

PROFESSIONAL SERVICES AGREEMENT

RECIDIVISM REDUCTION SEED GRANT (\$24,000)

BETWEEN



COOK COUNTY GOVERNMENT

JUSTICE ADVISORY COUNCIL OF COOK COUNTY

AND

FIRST DEFENSE LEGAL AID

CONTRACT NO. 1553-14329F

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 First Defense Legal Aid, doing business as a Corporation of the State of Illinois, hereinafter referred to as "Contractor."

BACKGROUND

The County of Cook issued a Request for Proposals "RFP" for Recidivism Reduction 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.

PROFESSIONAL SERVICES AGREEMENT

RECIDIVISM REDUCTION SEED GRANT (\$24,000)

BETWEEN



COOK COUNTY GOVERNMENT

JUSTICE ADVISORY COUNCIL OF COOK COUNTY

AND

L.A.F.

CONTRACT NO. 1553-14329A

PROFESSIONAL SERVICES AGREEMENT

RECIDIVISM REDUCTION SEED GRANT (\$24,000)

BETWEEN



COOK COUNTY GOVERNMENT

JUSTICE ADVISORY COUNCIL OF COOK COUNTY

AND

L.A.F.

CONTRACT NO. 1553-14329A

“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.

I) 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: First Defense Legal Aid
5100 West Harrison Street
Chicago, Illinois 60644
Attention: Eliza Solowiej, 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

Board of Directors

Eliza Solowiej
Executive Director

Officers:

Tim Walker
Edwards Wildman
Palmer LLP, *Chair*

Jason Cummings
The Hackett Group
Treasurer

Jennifer Gill
Office of the Cook
County Public
Defender
Secretary

Members:

Roshna Bala
Loevy & Loevy

Robert Blazejowski
AbbVie

Maria Whiteman
Coar
Hyatt Corporation

Carla Goldstein
Seyfarth Shaw LLP

Guillermo Gutierrez
BUILD, Inc

Jessica Hunter
Office of the Cook
County Public
Defender

Scott Kamin
Private Practice
Attorney

Kristine Neal
Office of the Cook
County Public
Defender

Leena Odeh
UIC Social Justice
Initiative

Sarah Garza
Resnick
Office of the Cook
County Public
Defender

Charity Tolliver
Black Youth
Project



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

To the Justice Advisory Counsel of the Cook County Board President and Whom It May Concern:

First Defense Legal Aid, the Proposer, respectfully submits the enclosed proposal in response to RFP No. 1553-14329 Recidivism Reduction Demonstration Grants for \$24,000. FDLA's 2012 Strategic Plan launched Know Your Rights education campaigns in North Lawndale and Englewood focused on peer education and new educational media production by and for people at most risk of contact with the police. This Grant will propel this Know Your Rights programming as an innovative, promising anti-recidivism model with 25 system-involved youth and adults becoming long-term resources to their communities. They will be trained and supported as Leaders offering 10 Know Your Rights workshops each, including staff and system-involved participants in housing, workforce, education, youth, health and family support services.

First Defense's Know Your Rights Organizers bring extensive experience with community re-entry in North Lawndale, Little Village, and Englewood and will directly facilitate the program. The Multimedia Organizer VISTA will also support the program by bringing the peer educators' feedback on effective educational and marketing media to fruition. Executive Director Eliza Solowiej and Know Your Rights Organizer Jasmine Davis will supervise the initiative. All of the program's facilitators live and parent in communities disproportionately represented in Cook County detention facilities. Thank you for considering this innovative, asset-based strategy designed by and for people formerly detained in Cook County facilities to prevent recidivism.

Very truly,

Eliza Solowiej
Executive Director

Section B: Agency Description

First Defense Legal Aid (First Defense) began as a program of Chicago Commons in 1995. Its core purpose was to maintain a 24-hour Chicago Police Custody Hotline, through which any arrestee in Chicago police custody could be connected with an on-call attorney who would provide free legal representation at the police station. First Defense became an independent corporation in 2002, and a 501(c)(3) organization in 2003. Although the organization has expanded to provide other services, the hotline still remains a foundation upon which poverty-stricken Chicagoans, mostly young and of-color, depend for fairness and justice in custodial interrogations.

Broadly, we help realize the promises of the 4th, 5th, and 6th Amendments to the United States Constitution. In Illinois, as in most states, people in custody have the right to counsel, but those who are poor are not provided counsel until a judge appoints the Public Defender. This typically happens after formal charges have been entered, within 48 – 72 hours after arrest. *These first 48 hours are critical*, as most charges and convictions rely upon confessions, notwithstanding the Constitution's protection against self-incrimination. Police are trained in tactics for evoking self-incriminating statements, regardless of guilt. By providing free legal representation when Chicagoans are most susceptible to violation of their Constitutional rights, First Defense prevents false confessions, wrongful convictions, and waivers of rights.

