in serving formerly incarcerated individuals in our programs and services and plan to use housing, employment and intensive case management (ICM) along with other ancillary services such as on-site physical and mental health care to assist in reducing recidivism.

The members of the team would include the Director of Programs and Operations, Darryl Calhoun, Housing Manager, Regina Stevens, Emergency Shelter Manager, Kimberly Christmas, Employment Specialist, Bill Roberts and Recovery Specialist/Case Manager, Pamala Barbee.

If you require any additional information or have questions, please contact me at (708) 550-4411 ext. 101 or [gpalmer@sspads.org](mailto:gpalmer@sspads.org).

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Geraldine L. Palmer".

Dr. Geraldine L. Palmer  
Executive Director

414 W. Lincoln Highway \* Chicago Heights, IL 60411 \* 708-550-4411 ext. 101

**Recidivism Reduction Project (RRP)**

**Proposal**

**Submitted to:**

**Cook County Justice Advisory Council**

**Submitted by:**

**South Suburban PADS**

**Section B: Agency Description**

South Suburban PADS (SSPADS) is a 25-year old, 501 (c)(3), nonprofit corporation serving south/southwest Cook County. The agency's service area encompasses the 52 contiguous communities in the region with emergency shelter sites in 13 of those communities and program and administration offices in three communities. SSPADS is recognized as a leader in the southland region, operating a 30 site emergency shelter network, the largest in Cook County and the only agency to develop and construct a 77-unit residential building specifically for individuals and families experiencing homelessness in the area.

**Mission**

The mission of SSPADS is to prevent and end homelessness. Key characteristics of SSPADS' programs are interfaith partnerships, hospitality, compassion, service and dignity.

**Current Programs and Services**

SSPADS delivers an array of services working to meet the complex needs of individuals and families experiencing homelessness which include the emergency shelter network that provides warm, secure overnight lodging, meals and hospitality throughout the region from October 1 to April 30. SSPADS owns 83 units of transitional and permanent supportive housing and manages 48 scattered site leased units, in conjunction with an array of supportive services to bolster housing stability that include on-site physical health care services, recovery services (consumer-choice), intensive case management, employment and income increasing services (e.g. social-security disability), a jobs-training program in culinary arts, and referrals to our partner Grand Prairie Services for mental health care.

**Population Served**

Through its emergency shelter, transitional and permanent housing, along with supportive services, SSPADS has prior experience serving a number of sub-populations of individuals and families experiencing homelessness including single men and women, heads of households with minor children, veterans, previously incarcerated individuals, women fleeing from and formerly involved in domestic violence and youth ages 18 to 24.

**Successful Track Record**

Data gathered and analyzed in January of this year showed that out of 15 individuals using SSPADS emergency shelters who disclosed that their prior residence was an institutional setting (e.g. hospital, mental health, jail), 6 shared that prior location was jail. In FY2014, out of 49 shelter users who disclosed that their last residence was an institutional setting, 13 shared that prior location was jail. In FY2013, SSPADS housed 136 individuals and families struggling with homelessness in transitional and permanent supportive housing in our owned and scattered-site leased units. In FY2014, with the adoption of the Housing First and harm reduction models, the agency housed 236 individuals and families, 100 more than the previous year. Additionally, the agency maintains an 85% housing retention rate annually.

It is estimated that out of the numbers served and housed, approximately 10% of the participants are formerly incarcerated, if not more. Many do not disclose their history for a number of reasons. Often, key personnel only find out when attempts are being made to secure transitional or permanent housing. However, SSPADS has established a good number of private landlords willing to lease units to individuals who have high barriers to securing housing such as participants attempting to reenter the community.

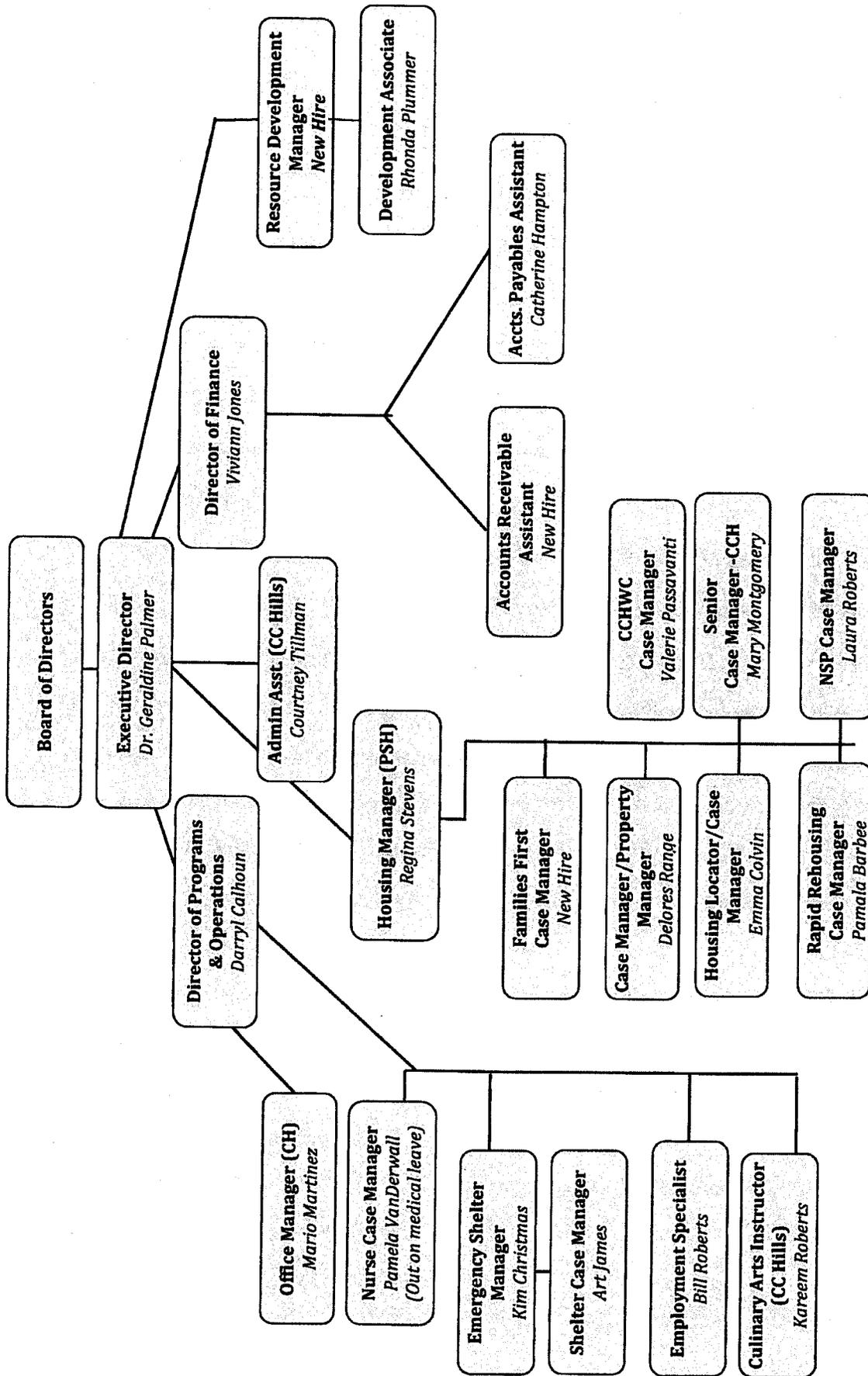
### **Section C. Executive Summary & Agency Organization Chart**

South Suburban PADS is conscious of the high recidivism rates in Cook County and already serve individuals formerly incarcerated who have become homeless. The agency is committed to growing and adapting our programs and services to specifically meet the emerging needs of the communities we serve. To this end, the Recidivism Reduction Project (RRP) will use housing, employment and intensive case management (ICM) as a platform to pilot a program that specific focuses on formerly incarcerated individuals.

Program objectives include ensuring up to 25 individuals formerly incarcerated receive transitional or permanent housing in an apartment or single room occupancy unit and offer them a paid pre-apprenticeship training in drywall and painting through South Suburban Community Development Corporation and intensive case management as the core components. An Employment Specialist will also work to secure the participants other jobs and/or income, if applicable. SSPADS is also committed to expanding the program for a larger group of participants provided the pilot is successful.

SSPADS is confident this project will increase the agency's visibility as a provider who effectively serves the target population. As a result we anticipate a reduction in the numbers of individuals returning to Cook County jails as well as improvement in the participants' quality of life. Key personnel in the project will include the Director of Programs and Operations, Rapid Rehousing Case Manager, Housing Manager, Housing Locator, Emergency Shelter Manager and Employment Specialist. Further in partnership with South Suburban Community Development Corporation, SSPADS anticipates a number of units, set-aside for this project.