Moreover, while the police have unlimited access to prosecution attorneys during custodial investigations, the same asset is not available to arrestees, unless they can afford their own counsel. In this way, First Defense helps level the playing field. At the police station, First Defense attorneys help the client understand and assert his or her rights, gather information about arrest and detainment, document evidence of police brutality, advocate for medical treatment,

and inform family and friends of the whereabouts and wellness of the detainee throughout the process. First Defense's efforts assist to alleviate some of the mental anguish and disenfranchisement that people experience with loved ones in police custody.

First Defense's Street Law initiative conducts Know Your Rights (KYR) outreach, education and leadership development for breaking the cycle of crime and disenfranchisement, preventing coerced confessions, and building the hope, skills, knowledge and accountability necessary for a lasting reduction in recidivism. To this end, the Know Your Rights workshops in schools and with community groups to promote the Chicago Police Custody Hotline and educate Chicagoans on the power of their 4th, 5th, and 6th Amendment rights. The presentations focus on (1) how to assert your rights at home, on the street and in the police station; (2) what you can do if you feel that the police have violated your civil rights; and (3) the importance of social responsibility, civic engagement, and minding the law. Peer education and leadership is key to develop sustainable knowledge, skills, and hope in communities. Service learning partnerships – with local law schools and universities, community based organizations, and people with lived experience with street violence and the criminal and juvenile system – are integral to our approach.

Section C: Executive Summary & Agency Organization Chart

In North Lawndale, Little Village, and Greater Englewood, police stops can be unavoidable. The outcomes of re-entry programs, such as those providing services for housing, mental health and addiction, education, and employment, among others, all require that participants successfully navigate these police encounters upon re-entry. Successfully navigating these encounters becomes crucial, as most charges, findings of probable cause, and convictions stem from waivers of rights during police investigations. Know Your Rights peer education, however, develops the hope, skills, confidence, critical thinking, community connections, and knowledge for those re-entering to use their rights and resources to avoid recidivism and stay the course toward their reentry goals.

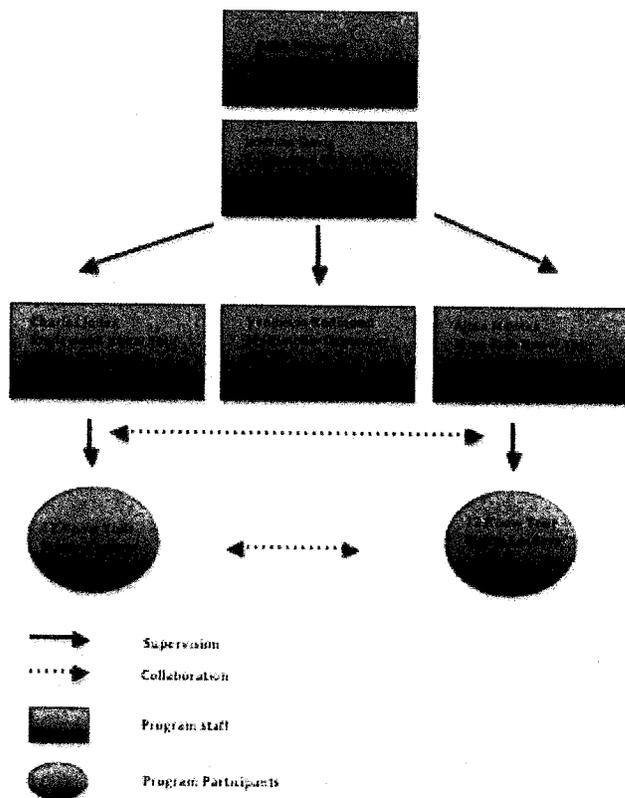
In our anti-recidivism peer-education program, twenty-five people who have recently been detained in Cook County are recruited, trained and engaged as KYR leaders who will conduct KYR workshops and empower 2,500 people with juvenile and criminal records with knowledge on how to interact with police during a stop. These KYR leaders can avoid recidivism by knowing and accessing their rights when in police contact, and offering KYR workshops to their local anti-recidivism service providers. Further, the 2,500 workshop participants they reach make up a second level of impact for interrupting recidivism.

The KYR leaders will be members of the Greater Lawndale and Greater Englewood communities, and make up a west-side and south-side team, each lead by an experienced First Defense Know Your Rights organizer. Two First Defense KYR Education Campaign Organizers will recruit, train, and support the two teams in North Lawndale/Little Village, and Greater Englewood respectively. The organizers are from the South and West communities they serve and have personal and professional experience with re-entry, leadership development of system-

involved youth and adults, restorative justice, and partnerships with local social services where the KYR Leaders will offer their workshops. The Executive Director will oversee the project, and has led and evaluated anti-recidivism programs for over 18 years.