The total cost of implementation is \$40,843.17. Your investment of \$24,000 in a seed grant will be leveraged with other funding to operate the project.



## Section D. Description of Problem

For persons reentering the community from incarceration, a number of variables play a significant role in their success such as securing employment, obtaining physical and mental health care, and being effective at navigating life outside of incarceration. Fontaine and Biess (2012, p. 3) note that while employment and overcoming a number of reentry barriers are important, “it can certainly be argued that finding and securing adequate housing is chief among the reentry challenges that formerly incarcerated persons face”.

<sup>1</sup> Further, Fontaine and Biess posit that even securing a job, managing or maintaining sobriety or navigating life are most likely improbable without housing.

South Suburban PADS concurs with the authors determination and in an interview with the Housing Manager in discussing the target population she shared, “When the shelter season ends, many times guys will break the law just to return to jail because they see it as a way to have a place to live inside with food to eat” (Personal Communication, Regina Stevens). Unfortunately, while the justice system is simply doing its job, incarceration places individuals at risk of housing instability once they are released. Many ends up homeless and the challenge to find housing only intensifies because now they have criminal records and landlords shy away from leasing units to this population.

The Safer Foundation in Chicago, a well-known provider serving formerly incarcerated individuals shared, “that more than 10 percent of those coming in and out of prisons are homeless in the months before and after incarceration.”<sup>2</sup> Lutze (2014, para. 2)<sup>3</sup> argued that “Without a safe and stable place to live where individuals formerly incarcerated can focus on improving themselves and securing their future, all of their energy is focused on the immediate need to survive the streets”. She further contended that being homeless also makes it extremely hard to move forward or to find the social support from others necessary to be successful.” In

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<sup>1</sup> Fontaine, J., Biess, J. (2012). Housing as a platform for formerly incarcerated persons. Urban Institute.

<sup>2</sup> Safer Foundation, (2015). Housing initiative. Retrieved from <http://www.saferfoundation.org/services-programs/housing-initiative>

<sup>3</sup> Lutze, F. (2014). “Housing First” helps keep ex-inmates off the streets (and out of prison). Next City.

2014, The Alliance to End Homelessness – Suburban Cook reported that nearly 13% of the known homeless population in suburban Cook County is considered chronically homeless, meaning he or she has been homeless for an extended period of time or cycled in and out of homeless for consistently. When the most vulnerable individuals experiencing chronic homelessness in Cook County were surveyed, nearly 50% shared they had spent time in jail or prison in the past.<sup>4</sup>

Thus, as hundreds of individuals are released from Cook County jail, making their way back to the south suburbs of Cook County and attempting to reenter this area will be no easy task. Along with the barrier of having a criminal record, the loss of blue-collar jobs occurring for decades as manufacturing plants closed, in conjunction with the most recent economic downturn, leaves this population without much hope, but can be mitigated if not eradicated with intervention as proposed in this pilot project. With data in hand from the project, stakeholders can disseminate best practices and build solid programs that address reentry challenges.

#### **.Section E. Description of Target Population**

SSPADS proposes to serve individuals, men and women (single or heads of households), ages 18 and above who have been formerly incarcerated. It is expected the target population, a sub-population of the aggregate participants using the agency's emergency shelters and walk-ins would be primarily African American because the agency serves approximately 80% to 90% African Americans annually. The proposed participants would be prior or first-time users of our emergency shelter network comprised of 30 sites in 13 south/southwest communities of Cook. Most will have no income, specifically recently coming from incarceration and others have been out of confinement for a year or so, will most likely still have no-to-low income, which

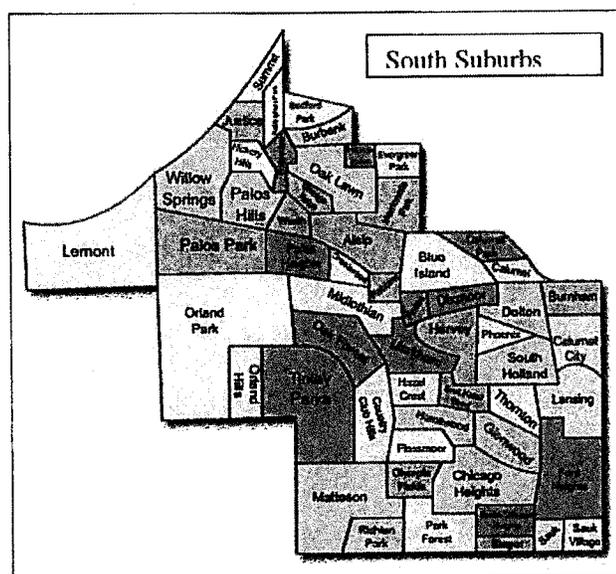
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<sup>4</sup> Alliance to End Homelessness-Suburban Cook (2014). A strategic plan forward to end homelessness. 2014-2017 Strategic Plan.

contributes significantly to their continued homelessness. Overall, it is expected that at least 10% will disclose a mental illness, addictive behavior or be dual diagnosed, and/or a domestic violence survivor or perpetrator.

### Service Area

The service area is comprised of the south and southwest suburbs of Cook County shown below:



### Target Population and Recidivism

Individuals who have been formerly incarcerated and homeless are at extreme risk of recidivating because without housing stability it is nearly impossible to secure employment and other needs to stay out of jail. Moreover, going back to jail has become an alternative to being homeless for many formerly incarcerated individuals as SSPADS has found through its experience.

### Experience Serving the Intended Population

SSPADS has served the intended population since its inception—1990 or 25 years. The agency knows first-hand how difficult it is to find affordable housing for the population due to

their criminal records and other behaviors. To this end, personnel work to establish relationships with area landlords and have a good number on the roster. These landlord partners are willing to work with SSPADS as the agency ensures safe-keeping of their property and fiscally responsible with rent subsidies.

#### Ensuring Successful Engagement

SSPADS will ensure successful engagement by initially providing outreach into its emergency shelter network to identify the target population in addition to providing street outreach. Many times subpopulations who struggle with homelessness do not use shelters.

#### **Section F. Proposed Program & Implementation Schedule**

##### Goal Statement

The purpose of this pilot project is to use SSPADS' expertise in housing and supportive services to foster successful reentry into the community by persons formerly incarcerated, thereby helping them to avoid re-incarceration.

##### Target Population

The target population is formerly incarcerated individuals who:

- 1) would intentionally commit crimes to return to jail in efforts to meet the basic needs of food and shelter; and
- 2) cannot secure permanent housing as a result of having felony records and other related issues without intervention

##### Objectives

The vision for this initiative is to reduce recidivism while building SSPADS' capacity to operate an expanded program serving the target population. Objectives are as follows:

1. To reduce recidivism in individuals (up to 25) formerly incarcerated in the

south/southwest Cook area

2. To increase their job marketable skills and secure a living wage jobs or increase income through public benefits (if eligible); and
3. To provide support, encouragement and referrals to foster empowerment and self-esteem

### **Outreach**

To recruit participants to the project, outreach into the 30 emergency shelter sites will take place by the Shelter Case Manager. When a participant self-discloses their status as being formerly incarcerated, he or she will be asked if they wish to participate in the program, as program participation is voluntary as in all of SSPADS' programs. Using a Housing First approach, if the participant says yes, a housing unit will be secured as rapidly as possible, if there are none available at the time. The participant does not need income to be housed immediately.

### **Intake and Assessment**

Once the individual consents to program participation and while the Housing Locator is working on securing a unit, an intake assessment will be conducted by a case manager, along with helping the participant to secure appropriate identification if needed and any other resources needed to acquire the unit. SSPADS is fortunate to have several furniture stores who will provide at least a bed, while other household goods will be secured through in-kind donations.

### **Transitional and/or Permanent Supportive Housing**

The Housing Locator will work with area landlord partners including South Suburban Community Development Corporation to find transitional housing (an apartment of Single Room Occupancy SRO) unit that is available for up to six-months) or a permanent housing unit (no stay limit). The lease will go in the tenant's name in most cases, but SSPADS does have some

housing programs where the lease may go into the agency's name. In any case a lease will be signed and the tenant is expected to comply with the lease.

### **Job Training and Employment**

#### *South Suburban Community Development Corporation (SSCDC):*

Once housed the Employment Specialist will work with each participant to place them in South Suburban's Pre-Apprenticeship Training in Drywall and Painting. SSCDC's Pre-Apprenticeship Program is nationally certified and designed to prepare students to enter an apprenticeship program, start their own company, or become gainfully employed. The impetus for the program is to train candidates to assist SSCDC in renovation development projects they are working on and other community service projects throughout the region. The program is delivered in eight weeks. Program applicants are required to pass a drug test; take reading and math aptitudes tests and achieve a seventh grade equivalency score; and complete an interview session with program administrators.