This First Defense staff team has achieved successes implementing similar programs. FDLA is currently in its 3rd quarter of the 1st year of a Cook County JAC anti-recidivism grant program, and has produced a 0-5% recidivism rate among participants. Another program under our street law initiative is the "Public Safety for All" program, aimed at intervening in the cycle of rights violations in the first stages of a potential case –police stops and arrests- and violent crime among 10 Englewood youth identified as at high-risk of shooting or being shot.

HR Chart: Know Your Rights Peer Education Program for Recidivism Prevention



Section D: Description of Problem

For the past decade, the reported recidivism rate has hovered around 50%, and billions of dollars have been spent on incarceration. In Chicago's most vulnerable communities, thousands of individuals spend their lives trapped in the revolving door of the juvenile and criminal justice systems. Once involved in the system, the likelihood of contact with law enforcement significantly increases. Lack of knowledge, hope, and access to counsel during police contact is often the key factor in a stop leading an arrest, then a charge, a finding of probable cause, and a conviction.

First, a lack of knowledge and hope for invoking one's rights and awareness about how to access counsel, increases vulnerability to waivers of rights. Police overreach and reliance on the waivers lead to a climate of distrust of law enforcement officers because police are viewed as a perpetrator of violence rather than as a resource to help stop violence. Street Law workshops with court-involved youth in the Englewood and North Lawndale communities indicate that almost every child in the audience has been or knows someone who has been a victim of police abuse; young people disclose being beaten by the police, having drugs planted on them by police officers, and being verbally abused and degraded by police officers.

Many of these youth, as well as adults who have criminal records, discuss at workshops the fact that they feel as though the "[criminal justice] system" is "out to get" them, and that it is just a matter of time before they are picked up by the police and end up incarcerated again, regardless of whether they break the law. This leads to a culture of distrust of the police and of the system as a whole. A Chicago Tribune article entitled "More Police, More Arrests, More Fear" discussed that "negative run-ins with the police have created a culture of distrust" and that people feel "disrespected, abused, and alienated" by the police. The article recognized that in order for crime to go down, the culture of distrust must be addressed.

Secondly, lack of knowledge, hope and access to counsel while in police contact increases violent crime, another recidivism factor. The VERA Institute for Criminal Justice Reform, the procedural justice research of a team of Yale University professors, and MacArthur Violence Risk Assessment are a few examples of studies that find an association between physical abuse, police overreach, and violent crime.

Even when police follow the rules, people in poverty are disenfranchised from the protections within the criminal and juvenile justice systems when they are made to believe there is no choice but to waive their rights during police investigations. Under the current legal framework, *the public defender can only be appointed in court - after the most pressing first 48 hours when most people are convinced to waive their right to an attorney, against unreasonable search and seizure, and against self-incrimination.*

In order for the recidivism rate to decrease in Chicago's communities, the members of those communities must be equipped with the tools necessary to navigate police encounters in a safe and peaceful manner and establish themselves as community resources. First Defense seeks to reduce all of the risk factors for recidivism through its KYR campaign with peer educators at the forefront. Civic engagement and ex-offender-lead public safety initiatives are unparalleled anti-recidivism strategies. Prepared and supported as KYR Leaders, Chicagoans who are at high risk of recidivism are part of a movement for equal access to Constitutional rights and supportive resources. Providing educational trainings to community organizations, faith congregations, and their own circles establishes them as leaders with resources to offer as they build relationships with organizations that may need KYR trainings while being able to offer other anti-recidivism resources to the trainer.

Section E: Description of Target Population

Widespread misinformation, hopelessness, and lack of access to basic rights leads to more violence, incarceration, and a lack of empowerment among members of communities where, in some cases, close to 70% of adult males have criminal records.

First Defense's Know Your Rights Peer Education program will target individuals with juvenile and criminal records who live in Chicago's most resource-deprived and socioeconomically disadvantaged communities. Indeed, these communities have both the highest rates of police encounters and the highest recidivism rates.

Cities around the United States have connected decreased violence and increased public safety to decreased police brutality and increased police accountability. In New Orleans, studies show a decline in violence overall during periods when the leadership of the New Orleans Police Department has cracked down on police corruption and emphasized community problem solving over arrests. When police accountability increased, violent crime decreased; when police accountability efforts were weak - as is the case in Chicago at present - violent crime increased. New Orleans' Safe Streets/Strong Communities has, through peer education efforts led by ex-offenders, succeeded in reducing both street-based and law enforcement-based violence.

While cities like New York and New Orleans have already identified the link between public safety and police accountability, now is the time for Chicago to uncover and respond to a key root cause of crime and recidivism that has been overlooked: inequality, unfairness, and lack of accountability in the criminal and juvenile justice systems, most saliently in the first 48 hours in police custody.

Police abuse leads to distrust of the police, more violence, and a lack of empowerment among community members. First Defense's Street Law program changes this equation by

empowering people to exercise their rights during police encounters as well as to become part of a movement that calls for greater police accountability and an end to police violence.

Developing an identity as a Know Your Rights educator can allow people to experience personal power. Police encounters are the entry point into the criminal justice system; equipping individuals who have a history of traumatic and violent experiences with the criminal justice system will reduce recidivism by serving as an intervention and a way to experience power, respect and protection through peaceful means. Through First Defense's Street Law project and Know Your Rights Campaigns, Chicagoans who are at high risk of becoming victims or perpetrators of violence are part of a movement for equal access to constitutional rights.

First Defense has worked with thousands of clients in this population in our 20 year history, and served thousands more through our Street Law programs. Our highest-risk Know Your Rights Leaders have reported great empowerment and genuine surprise when they have avoided arrest by applying their knowledge from the training during the workshops. Through numerous anecdotes, we have documented that staying calm, having our wallet cards on hand and invoking one's rights can lead to release after a brief police encounter. Effective self-advocacy can help avoid arrest, charging and processing. It can be a turning point towards civic engagement and away from choices that increase one's risk of recidivism (such as committing crimes and not accessing supportive community-based services).

Section F: Proposed Program & Implementation Schedule

GOAL: Street Law peer educators will develop and distribute materials for promoting 1800-LAW-REP-4, Know Your Rights information, and facts about criminal law and sentencing.

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

Objective B: Design messaging from and for these groups for increased access to the Police Custody Hotline and basic Know Your Rights information for Public Safety for ALL.

Objective C: 25 participants (Know Your Rights Leaders) reach 100 people/each with juvenile and/or criminal records with Know Your Rights information, delivering workshops to other anti-recidivism program participants and staff.

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

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Recruitment and enrollment: Identify 8 North Lawndale, 5 Little Village, and 12 Englewood community members with contact with the Criminal or Juvenile systems in the last year as Know Your Rights (KYR) Leaders.	X*			
Training of Leaders: Each KYR Leader completes a training for trainers and demonstrates competency with the content.		X		
Shadowing Attorney: Each Trainer co-presents a workshop with an FDLA attorney and debriefs any questions about the relevant law & process for contacting them with legal questions that come up in future workshops.		X		
KYR Leaders give 5 workshops/each to people with records and anti-recidivism service providers throughout North Lawndale, Little Village and Englewood			X	X
KYR Leaders attend bi weekly meetings to debrief, schedule and document peer ed workshops: Friday evenings at CeaseFire Englewood, & Thursday Evenings at Westside Association for Community Action.			X	X
KYR Leaders plan and design new Know Your Rights educational media.		X		
KYR Leaders execute/distribute new You're your Rights educational media (depending on choice of media, may be a CANTV show, mural, twitter campaign, etc).			X	X

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

Section G: Expected Outcomes

GOAL: Street Law peer educators will develop and distribute materials for promoting 1800-LAW-REP-4, Know Your Rights information, and facts about criminal law and sentencing.

OUTCOME: Participants and other system-involved community members avoid recidivism and system engagement by knowing, accessing their rights when in police contact, while getting familiar with and fortifying their local anti-recidivism service providers by offering the resource of KYR workshops.

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

Deliverables: 2000 people with juvenile and/or criminal records know what to do when they or someone they know is stopped by police, to actually access their rights to counsel and against self-incrimination, demonstrated in a teach-back

Deliverables: 80% of participants, or at least 20 of the 25, are not charged with any misdemeanor or felony offense in the 12 months demonstrated by Cook County records.

Section H: Planning & Preparation Activities/ Organizational Readiness

Developing 25 people returning from detention as peer educators (KYR Leaders) is an asset-based strategy, recognizing participants as community resources, and incentivizing them to get acquainted with anti-recidivism supports in their communities as they offer KYR workshops. It includes a civic-engagement strategy, re-integrating those returning from detention into powerful, positive community roles. Training for Trainers will involve motivational interviewing to develop the hope that one's rights can be accessed and are worth accessing.

The program staff for this initiative are already part of our staff team. All of the staff members have the experience, relationships, and training needed to carry on the second year. With success so far in the first three quarters of year one (0-5% recidivism compared to the 20% or less anticipated), the program plan and staffing model has proven successful. With the same plan intact, no planning period will be needed. The first step will be recruitment of 25 system-involved Chicagoans on the South and West sides, and many have already been identified by this year's anti-recidivism peer educators (KYR Leaders) and program staff.

Recruitment will happen through street outreach and by identifying leaders who are passionate about and concerned with Know Your Rights information and its connection to avoiding recidivism in our KYR workshops in spaces where system-involved youth and adults are participating. This will include organizations such as Cook County's Evening Reporting Centers for juveniles, where we currently offer weekly workshops to North Lawndale Youth, and CeaseFire Englewood, where we currently offer weekly workshops for system-involved youth, as well as other collaborating organizations.