#### *SSPADS Employment Specialist*

South Suburban PADS employs an Employment Specialist who will provide job readiness training (e.g. teaching resume writing, interviewing skills, among other components), and job placement, working to expand the agency's employer partner base and assisting participants in securing jobs.

### **Intensive Case Management (ICM)**

The Rapid Rehousing case manager will provide intensive case management, similar to all case management models in that it contains assessment, planning, linkage, monitoring, and advocacy. However, intensive case management calls for more face-to-face contact and the case

manager would have only work with the participants in the program. Additionally, the model calls for more direct service than standard case management.

#### Ancillary Programs

A strong component in the project is participants may take advantage of supportive services that SSPADS offers including its on-site health care services. Participants may see a nurse or nurse practitioner who will at minimum, address any acute issues and refer the person for follow-up care in the cases of chronic illnesses (e.g. hypertension and diabetes). Mental health services are generally provided by our formal partner, Grand Prairie Services (GPS). The case manager who will work in the project is also a Recovery Specialist and will provide services in this area for the participants in the project as well.

#### Innovative approaches to treating trauma

SSPADS delivers its housing through Housing First and harm reduction approaches. Harm reduction is an evidenced-based approach and refers to policies and practices that aim primarily to reduce adverse health, social, and economic consequences of high risk behaviors and benefits people engaging in high risk behaviors as well as their families and communities. In this way, entry to and maintaining housing is not contingent upon sobriety. Additionally support for participants will be delivered through a general trauma informed approach that involves attempts to understand the individuals, provide emotional safety for both the participant and the provider, and help the participant rebuild a sense of control and empowerment.

#### Innovative partnerships between providers to target all the needs

SSPADS has recently established a relationship with South Suburban Community Development Corporation (SSCDC) who has provided several units of affordable housing in buildings they have renovated. Not only does this agency provide units for SSPADS participants,

they are seeking participants who will participate in their Pre-Apprenticeship Drywall and Painting Program. Other unique partnerships include 30 congregations offering spiritual nourishment as needed and desired, and colleges such as Prairie State who offers SSPADS' participants showers when needed.

#### Resources to Track Outcomes

South Suburban PADS' executive director has ample experience in designing evaluation and research studies, holding a Ph.D. in Community Psychology. If a third-party evaluator is needed to assist in analyzing the data, the Executive Director, who is also an adjunct faculty member at Adler University, has access to numerous faculty and Ph.D. students who would assist.

#### Capacity to work with Spanish-only speaking

SSPADS will be able to work with any participant speaking Spanish via the Office Manager who speaks both English and Spanish fluently.

| <b>Project Team Members</b> |                        |  |
|-----------------------------|------------------------|--|
| <b>Name</b>                 | <b>Department</b>      | <b>Role on Team</b>  |
| Dr. G. Palmer               | Administration         | Assist with data analysis and reporting                          |
| D. Calhoun                  | Administration/Program | Senior Leader – oversee program deliverables and data collection |
| R. Stevens                  | Program                | Supervise housing staff  |
| K. Christmas                | Program/operations     | Supervision of shelter staff                                     |
| E. Covin                    | Program                | Housing Locator  |
| P. Butler                   | Program                | Case Management  |
| B. Roberts                  | Program                | Employment Specialist  |

## Implementation Plan

| Implementation Plan  |   |                             |
|--|---|-----------------------------|
| Activity (e.g., outreach, assessment, housing placement, data collection, staff training, development of new forms, purchases) | Who is responsible?                       | Dates                       |
| Conduct outreach into the shelters   | Art James                                 | 5/1 /2015 (approx.)         |
| Conduct intake and assessments   | P. Barbee                                 | 5/7/2015                    |
| Housing location   | E. Covin                                  | 5/1/ - ongoing              |
| Attends meetings with case manager   | P. Barbee                                 | 5/15/15 - Ongoing           |
| Enrolls in and attends training at South Suburban CDC/Graduates  | SSCDC                                     | 5/15/ to 7/15               |
| Works with employment specialist/secures jobs  | B. Roberts                                | 5/15/15 to ongoing          |
| Collect data   | P. Barbee                                 | Quarterly/end of program    |
| Oversee data collection and program deliverables   | D. Calhoun                                | Quarterly/end of program    |
| Assist with data analysis  | Dr. G. Palmer                             | Quarterly/end of program    |
| Disseminate information  | Dr. G. Palmer<br>D. Calhoun<br>R. Stevens | As required and program end |

## Section G. Expected Outcomes

The project will build SSPADS' capacity to more effectively house the target population for a further expanded and more comprehensive project. It is projected that up to 25 participants will be reached through the project. SSPADS assessment and evaluation tools will document the results of the project, indicating the impact on the participants and the community. Examples of measures would include numbers of referrals, existence of any Memorandums of Understanding (MOU) with other providers, staff training topics and other protocols and procedures.

The expected core outcomes of the project are as follows:

- 1) Up to 25 participants who are formerly incarcerated and homeless or at-risk of homelessness will:

- a) Be provided transitional or permanent housing in the south/southwest

Cook County area

- b) Stay housed 12 months or longer
- c) Avoid re-incarceration for a period of as 12 months or longer
- d) Increase their income or secure living wage jobs
- e) Receive intensive case management to help them process feelings, build a social network and improve their quality of life

Assessments of the participants will examine the following changes in behavior and improvements in their quality of life. The outcomes expected are:

2. Up to 25 participants will:

- know and understand characteristics needed to be a responsible person, invested in the community
- know behaviors that communicate care, consideration, and respect of self and others
- understand how one responds to the behavior of others and how one's behavior may evoke responses in others
- know strategies for resisting negative peer pressure
- know the difference between positive and negative behaviors used in conflict situations

#### **Section H. Planning and Preparation Activities/Organizational Readiness**

Upon grant execution, SSPADS is ready to deliver the services. The agency needs no ramp up because the infrastructure, connections and other resources needed are in place.

Planning activities the Proposer will execute in preparation for program implementation. This includes staff meetings, trainings, discussions, contracting, and professional development opportunities.

#### **Section I. Budget Plan**

See Appendix 1 for the Budget Plan

#### **Section J. Budget Narrative**

See Appendix 2 for the Budget Narrative

#### **Section K. Qualifications of the Proposer**

Established in 1990 SSPADS is the first agency in the region to develop and implement the Public Action to Deliver Shelter (PADS) model, starting with 3 faith-based sites and today operates a 29-site emergency overnight shelter network. Since inception the agency has always served individuals who are formerly incarcerated in its shelters and subsequently in its transitional and permanent supportive housing units. The agency is recognized as a leader in the housing and homelessness field throughout Chicago and its suburbs, particularly the southland region. Its mission is to prevent and end homelessness. Its vision is to be a leader in the fight to end homelessness. SSPADS has 21 employees, 19 full-time and 2 part-time.

In addition to its noted emergency shelter network, SSPADS is also the first agency in Chicago's south suburbs to develop and construct, in partnership with Turnstone Corporation, the first supportive housing development, specifically for individuals and families experiencing homelessness. The development, Country Club Hills Wellness Center is a 77-unit, residential building with studio, one- and two-bedroom apartments, complete with full-size commercial kitchen, computer lab for tenants, learning classroom and multi-use community room open to the public. Further, SSPADS has taken advantage of the Neighborhood Stabilization Program (NSP) funding and acquired two, multi-unit (6 total) buildings to provide affordable housing for individuals and families experiencing homelessness.

In conjunction with the housing portfolio, to bolster housing stability a range of supportive services are offered that include: an on-site physical health care program led by a physician specializing in family practice, a nurse practitioner, and one registered nurse, referrals to mental health care, employment services led by an employment specialist, a Culinary Arts program, several intensive case managers, life skills classes, financial literacy classes including budgeting and financial management, addictions counseling, and referrals to community partners who provide vocational/educational training, more extensive medical care, transitional and permanent housing, and other resources.