Enrollment will involve a signed form commitment to the program requirements and a training-for-trainers process. After each trainer has received our lesson plans and observed our

Know Your Rights curriculum being delivered by experienced trainers in workshop and outreach form, they will then go through training and co-facilitate the lessons with a volunteer lawyer for optimal clarity and support on the 5 key legal points for what to do when you are stopped by police. They will then be ready to schedule and deliver workshops at partner organizations, other community programs serving system-involved people, and conduct street outreach in their communities. The 25 KYR leaders will conduct 10 workshops with at least 10 participants each, empowering 2,500 people with juvenile and criminal records with knowledge about what to do if they are stopped by police and how to actually access their Constitutional rights.

At monthly meetings, Leaders will debrief, hone their skills as KYR Leaders, and inform new, relevant materials for promoting KYR information in multimedia (radio PSAs, CANTV, etc) with the support of our Multimedia Organizer. As needed, the plan will be adjusted as their leadership influences implementation.

Section K: Qualifications of the Proposer

For almost 20 years, First Defense has directly engaged people at the highest risk of system-engagement and recidivism through emergency legal representation for people detained at Chicago police stations, and the Street Law program promoting the hotline where it is needed most. We now have 6 Full time and 6 Part time people on our staff team. We have a robust team of Know Your Rights education campaign organizers, a full-time ED, support staff, 3 staff attorneys, plus two more full-time attorneys serving through AmeriCorps VISTA. Our staff and Board have diversified with our strategic plan calling for an increased institutional leadership from Chicago communities most affected by our mission. Gang intervention, youth development, policy research, and organizing leaders are now staff and Board members.

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

References:

All of these services were offered free of charge to support their clients and staff and promote our Hotline as an anti-recidivism resource.

Has interfaced with FDLA for over a decade to prevent recidivism of his clients through Street Law - Know Your Rights Education and Hotline services. Volunteered on an educational video project for the KYR multimedia initiative. Has benefitted from FDLA's services personally and professionally as an ex-offender working as a social worker in re-entry:

Max Cerda, Street Intervention Case Worker - BUILD Inc.

5100 W. Harrison St. Chicago, IL 60644, 773.227.2880

Hosts weekly Know Your Rights education, leadership development to youth in Cook County Evening Reporting Center:

Gloria Jenkins, Westside Association for Community Action 3600 W. Ogden Ave. Chicago IL, 60623, 773.277.4400

Hosts weekly Know Your Rights Workshops for Youth at Risk of Violence.

Shelley Williams, CeaseFire Englewood Outreach 1636 W. 63rd Street, Chicago, IL 60636, 773-863-0694 ShelleyWilliams19@yahoo.com

Section L: Key Personnel

The key personnel for this project are: Eliza Solowiej, First Defense's executive director; Jasmine Davis, who will be a team leader for the grant period; Charles Jones and Alma Montes, Know Your Rights Education Campaign Organizers; and Vennessa Redmond, the Multimedia Organizer.

Eliza Solowiej has been First Defense's executive director for over two years. For 20 years, she has focused her career on youth, community and organizational leadership development with system-involved community members. Eliza has overseen anti-recidivism programming resulting in 0-3% recidivism compared to state-averages of 51%. She has been a foster parent for teenaged youth in the Illinois Department of Children and Family Services.

Jasmine Davis is to be the lead Know Your Rights Education Campaign Organizer at First Defense. Before joining First Defense, Jasmine worked with Generation Y and co-founded the Center for Change for youth in the neighborhood with the highest juvenile arrest rates in Chicago. As a youth organizer for eight years, Jasmine has facilitated groups of all sizes and has led trainings on door knocking, leafleting, cop watch, and political education.

Charles Jones is the Know Your Rights Organizer in Englewood. After winning two 1983 suits pro se as a teenager, Charles worked as an outreach counselor with Ceasefire. Charles has extensive experience and training in conflict resolution and violence prevention. He has committed his life to working with at-risk youth and ensuring that communities work on the issues that underpin the violence throughout Chicago. His efforts have led to his participation in popular education campaigns, including speaking engagements.

Alma Montes has been a Know Your Rights Education Campaign Organizer with First Defense for two years. She is dedicated to the future of Chicago youth and all those disenfranchised. She is a long-time leader on the west-side, from the Little Village-Lawndale community. Moreover, Alma is a national advocate for felon disenfranchisement devoted to end regressive practices and improve overall conditions in the nation's prison systems and communities disproportionately entangled in them.