SSPADS manages 7 governmental contracts including Illinois Department of Human Services, (IDHS) which includes our CDBG and ESG grants, Housing and Urban Development (HUD), Housing Authority of the County of Cook, (HACC) and Federal Emergency Management Authority (FEMA). SSPADS is fiscally sound and serves as the lead and fiscal agent for Project WISH, collaboration with West Suburban PADS. The table below highlights the agency's governmental partnerships:

*Government Contracts Managed by SSPADS*

| Agency                                      | Program   | Amount    |
|---|---|-----------|
| Housing and Urban Development (HUD)         | Country Club Hills Wellness Center –<br><i>(Permanent housing)</i>                                | \$363,075 |
| Housing and Urban Development (HUD)         | Project WISH/Collaboration with West Suburban PADS<br><i>(Transitional and permanent housing)</i> | \$242,946 |
| FEMA  | Emergency Shelter Network   | \$53,000  |
| Illinois Department of Human Services (DHS) | Country Club Hills Wellness Center-<br><i>(Supportive Services)</i>                               | \$176,980 |
| Illinois Department of Human Services (DHS) | NSP Supportive Services<br><i>(Transitional and permanent housing)</i>                            | \$53,786  |
| Illinois Department of Human Services (DHS) | Emergency Shelter Network   | \$46,740  |
| Cook County ESG                             | Emergency Shelter Network   | 70,200    |
|   |   |           |

Further, the agency is a sub-grantee on 4 other government contracts in partnership with Together We Cope and Pillars serving southwest Cook County.

### **Governance and Key Personnel**

SSPADS is governed by a 14-member Board of Directors who has a number of skills, affiliations and leaders in a number of respective industries who have provided a solid foundation for the continued success of SSPADS. Board members are financial analysts, investment firm owners, insurance experts, one is an attorney, one is an Illinois Circuit Court judge, and another is an Illinois realtor.

Key personnel for the agency and project include SSPADS' Executive Director, Geraldine Palmer who holds a Ph.D. in Community Psychology and MS in Human Services Administration, Darryl Calhoun, the Director of Programs and Operations, who holds a MA in Training and Organizational Development, Viviann Jones, the Director of Finance who holds a MBA and who manages all government contracts and ensures compliance. The Housing Manager, Regina Stevens holds a BSW and Emergency Shelter Manager, Kim Christmas holds an AA and holds Fair Housing certifications is well-knowledgeable in housing having worked for CEDA. Resumes of key personnel and job descriptions are included in the Appendix.

### **List of References:**

### **Program/Amount**

|   |   |
|---|---|
| Bill Schneider<br>Executive Director<br>Turnstone Development Corp.<br>10 S. LaSalle Street, Suite 3510<br>Chicago, IL 60603<br>Phone: 312-453-0615 | Country Club Hills Wellness Center (CCHWC)<br>HUD - \$363,075<br>DECO - \$282,000 |
|---|---|

Laura Carroll, Planner  
 Cook County Bureau of Economic Development  
 69 W. Washington, Suite 2900  
 Chicago, IL 60602  
 (312) 603.1050

ESG – (Shelter, Rapid Rehousing  
 Homeless Prevention, Street Outreach)  
 \$70,200

**Shirley Blair**  
 Community Planning and Development Representative  
 U.S. Department of Housing and Urban Development  
 Community Planning and Development  
 77 West Jackson Blvd, Room 2401  
 Chicago, IL 60604  
 (312) 913-8719 (office)

Project WISH (HUD)  
 (\$242, 946)

**Section L. Key Personnel (as many pages as needed)**

Enclosed are the resumes and C.V. of key personnel.

**Section M. Subcontracting Team (2 pages)**

South Suburban PADS is the sole proposer or applicant, with no subcontractors, but would work in partnership with the South Suburban Community Development Corporation and other community-based organizations including, but not limited to:

- ✓ Ford Heights Community Services Organization
- ✓ Respond Now
- ✓ Southland Health Care Forum
- ✓ Crisis Center of South Suburbia
- ✓ Grand Prairie Services
- ✓ Together We Cope
- ✓ Pillars
- ✓ West Suburban PADS
- ✓ Aunt Martha's Youth Services; and

✓ Partners in Community Building

**Section N. (Financial Status) (3 years report)**

The financial statements and all related reports are attached:

A. FY2012-FY2011

B. FY2013

C. FY2014

**Section O. Legal Actions**

South Suburban PADS does not have any pending litigation in which the agency may experience significant financial settlement.

**Section P. Conflict of Interest**

South Suburban PADS has no real or perceived conflicts of interest regarding this proposal.

**Section Q. Economic Disclosure Statement**

Please see attached

**Section L: Key Personnel**

## GERALDINE L. PALMER, PH.D.

South Suburban PADS  
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Chicago Heights, IL 60411  
Telephone: (708) 550-4411 ext. 101  
gpalmer@sspads.org

PsyD Clinical Psychology Program  
Adler University  
17 North Dearborn, Chicago, IL 60602  
Telephone: (312) 662-4400  
gpalmer@adler.edu

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### EDUCATION

Ph.D., Community Psychology, National Louis University, Chicago, 2012  
Dissertation: *Effects of Scattered Site, Supportive Housing on the Social and Economic Integration of Men Formerly Homeless*

Thesis: *Perceptions of Harm Reduction Housing Among Men Who are Homeless With a Goal of Abstaining From Drug Use*

M.S., Human Services Administration, Spertus College, Chicago, 1999  
Organization Study: *Inadequate Public School Education: Creating Poverty in African Americans*

B.A., Business Studies, Kendall College, Chicago, 1997

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### POSITIONS HELD

#### *Academic*

Adjunct Faculty, Department of Clinical Psychology, Adler University, Chicago, 2013-present

Adjunct Faculty, Department of Human Services, Kendall College, Chicago  
2004-2005/2008-2009

Associate Faculty, Department of Health & Human Services, University of Phoenix, Glendale, AZ,  
2005-2008

Instructor, Department of Adult Education, Chicago Community Colleges, Chicago, IL, 2005-2007

Instructor, Department of Continuing Education, Oakton Community College, Evanston, IL, 2003 &  
2004

## GRANTS AND SCHOLARSHIPS

City of Evanston Cultural Arts Grant, Cultural Arts Division, 2006

Raymond J. Ott Scholarship Award, 1995 & 1997

Illinois General Assembly Community Service Scholarship, 1995

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## PUBLICATIONS (Peer-Reviewed)

### *Journal Articles*

Lawrence, C., Palmer, G. (2013). Examining the knowledge of social service professionals on post-traumatic stress disorder (PTSD): Creating training guides. *Online Journal for Workforce Education and Development*, 7(1), 1-19.

Palmer, G. (March 2013). Dissecting the killing of Trayvon Martin: The power factor. *The Journal for Social Action in Counseling and Psychology*, 5(1), 126-130.

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## PUBLICATIONS (Non Peer-Reviewed)

### *Newsletters*

Palmer, G. (2012). Community psychology: A new paradigm in leading nonprofits, *The Community Psychologist*, 8-9.

### *Books (Self-published)*

Palmer, G. (2007). *The Brightness of Your Dawn: Moving From Survivor to Soldier*, Printed by Morris Publishing.

### *Reports*

Palmer, G. (2014). *Low-Demand-High Expectations: Program Outcomes*: Prepared for South Suburban PADS

Palmer, G. (2010). *We Will Make the Call. Ending Veteran Homelessness*, Prepared for North Side Housing and Supportive Services

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Brown, M., Greenwood, R.M., Manning, R., Bromfield, S., Palmer, G., (2013, June). Effects of Scattered Site Housing on the Social and Economic Integration of Men Formerly Homeless. In Molly Brown (Chair), *Enhancing Community Openness to Communal and Supportive Residences*. Symposium conducted at the Society for Community Research and Action (SCRA) Biennial Conference, University of Miami, Coral Gables, FL.

Greenwood, R.M., Brown, M., Katz, M., Palmer, G., Stefancic, A., (2013, June). North Side Housing and Supportive Services' Housing First Program. In Ronni Greenwood (Chair), *Housing First, Program Dissemination, Adaptation and Fidelity*. Symposium conducted at the Society for Community Research and Action (SCRA) Biennial Conference, University of Miami, Coral Gables, FL

### ***Roundtables***

Lien, A. (Chair), Palmer, G., et al. (2015). Racial Justice: Exploring the Role of Community Psychology. Roundtable proposed for delivery at Society for Community Research and Action (SCRA) Biennial Conference, University of Massachusetts, Lowell, MA.

François, D., Jamison, J., D., Olsen, B. Palmer, G. (2015). Bronzeville, Bronx, Brixton or Bahia from womb to the tomb: *Global microaggressions and resilient Black women*. Roundtable proposed for delivery at Society for Community Research and Action (SCRA) Biennial Conference, University of Massachusetts, Lowell, MA.

Palmer, G. (2014). Housing First Model: Roundtable delivered at the Midwest Ecological Conference, National Louis University, Lisle, IL, October, 2014.

Palmer, G., François, D. (2014). Government housing policies: Hindering or helping nonprofits achieve social justice? Roundtable delivered at the Midwest Public Affairs Conference, Purdue University, Fort Wayne, IN, March, 2014.

Lawrence C., Palmer, G., Williams, Y.J., Taylor, E. (2013). Social identity theory: Connecting individual values and community values. Roundtable delivered at the Midwest Ecological Conference, University of Illinois, Chicago, IL, November, 2013.

Viola, J., Glantsman, Palmer, G., Berardi, Beasley, Espino, Harvey, Legler (2013). What can I do with a degree in Community Psychology? A survey of the field and discussion of career options. Roundtable delivered at the Midwest Ecological Conference, University of Illinois, Chicago, IL, November, 2013.

Palmer, G. (Chair) (2013, May) *Implications for Community Psychology in a Charity versus Justice Framework*. (May 2013) Roundtable conducted at the Midwestern Psychological Association Conference, Chicago, IL

## **MEDIA HIGHLIGHTS**

Highlighted in Kendall College's Alumni Newsletter, 2014

Featured on front page article in Southtown Star, 2013

Highlighted in National Louis University's Alumni Magazine, 2013

Guest, WSSD 88.1 FM, The Grady Davis Show. *Homelessness and Personal Responsibility*, 2010

Interviewed, ABC Channel 7, Leah Hope, Panhandling in the Loop, North Side Housing and Supportive Services, 2010

Interviewed, ABC Channel 7, Michelle Gallardo, Closing of Interim Housing Program, North Side Housing and Supportive Services, 2009

Guest, City Voices Public Affairs Radio Show, Community Media Workshop. *Impact of state budget cuts on people homeless*. Chicago, IL, 2008

Featured in Today's Chicago Woman Magazine, "*Learned Women*", 2005

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## **SERVICE - ACADEMIC COMMUNITY**

### ***Peer-Reviewer of Manuscripts***

Peer-Reviewer, Journal of Black Studies

*"Eminent domain destroys a community: Leveling East Arlington to Make Way For the Pentagon"*

Journal of Research in Peace, Gender and Development:

*"Domicile and the Determination of Personal Law: A Critique"*

### ***Other***

Grant Reviewer, American Association of University Women (AAUW)

Small Grant Observer (Qualitative Analysis), Chicago Education Foundation

Community Psychology TIG Reviewer, American Evaluation Association

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## **SERVICE – BROADER COMMUNITY**

Commissioner, City of Evanston, Housing and Homelessness Commission, 2012-present

**Darryl Calhoun, MATD**  
3342 Cumberland Trail Olympia Fields, Illinois 60461  
(708) 252-0166 [calfamily1@clear.net](mailto:calfamily1@clear.net) (877) 854-1456 fax

**Summary**

Passionate and resourceful professional with over 18 years of direct service to children and families and broad-based experience within the non-profit environment. Strong background in procedure, policy, training and organizational development. Skilled in project design, conception and implementation and evaluation. Focus on assessment and improvements of systems and processes; and training and development to improve work performance. Areas of expertise include, instructional design, strategic planning, training, program design, evaluation and implementation and organization governance. Involved manager that employs a mixture of democratic and participative style of management to achieve results, overcome challenges and empower team members to individually and collectively perform to capacity.

**Professional Experience**

**Recruitment Coordinator** **2012- Present**

**Adoptions Unlimited/ Adoption Information Center of Illinois**

- Support management with ongoing qualitative and quantitative review of the methods, systems and practices used for adoption placement
- Serve as a member of the Recruitment Response Team for adoptive resources driven by Children's Bureau Collaboration national campaign
- Provide policy, procedure and regulation information and referral services to prospective Foster/Adoptive parents
- Provide statewide child-specific recruitment and matching services for child victims of abuse and neglect under the custody of the Illinois Department of Children and Family Services(DCFS)
- Identify, screen and evaluate Illinois Licensed foster parents as adoptive resources for children registered with the Adoption Listing Service (ALS) of DCFS
- Maintain the Automated Adoption and Foster Parent Information Exchange(AAFPIE) and ALS data base of children and families

**Interim Development Director/Child Welfare Specialist** **2000- 2012**

**National Youth Advocate Program (Illinois)**

- Served as Chairman of the 15 member Illinois Board of Directors and affiliate director to the National Board of Directors. Oversaw the growth of the agency from 0 clients served to a baseline of 85 clients served within the initial 3 years of the agency existence
- Collaborated with the Executive Director to develop strategies to diversify program deliverables resulting in a 15-25% increase in revenue through referral contracts from competitors; and 1 of 6 of 100 child welfare agencies at the time, to be awarded a Specialized Foster Care contract
- Designed and led "friend-raising" projects to increase agency exposure to the community, child welfare industry, political and business community
- Served as interim Development Director after sudden passing of Executive Director to provide direct administrative oversight, support and guidance to the Illinois program and facilitated the partnership between the Illinois and national agencies. Oversaw a

**Education**

Governors State University  
Master of Social Work (MSW) 2015

**Classes taken**

SOCW-6400 Social Welfare Policy and Practice  
SOCW 7050 Foundation Topics in Social Work  
SOCW 6300 Human Behavior/Social Environment II  
SOCW 6500 Social Work Research  
SOCW 6100 Social Work in a Diverse Society  
SOCW 6200 Human Behavior/ Social Environment I

Roosevelt University  
Masters of Arts in Training and Organizational Development 2012

Governors State University  
Bachelor of Arts in Interdisciplinary Studies 2007

Kellogg School of Management Center for Non Profit Management Series 2006

**Projects created and managed** 2007-2012

**STEP-UPP**

STEP-UPP (Success Through Effective Participation— Using Positive Potential) Developed and facilitated this learning event for a group of south suburban educators. The event was provided in conjunction with Thornton Township and The Institute for Youth Development & Educational Resources (IYDER), Inc. and made possible through a grant from the Illinois Department of Commerce and Economic Opportunity (DCEO) and State Senator Maggie Crotty (19<sup>th</sup> District). The program is designed as learning process for young adults who are considered "at-risk" because they are having difficulty adhering to the academic expectations and conforming to the pedagogical practices of the traditional classroom.

**In-Service Training**

Created an in-service learning event series for foster parents on issues facing youth and how they can recognize them. The event was developed in collaboration with Youth Conferences and Programs for the Illinois Institute for Entrepreneurship Education. The event was a life skill series based on the Kandis Konda book, "For Teens Who Think" They Know Everything" -a self-help guide and resource for teenagers that will help them cope and understand: sex, parents, peer pressure, self-esteem, entrepreneurship, money management, music, media, teen pregnancy, hip-hop and much more.

**Advocacy Training**

Created training platform to address the high rate of child abuse and neglect cases in the south suburban area of Chicago. This marked the first time in its 25 year history that the Court Appointed Special Advocates (CASA) of Cook County held a court advocacy training in

introduced the agency's Restorative Justice program to the community and industry. "This is one of the best evenings I've had in a long time," Senator Crotty said.

#### **Ravina Festival**

Created this signature "friend-raising" event at Ravinia in Highland Park, Illinois. Sponsors, friends, politicians, industry heads and benefactors came together with agency board and staff to enjoy fun, food and music on an evening which featured a silent auction, catered dinner, garden atmosphere and Live "Jazz music featuring Dave Brubeck , Mary McFarland and Ramsey Lewis. The event resulted in increased exposure in the agency and a significant contract to deliver services to children under the wardship of the State.

#### **Dine and Donate**

Created twice monthly benefit event series to benefit foster care programs and services featuring legendary Chicago entertainer Gina Gibson. Diners contributed to a worthy cause, and 15% of sales went to various social service agencies in the south suburban area.

#### **Prayer and Proclamation**

Created this "friend-raising" event which brought local and State religious, community and political leaders together to fellowship , network and share visions and plans for the City of Harvey and region. Dr. Mildred C. Harris Founder of God First Ministries and Commissioner of Chicago Housing Authority of the city of Chicago served as a keynote speaker and led spiritual leaders and representatives from local congregations in a corporate prayer session to close the program.