Venessa Redmond is First Defense's Multimedia Organizer where she facilitates KYR workshops and creates media that makes Constitutional law accessible to the public. She has a bachelor's degree in Sociology and is currently working on a master's degree in education. Venessa has been trained as a KYR trainer and has subsequently taught several KYR workshops in schools and community organizations throughout Chicago. Additionally, she is trained in Kingian Nonviolence, Advancing Youth Development, and Circle Keeping.

**BT BLOCKS
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Action Bettering Communities

3455 W North Ave, Chicago IL 60647

773 276-2194 www.btchicago.org

"To the Cook County Justice Advisory Council and to whom it may concern,

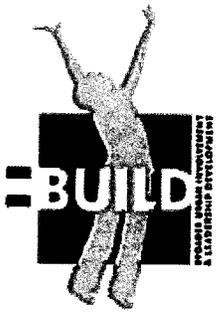
I am the Co-Director at Blocks Together, our Peace Ambassadors helps interrupt recidivism by working with youth to be trained a circle keepers and peer jurors in order to find alternative methods to correct harm that was committed, and to help reduce out of school suspensions by providing training and support to local schools in the West Humboldt Park community.

I am writing to support First Defense Legal Aid Request for proposal (RFP) No.1553-14329 Recidivism Reduction Demonstration grants (24,000) for Justice Advisory Council of Cook County. We believe FDLA is a valuable part of the community. FDLA has worked in collaboration with Blocks Together for over 5 years providing Know Your Rights training and supporting our Graduate don't Incarcerate campaign

We will support them in allowing system involved individuals do workshops at our space and also engage and train our members as well. We believe our outcome would improve by allowing those formerly in the system to come do workshops. Thank you for taking the time out to read this. If you have any questions or concerns you can contact me via email at bt.housingorg@gmail.com

Sincerely,
Carolina Gaete

Co-Director Blocks Together



March 2, 2015

Dear Cook County Justice Advisory Council:

I, Adam Alonso, Executive Director at BUILD, am offering this letter of support from BUILD, Inc. for First Defense Legal Aid and its forthcoming proposal to the Cook County Justice Advisory Council for RFP No. 1553-14329 Recidivism Reduction Demonstration grants (\$24,000).

BUILD is a youth development agency that has been in existence since 1969. Our mission is to engage at-risk youth in the schools and on the streets so they can realize their educational and career potential and contribute to the stability, safety and well-being of our communities. BUILD helps to interrupt recidivism in a variety of ways including: Intervention programming in schools, Project BUILD initiative in the Juvenile Detention Center and sports programming and peace leagues in Chicago's communities.

We believe First Defense Legal Aid is a valuable part of the community, and we have collaborated by providing space for their operations and they have also provided workshops for our staff. We will support them in allowing court-involved individuals to do workshops at our space and also engage and train our staff as well. We believe our outcome would improve by allowing those formerly in the system to provide workshops.

BUILD recognizes the value of the services provided by First Defense Legal Aid and will continue to support their efforts.

Sincerely,

Adam M. Alonso, MSW
Executive Director



Chicago Alliance Against Racism & Political Repression
 1325 S. Wabash Ave. Suite 105, Chicago, Illinois 60605 (312) 939-2750
 www.naarpr.org

February 26, 2015

To whom it may concern,

Our organization has been very fortunate to have been able to collaborate with First Defense Legal Aid (FDLA) in "Know Your Rights" programming and services. FDLA has been able to sponsor peer educators who facilitate "Know Your Rights" workshops in the community. This peer educator program not only informs and empowers the community; it also leads to anti-recidivism among the peer educators and the people who receive knowledge, hope, and awareness about our Hotline from them. We understand that FDLA is working to provide a small stipend to some peer educators to go out on the weekends or set up a schedule to disseminate literature.

We understand that FDLA is currently working on a proposal sponsored by the Justice Advisory Council of Cook County to continue this program that provides stipends and transportation to formerly incarcerated "Know Your Rights" peer educators as well as printing costs for the educational materials they disseminate. We enthusiastically greet the continuation of this program.

Our organization is very involved in organizing to stop police crimes through legislation creating and enacting an elected Civilian Police Accountability Council. We have appreciated the valuable contribution of FDLA peer educators to this work, participating in programs we have organized, especially among young people of color. We also distribute the very useful information cards prepared by FDLA.

We cannot thank FDLA enough for its continued involvement with our organization. We look forward to working with FDLA more in the future. If you have any questions or concerns, please do not hesitate to contact me.