#### **Licensures and Certifications**

- 2010 Instructor, Heartsaver CPR
- 2010 Trainer Certification, Ansell Casey Life Skills (ACLSA)
- 2010 Trainer Certification, Non Violent Crisis Intervention (CPI)
- 2010 Trainer Certification, Child and Adolescent Needs and Strengths (CANS)
- 2008 Licensed Child Welfare Worker (CEWEL/CERAP/402/Child Care Act)
- 1996 Treatment Foster/Adoptive Parent, Aunt Martha's Youth Service
- 1995 Treatment Foster/Adoptive Parent, Maryville Academy
- 1996 Certified Family Educator, Aunt Martha's Youth Service

#### **Community Service**

- Board of Directors, Northside Housing and Supportive Services
- Board Chairman, Illinois Youth Advocate Program
- Board of Directors, National Youth Advocate Program
- Board of Directors, Gidwitz Center for Urban Policy and Community Development
- Board of Directors, Family Resource Center on Disabilities
- African American Advisory Committee, National CASA Association
- Court Appointed Special Advocate Advisory Board (CASA)
- Mentor, Lincoln Challenge Academy

**Regina L. Stevens**  
3812 W 168th Street, Country Club Hills, IL 60478  
708-805-3404  
Latanya36@hotmail.com

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**Areas of Expertise**

- Supervision and coordination
  - Fair Housing
  - Case Management
  - Crisis Intervention
  - Affordable Housing
  - Permanent Supportive Housing
  - Homeless Services
  - Advocacy
  - Housing Inspections
  - Rental Agreements
- 

**Relevant Experience**

*Housing Manager* *September 2013-present*  
South Suburban PADS, Chicago Heights, IL

- Provide direct supervision of seven housing programs which include transitional housing for single individuals; permanent supportive housing for chronically homeless individuals and families with children; rapid rehousing and project based vouchers.
- Supervise and direct the housing case management staff. Establish staff assignments and workload for housing case managers. Evaluate duties of employees work performance through completion of annual reviews
- Responsible for interviewing and following hiring procedures for housing case managers
- Implement housing policies and procedures which adhere to state, local, and federal regulations, including Housing First
- Works collaboratively with the finance department to prepare program budget for various housing programs.

*Housing Coordinator* *February, 2009- September 2013*  
South Suburban PADS, Chicago Heights, IL

- Supervised seven housing programs. Programs include transitional housing for singles and families; permanent supportive housing for chronically homeless individuals and families with children; Rapid Re-Housing; and project based vouchers.
- Ensured that programs adhere to federal, state, and local regulations regarding including housing quality and standards.
- Managed the delivery of supportive services and ensuring compliance with the program budget and guidelines.
- Acted as Property Manager for the Neighborhood Stabilization Program (NSP) units acquired by the agency. Management duties included: complete screening of tenant applicants, upholding tenant selection plan, lease contracting, handling rent payments, and ensuring proper maintenance.

**Kim Christmas-Millender**  
**4555 Imperial Drive Richton Park, IL 60471**  
**(708) 271-5241 kcmillender@yahoo.com**

A detailed oriented, dependable manager with a successful record of project completion within the emergency shelter and supportive housing industry; Skills include the ability to establish and maintain effective and cordial working relationships with clients, colleagues, community partners and other agencies.

**Experience**

**South Suburban PADS**

**Interim Shelter Site Manager**

**January 2014 – present**

- Supervise SSPADS Emergency Shelter Site case management staff
- Provide general support to volunteer Emergency Shelter Site Managers
- Maintain communication and relationship with Site Managers to identify and resolve issues
- Conduct correspondence, follow-up, phone solicitation, and personal presentations/meetings related to recruiting new faith communities as shelter locations
- Conduct ongoing shelter site visits for operating efficiencies
- Monitor linen services for shelter operations
- Coordinate and maintain shelter supply orders
- Coordinate special events for shelter guests
- Review Incident Reports from shelter sites for corrective actions, guest status and volunteer issues
- Screen new volunteers and make assignments to shelter operations
- Monitor the Sexual Offender Registry (SOR) database
- Record volunteer hours
- Conduct training sessions as required
- Produce FAQ document from incorrectly handled situations at the shelter for correct handling
- Represent SSPADS to local organizations to raise awareness to homelessness in the south suburbs, volunteers and shelter locations
- Attend monthly partnership meetings

**South Suburban PADS**

**Case Manager**

**December 2010 – present**

- Conducted outreach in the shelters to provide resources
- Conducted employment readiness assessments
- Conducted job readiness classes and employment placement programs
- Worked with the business community to develop work opportunities
- Maintained ongoing case notes on program participants, maintain attendance records and the demographics of such participants
- Prepared a monthly report of activities to present to the board of directors
- Entered data via Service Point (HMIS) Homeless Management Information System

### **License and Certifications**

2014 – Non Violent Crisis Prevention Intervention (CPI©)  
2013 – License for Insurance (ACA)  
2011 - Certificate of Completion Counseling Buyers of REO Properties  
2011 - Certificate of Completion Counseling Clients Seeking Rental Housing  
2011 - Certificate of Completion Effective practice to Improve Foreclosure counseling  
2010 - Certification Understanding and Applying Foreclosure Intervention  
2009 - Certification HECM Protocol Training  
2009 - Certification Understanding & Applying Foreclosure Intervention  
2009 - Member of Diversity Inc. (South Suburban)  
2008 - Foreclosure Basics  
2007 - PowerPoint XP  
2007 - Certification of Professional in Homebuyer Education  
    2007 - Completion of Training the Trainer  
2007 - Alternatives to Foreclosure  
2007 - President of South Suburban Council Area  
2006 - Homebuyer's Education Certificate  
2006 - Reverse Mortgage (HECM) Certificate  
2004 - Certificate of Appreciation Award (Computer Camp)  
2003 - Certified Professional Housing Counselor  
2002 – Intro Windows ME  
2001 - Beginning to Intermediate foreclosure Certificate  
2001 - Certificate of Appreciation Award (Home Heating Assistance Fair)  
2001 - Volunteer Spirit Award  
2000 - Volunteer Spirit Certificate  
2000 - Loss Mitigation Certificate  
2000 - Law Program for Social Workers  
1999 - All My Money Certificate  
1999 - Fair Housing Seminar  
1998 - 2010 Member of South Suburban Council on Homelessness

**Personal and/or Professional references available upon request**

14301 S. Wallace St  
Harvey, IL, 60426

Phone: (708) 832-3074 or  
(708) 596 7164  
Email:  
stillbilldj@sbcglobal.net

## **Willard T. Roberts**

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### **PROFESSIONAL SUMMARY**

A seasoned professional with a diverse background and experience in case management in serving the disadvantaged and minimum skilled client within the non-profit arena. Seeking an employment opportunity to share insight and knowledge gained through past employment and military service in enhancing the lives of others.

### **SAFER FOUNDATION**

**2010 to Present**

#### **Intensive Case Manager/Program Coordinator (youth and adults)**

In compliance with Safer Foundation's mission of reducing recidivism by supporting, through a full spectrum of services, the efforts of people with criminal records to become employed, law-abiding productive members of the community. Duties includes but not limited to:

- Establishing and monitoring of annual budget. Preparation and presentation of weekly and quarterly reports as appropriate
- Establish and maintain effective communication channel with department managers, finance committee, external vendors/ funders as well as parole and probation personnel
- Manage facility needs and requirements critical for smooth operation of Harvey office
- Facilitate training/workshops for large groups in preparation for employment readiness and job placement
- Provide individual substance abusive counseling, advocacy, intake assessment, evaluation performance in conjunction with deadline compliance
- Through own initiative, met with community employers and outside agencies in an effort to obtain employment leads, housing and others resources critical to client recidivism and success

#### **Accomplishments:**

- *Exceeded WIA placement goal by placing 80% of clients in Employment*
- Exceeded ITA goal by 75% by enrolling 14 clients in training with 13 obtaining certificates
- Exceeded job placement/retention goal by placing 55% clients into full time employment with a minimum of 90 day retention

### **GOODWILL INDUSTRIES**

**2008 to 2010**

#### **Case Manager (WIA Adults)**

In accordance with Goodwill's mission to enhance the dignity and quality of life of individuals and families by eliminating barriers to opportunity by providing job training and employment services for people with disabilities and dislocated workers.

- Perform assessment and evaluation to determine employment or training plan for program participants and placed accordingly
- Facilitated pre-employment workshops in resume writing, interviewing practice and techniques to disadvantaged and minimum skilled participants in the Englewood community
- Performed intake and registration to determine qualification to obtain training grants for dislocated workers

**VETERANS OUTREACH PROGRAM OF ILLINOIS (TEMP)**

2007 to 2008

**Job Developer/Case Manager**

A non-profit organization assisting Veterans in securing employment.

- Conducted intake and outreach as appropriate
- Provided assistance to honorably discharged veterans by creating or and updating resume
- Conducted advocacy and personalized job searches based on military and civilian work experience
- Initiated and maintained personal outreach with a variety of businesses, industry representatives and job placement agencies in an effort to properly match veterans skills resulting in successful placement
- Provided assistance to Veterans looking to obtain or upgrade their DD214
- Provided one-on-one as well as family counseling in obtaining resources such as; personal and family adjustments, food, clothing, housing and social service referrals for physical or mental impairments to determine nature and/or degree of problem.