Yours, in struggle,

Ted Pearson

◆ **Executive Committee**

Clarice Durham
 Ted Pearson
 Josephine Wyatt
 Co-Chairs
 Willie Williamson
 Treasurer
 Kevin Lindemann
 Rec'g Sec'y
 Mike Siviwe Elliott
 Labor Committee
 Chair
 Frank Chapman
 Field Secretary,
 Education Director

◆ **Steering Committee***

Jeff Baker
 Committee for a Better
 Chicago
 Alejandro Barba
 Gloria J. Johnson-Ester
 Joe Iosbaker
 Committee Against FBI
 Repression
 Rasmea Odeh Defense
 Committee
 Gregory Malandrucchio
 Victim of arbitrary brutal
 beating by Chicago police
 Crista Noël
 Larry Redmond
 Attorney at Law,
 General Counsel
 Billie Rosman
 Judith Stuart
 Prison Medical
 Project Coordinator
 Cherese Williams
 Para-Legal
 Cabrini-Green Legal Aid
 Patricia J. Welch
 Sarah Wild
 Mildred Williamson

◆ **Organizing Committee to Stop Police Crimes* (includes Steering Committee)**

Khalid Abdullah
 National Jericho Movement
 Bertha Escamilla
 Mother of Nick Escamilla,
 police torture victim
 Kamm Howard
 N'COBRA
 Emmett Farmer
 Father of Flint Farmer,
 murdered by Police
 Lewis Myers
 Attorney at Law
 Jordan Rome

*Organization affiliations listed for identification only

UNITY + STRUGGLE + ORGANIZATION = VICTORIES!



LITTLE VILLAGE ENVIRONMENTAL JUSTICE ORGANIZATION
LA ORGANIZACIÓN DE JUSTICIA AMBIENTAL DE LA VILLITA

February 26, 2015

To the Cook County Justice Advisory Council and to whom it may concern,

I am the Kimberly Wasserman, Director of Organizing and Strategy at the Little Village Environmental Justice Organization. LVEJO's Youth Program helps interrupt recidivism by building on Juvenile Justice and the rights of youth through leadership and activism.

I am writing to support First Defense Legal Aid Request for proposal (RFP) No.1553-14329 Recidivism Reduction Demonstration grants (24,000) for Justice Advisory Council of Cook County. We believe FDLA is a valuable part of the community. FDLA has hosted trainings, community conversations and presentations and been a part of our organization as an ally in our fight for environmental justice. We will support them in allowing system involved individuals do workshops at our space and also engage and train our members as well. We believe our outcome would improve by allowing those formerly in the system to come do workshops.

Thank you for taking the time out to read this. If you have any questions or concerns you can contact me via phone: (773) 762-6991 or email: kwasserman@lvejo.org.

Sincerely,

Kimberly Wasserman

Kimberly Wasserman
Director of Organizing and Strategy



To the Cook County Justice Advisory Council and to whom it may concern,

I am the Executive Director at Southside Together Organizing for Power. STOP helps interrupt recidivism by running youth leadership development programming. I am writing to support First Defense Legal Aid Request for proposal (RFP) No.1553-14329 Recidivism Reduction Demonstration grants (24,000) for Justice Advisory Council of Cook County. We believe FDLA is a valuable part of the community. FDLA has collaborated and been a part of our organization as a trainer, resource and ally. We will support them in allowing system involved individuals do workshops at our space and also engage and train our members as well. We believe our outcome would improve by allowing those formerly in the system to come do workshops. Thank you for taking the time out to read this. If you have any questions or concerns you can contact me.

Sincerely,

Alex Goldenberg
Executive Director
Southside Together Organizing for Power
602 E 61st St Chicago IL 60637
www.stopchicago.org
office: 773.217.9598
cell: 773.543.9153
alexgberg@gmail.com



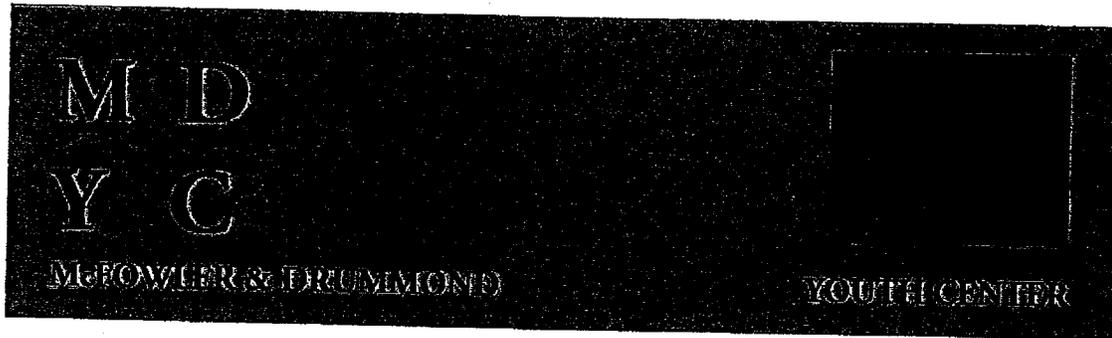
The Chicago Project for Violence Prevention