**METRA RAILROAD**

2002 to 2007

**Passenger Conductor**

Perform duties in connection with the operation of passenger commuter trains to ensure a safe environment for customers and provided top notch customer service. Ensured fare collection and proper audit of passenger tickets.

**RAIL FLAGMAN**

Responsible for the construction, repair, installation, inspection testing and maintenance of both wayside and grade crossing warning railroad signal systems. Ensuring compliance with applicable safety rules and regulations. Promoted safe work practices as well as maintained and fosters a safe work environment.

**RECALL TOTAL MANAGEMENT (temp)**

2001 to 2002

**Customer Care Management**

Duties included but not limited to:

- Supervising, coaching, training and evaluation of four (4) Customer Care Representatives and Eighteen (18) information Specialists servicing over Eight (800) customers accessing the company's website.
- Responsible for all clients records and administrative functions
- Created policy and procedure manual to ensure proper management of the Record Center
- Worked closely with managing partners and attorneys to ensure confidential client information was properly indexed and stored.
- Responsible for proper organization and processing of files for onsite storage

**TECHNICAL SKILLS**

Proficient in Microsoft Suite Network Windows, IWDS, Axiom system, AS400 Client Tracking Systems

**PROFESSIONAL DEVELOPMENT / EDUCATION**

|   |                 |
|---|-----------------|
| MacMurray College – Business and Personnel Management                   | 1989-1991       |
| Rockhurst College (continuing Education center) Conflict Resolutions    | 06/1999         |
| Goodwill Training Center – 7 Habits Master of Effectiveness Certificate | 07/2008         |
| South Suburban College – General Studies towards Social Services Degree | 05/2010-Present |
| Safer Foundation Professional Development – Retention Specialist        | 04/2010         |
| Morraine Valley College – Workforce Case Management / Case Notes        | 05/2012-2013    |
| National Lewis University – Accelerated Bachelors' Program              | 02/2014         |

**EMMA COLVIN**  
22 E 35<sup>th</sup> Steger, IL 60475  
(708) 465-6447 ecolvin2@gmail.com

**Summary:** A goal oriented team player who is well organized and detail oriented. Quick to learn new tasks, high energy and works well under pressure.

**Experience**

**WCHANCE Program Case Manager**

**2013 - Present**

- Conduct case management meetings with 5 clients on a monthly basis or as needed
- Complete and place case notes in each client's file; maintain files
- Assist clients with any referrals; set goals and support clients in achieving goals
- Attend meetings and provide input on ensuring clients are getting their needs met
- Conduct weekly inspections on occupied unit
- Continue to build knowledge and education in case management models and service delivery

**Housing Specialist/Locator**

**2011 – Present**

**South Suburban PADS**

**Chicago Heights, IL**

- Locate apartment units for clients in all programs and help them to move in and get them settled
- Establish new relationships with landlords, cultivate and foster existing relationships
- Attempt to secure in-kind donations for household goods, and other resources for the participants
- Conduct inspections and complete EPA reviews and analyses on locations of units
- Review and prepare leases for signing by the Executive Director
- Participate in Family Team Meetings to house heads of households
- Serve as part of a team of case managers and support personnel for housing and supportive services programs

**Driver (Part-time)**

**2010 – Present**

**Illinois Central Bus Company**

- Monitor the buses to ensure the safety of the children

**Clerk/Cashier**

**2008-2009**

**Dunkin Donuts**

- Prepared food and assisted customers at the counter

- Served as cashier at window and at counter
- Provided excellent customer service during shifts

**Education:**

Robert Morris College, Chicago, IL

Received certificate in Administrative Secretary Training

**References available upon request**

## **Pamala Barbee**

60 Oakview Rd.

Matteson, IL 60443

Cell: 708 724-7492 Home: 708 248-5658

[pbarbee@sspads.org](mailto:pbarbee@sspads.org)

### **Objective**

My mission is to be a highly committed, dedicated, patient, and passionate social worker and addictions counselor. I have the ability to learn within any social service setting. I also have a regard for detail and accuracy with strong follow-through skills to empower all populations at risk.

### **Education**

MHS a concentration in Addiction Studies

Licensed Professional Counselor (Anticipated graduation date December 2015)

BSW, Governor's State University

Certified Recovery Coach

Certificate in Domestic Violence Training

Accounting and Banking Courses, American Institute of Banking

### **Experience**

#### **South Suburban PADS**

Chicago Heights, IL 2012-present

#### **Intensive Case Manager**

- Currently working with the homeless population to assist in housing needs.
- Manage prevention housing programs including Rapid Rehousing funds.
- Remodeled the day program by organizing housing team meetings and housing sixty-six percent of individuals in the summer program.
- Manage HUD housing programs which focus on client's wellness including harm reduction and housing first model.
- Collaborate integrated services between other agencies to ensure populations at risk receive needed resources.

#### **Rincon Family Services**

Chicago IL, May – Dec. 2014

#### **Addiction Counselor (Internship)**

- Met with clients using the harm reduction model to review treatment plans monthly.
- Processed assessments with new client entering the clinic for services.
- Worked with clients on individual sessions enhancing counseling skills.
- Lead group therapy with clients to assist clients in working through the different stages of change.

- Worked with DUI clients leading group discussions, assessments, and preparing progress reports.

### **Together We Cope**

Tinley Park, IL 2011-2012

#### **Case Manager (Internship)**

- Provided basic human needs, financial assistance and housing referrals.
- Refer clients to other agencies to empower them to become self-sufficient.
- Set-up appointment for clients to receive food from the pantry.
- Worked with case manager to verify clients' eligibility needs.

### **J.P. Morgan Chase**

Chicago, IL 1993-2010

- Balanced \$80 billion in commercial paper security trades daily.
- Reconciled differences between physical shares and actual cash for corporations.
- Assessed daily cash flow reports for Demand Deposit Account overdrafts.
- Prepared cash claims as a result of corporation's account becoming overdrawn.
- Audited and updated work procedures monthly.
- Balanced branches cash vault and other money market instruments such as cashiers checks, money orders, and travelers checks.
- Lead teller who trained new tellers on procedures of balancing and reconciling their cash drawers and also balanced the main vault.

#### **Key Skills**

Excellent Leadership skills

Detailed Client Assessment skills

Microsoft Excel, Microsoft Word, PowerPoint, and Accounting

**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.

TOTAL: 20,093.17

HOUSING LOCATOR @ 25% WILL WORK TO SECURE APPROPRIATE UNITS

CASE MANAGER @ 25% WILL PROVIDE CASE MANAGEMENT & RECOVERY SERV.

SHELTER CASE MANAGER @ 10% WILL OUTREACH TO IDENTIFY PARTICIPANTS

EMPLOYMENT SPECIALIST @ 30% WILL WORK TO SECURE JOBS

HOUSING MANAGER @ 10% WILL OVERSEE HOUSING TO ENSURE DELIVERABLES

**Contract/Consultant**

FRINGE BENEFITS @ STANDARD 7.65 FOR FICA/MEDICAL

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

**Equipment**

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

N/A

**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.

OFFICE SUPPLIES (CONSUMABLE; PAPER, FILE FOLDERS, PENS, ETC.)

TRANSPORTATION CARDS FOR PARTICIPANTS TO GET TO APPOINTMENTS

TOTAL: \$4,000.00

**Printing**

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

BROCHURES FOR PROGRAM DESCRIPTION TO GIVE PARTICIPANTS

MARKETING MATERIALS SUCH AS INFORMATION ON OTHER RE-ENTRY PROGRAMS & RESOURCES

TOTAL: \$550.00

**Other Direct Costs**

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

RENTAL ASSISTANCE TO HELP DEFRAY COST OF GETTING PARTICIPANTS

HOUSED. MAY BE USED FOR RENT, SECURITY DEPOSITS, OVERDUE UTILITIES, ETC.)

TOTAL: \$12,500.00

**Indirect Costs**

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

OVERHEAD COST TO SUPPORT RENT COST OF OFFICE SPACE IN

OAKLAND, SENIOR LEADERS OVERSIGHT, ETC.

TOTAL: \$3,700.00

**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.

SOUTH SUBURBAN PADS WOULD SEEK PRIVATE FUNDING FROM  
FOUNDATIONS AND CORPORATIONS, AS WELL AS, ALLOCATE A PORTION  
OF SPECIAL EVENTS TO HELP SUSTAIN THE PROGRAM. THE AGENCY  
WOULD ALSO SEEK TO RE-APPLY TO JAC PROVIDED FUNDS ARE  
AVAILABLE.

**EXHIBIT 3**

**Evidence of Insurance**

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/5/15

PRODUCER 708-957-1000 FAX 708-957-6030  
McEldowney Agency  
PO Box 168  
Olympia Fields, IL. 60461

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 South Suburban Public Action to Deliver Shelter  
414 W. Lincoln Highway  
Chicago Heights, IL. 60411

| INSURERS AFFORDING COVERAGE |                  | NAIC # |
|-----------------------------|------------------|--------|
| INSURER A:                  | First Non Profit |        |
| INSURER B:                  |                  |        |
| INSURER C:                  |                  |        |
| INSURER D:                  |                  |        |
| 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 | ADD'L | TYPE OF INSURANCE  | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS  |
|------|-------|--|---------------|----------------------------------|-----------------------------------|---|
| A    | Y     | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | NPP1001469 01 | 9/20/14                          | 9/20/15                           | EACH OCCURRENCE \$2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$2,000,000<br>GENERAL AGGREGATE \$3,000,000<br>PRODUCTS - COMP/OP AGG \$3,000,000  |
| A    |       | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS   | NPP1001469 01 | 9/20/14                          | 9/20/15                           | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>AUTO ONLY - EA ACCIDENT \$<br>OTHER THAN AUTO ONLY: EA ACC \$<br>AGG \$<br>EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$<br>\$ |
|      |       | <b>GARAGE LIABILITY</b><br><input type="checkbox"/> ANY AUTO   |               |                                  |                                   | AUTO ONLY - EA ACCIDENT \$<br>OTHER THAN AUTO ONLY: EA ACC \$<br>AGG \$<br>EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$<br>\$   |
|      |       | <b>EXCESS/UMBRELLA LIABILITY</b><br><input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br><br>DEDUCTIBLE \$<br>RETENTION \$   |               |                                  |                                   | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$<br>\$  |
| A    |       | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?<br>If yes, describe under SPECIAL PROVISIONS below<br>OTHER  | NPP1001469 01 | 9/20/14                          | 9/20/15                           | <input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 500,000<br>E.L. DISEASE - EA EMPLOYEE \$ 500,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 ADDITIONAL INSURED: Cook County, its officials, employees and agents.  
 Coverage is primary non-contributory basis.  
 RFP NO. 1553-14329, Recidivism Reduction Seed Grant

## CERTIFICATE HOLDER

County of Cook, Cook County, Office of the Chief Procurement Officer  
 118 N. Clark St. Room 1018  
 Chicago, IL. 60602

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 60 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

McEldowney Agency

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

| <b>Section</b> | <b>Description</b>  | <b>Pages</b> |
|----------------|---|--------------|
| 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 [cookcountylil.gov/ethics-board-of](http://cookcountylil.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 sub-paragraphs (1) through (6) above.

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

**THE 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](http://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](http://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 |
|------|---------|
|      | N/A     |
|      |         |
|      |         |

**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:  No:

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

414 W. LINCOLN HIGHWAY, CHICAGO HEIGHTS, IL 60411  
4411 W. GATLING BLVD, COUNTRY CLUB HILLS, IL 60478  
10037 S. RIDGELAND, OAK LAWN, IL 60453

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

Yes:  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): 29-21-308-047-0000

32-19-401-009-0000

24-17-201-026-0000

24-25-201-081-0000

(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:

\_\_\_\_\_  
U/A  
\_\_\_\_\_

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

## COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT

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

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

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

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

"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 SOUTH SUBURBAN PADS

D/B/A: \_\_\_\_\_ FEIN NO/SSN (LAST FOUR DIGITS): 36-3744405

Street Address: 414 W. LINCOLN HIGHWAY

City: CHICAGO HEIGHTS State: IL Zip Code: 60411

Phone No.: (708) 550-4411 Ext 101 Fax Number: (708) 589-7332 Email: gpalmer@SSPADS.ORG

Cook County Business Registration Number: \_\_\_\_\_  
(Sole Proprietor, Joint Venture Partnership)

Corporate File Number (if applicable): 5622-059-3

**Form of Legal Entity:**

Sole Proprietor  Partnership  Corporation  Trustee of Land Trust  
(NON-PROFIT)

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 |
|------|---------|---|
| N/A  |         |   |

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 |
|-----------------------|-------------------|---------------------|
| N/A                   |                   |                     |

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 |
|------|---------|-----------------------------------|--------------|
| N/A  |         |                                   |              |

**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 |
|---------------------|---------|--|----------------|
| Rev. Henry Roberts, |         | PRESIDENT  |                |
| Willie Rush         |         | 2nd Vice President   |                |
| DALE TAYLOR         |         | 1st Vice President   |                |
| NAUCY T. MAST       |         | Secretary   Treasurer  |                |

**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.

DR. GERALDINE L. PALMER  
Name of Authorized Applicant/Holder Representative (please print or type)

Geraldine L. Palmer  
Signature

GPALMER@SSPADS.ORG  
E-mail address

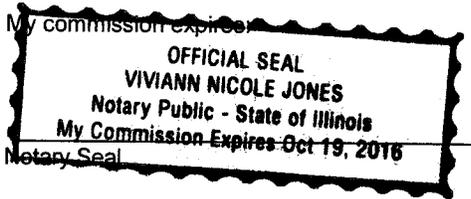
Subscribed to and sworn before me  
this 4 day of May, 2015

x Vivian Nicole Jones  
Notary Public Signature

EXECUTIVE DIRECTOR  
Title

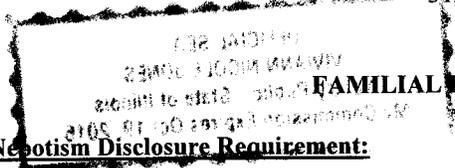
5/4/15  
Date

(708) 550-4411 Ext 101  
Phone Number





**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 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 preceding 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* |
|---|--|--|----------------------------------|
| _____   | N  | A  | _____                            |
| _____   |  |  | _____                            |
| _____   |  |  | _____                            |

*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* |
|--|--|--|----------------------------------|
| _____  | N  | A  | _____                            |
| _____  |  |  | _____                            |
| _____  |  |  | _____                            |

| 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* |
|--|--|--|----------------------------------|
| _____  | N  | A  | _____                            |
| _____  |  |  | _____                            |
| _____  |  |  | _____                            |

| 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* |
|---|--|--|----------------------------------|
| _____   | _____  | _____  | _____                            |
| _____   | N/A  | _____  | _____                            |
| _____   | _____  | _____  | _____                            |

| 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* |
|--|--|--|----------------------------------|
| _____  | _____  | _____  | _____                            |
| _____  | N/A  | _____  | _____                            |
| _____  | _____  | _____  | _____                            |

| 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* |
|--|--|--|----------------------------------|
| _____  | _____  | _____  | _____                            |
| _____  | N/A  | _____  | _____                            |
| _____  | _____  | _____  | _____                            |

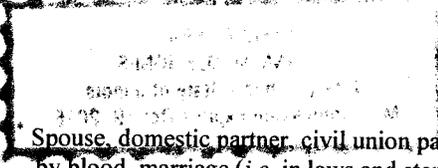
*If more space is needed, attach an additional sheet following the above format.*

**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.

*Justine L. Palmer*  
Signature of Recipient

5/4/15  
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 THREE ORIGINALS

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

Henry Roberts  
President's Name

Henry Roberts  
President's Signature

(708) 280-1098  
Telephone

REVHROB99@aol.com  
Email

May 17 out  
Secretary Signature

5/1/15  
Date

Execution by LLC

\_\_\_\_\_  
Member/Manager (Signature)\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

Execution by Partnership/Joint Venture

\_\_\_\_\_  
Partner/Joint Venturer (Signature)\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

Execution by Sole Proprietorship

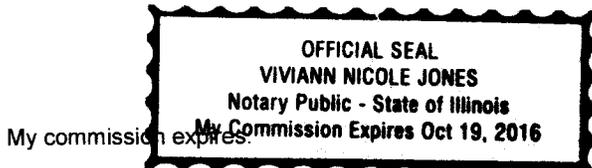
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

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



Vivian Nicole Jones  
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:

*John E. M*

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 10 DAY OF July, 2015

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

1553-14329D

OR

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

\_\_\_\_\_

TOTAL AMOUNT OF CONTRACT: \$ 24,000<sup>00</sup>

(DOLLARS AND CENTS)

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

APPROVED AS TO FORM:

Not required

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

\_\_\_\_\_