Ceasefire Englewood

To the Cook County Justice Advisory Council and to whom it may concern,

I am the Supervisor at Ceasefire Englewood, our program helps Interrupt recidivism by deploying violence Interrupters to mediate high risk conflicts in those areas that are disproportionately affected by violence. We also employ Outreach workers to develop risk reduction plans for said group. I am writing to support First Defense Legal Aid Request for proposal (RFP) No.1553-14329 Recidivism Reduction Demonstration grants (24,000) for Justice Advisory Council of Cook County. We believe FDLA is a valuable part of the community. FDLA has conducted workshops with the aforementioned group and been a part of our organization as a valued community partner and stake-holder. We will support them in allowing system involved individuals do workshops at our space and also engage and Improve by allowing those formerly in the system to come do workshops. Thank you for taking the time out to read this.

Respectfully Submitted:



March 2, 2015

To the Justice Advisory Counsel of the Cook County Board President and Whom It May Concern,

I am the Executive Director at McFowler & Drummond Youth Center. We reduce recidivism by hosting biweekly. I am writing to support First Defense Legal Aid Request for proposal (RFP) No.1553-14329 Recidivism Reduction Demonstration grants (24,000) for Justice Advisory Council of Cook County. We know FDLA work with youth exposed to violence, especially African American males, and this is important to us.

We will support them in allowing system involved individuals do workshops at our space and also engage and train our members as well. We believe our outcome would improve by allowing those formerly in the system to come do workshops.

Thank you and please grant them this support. We will work together. If you have any questions or concerns you can contact me on my cell phone at (773) 999-5717.

Truly yours,
Booney McFowler
Founder and Executive Director

EXHIBIT 2

Schedule of Compensation

Appendix 1-Pricing Proposal Form

OTHER DIRECT COSTS	Org #			TOTAL
	1	2	3	
Item	Price	Unit	# units	
CTA fare cards	\$5.00	1	250	
Stipends	\$40.00	1	250	\$1,250
Leader (Participant) Meals at	\$167.00	1	12	\$10,000
				\$2,004
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL OTHER DIRECT COSTS				\$13,254
TOTAL DIRECT COSTS				\$55,174
INDIRECT COST				
Indirect Cost Rate				
10.00%				
10.00%				\$5,517
				\$0
				\$0
TOTAL INDIRECT COST RATE				\$5,517
GRAND TOTAL				\$60,691
REQUESTED FUNDS				\$24,000
LEVERAGED OR MATCHED FUNDS				\$36,691

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.

Jasmine Davis has the experience and relationships to ensure a smooth transition & successful 2nd year of the KYR Peer Education for Recidivism Intervention program. After serving 2 years as a VISTA, actively leading the southside anti-recidivism peer educators (Know Your Rights leaders) group, we plan to hire her as a Street Law Team Leader by July at a ~~\$30,000~~ salary. ~~1/4 FTE will be spent supporting and managing this program.~~ 1/4 30,000= \$7,500 not including fringe and payroll fees. The Southwise and Westside organizers will recruit, prepare and manage the KYR leaders 1/3FTE each and the Media organizer 1/4 FTE will support them to create new educational materials. Benefits include fringe and payroll fees for Jasmine. \$300/mo housing stipends for the Organizers and their salaries will be covered by VISTA, individual donors and foundation funding.

Contract/Consultant

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

Equipment

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

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.

A box of 250 wallet cards is priced at \$12-\$13 each (vistaprint.com, depending on periodic sales).

The wallet cards have basic know your rights info on one side, and the phone number for free legal representation if someone is taken into Chicago police custody on the other. The 25 peer educators will carry and distribute these throughout the program and beyond.

Printing

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

Other Direct Costs

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

12 meals (during trainings and debriefs, for 25 Know Your Rights Leaders (system-involved peer educators/ program participants) estimated at \$167 each per MacArthur's Restaurant catering website.

10 \$40 stipends (1 per workshop delivered) for 25 Know Your Rights leaders

10 \$5 CTA farecards each for 25 KYR leaders, 1 per workshop or outreach activity per KYR leader

Indirect Costs

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

Indirect costs (2,400 to the JAC grant) will cover general operating of FDLA, providing emergency defense at Chicago police stations for the participants and the 2,500 people they reach with KYR information, skills, and knowledge, to ensure access to these rights in real time and intervene in their recidivism should they be stopped and arrested and invoke their rights. In addition to the named leaders and the people they reach directly, countless others may hear about this unique legal service (free station house defense through 1(800) LAW-REP-4) and access it as a crucial recidivism intervention.

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.

~~FDIA will continue to support and engage the 25 KYR leaders beyond the project year. They will be considered for paid outreach and trainer positions, invited to leadership roles in meetings and outreach activities, and provided with materials to continue distributing KYR information in their circles ongoingly. The skills, knowledge, awareness and relationships they build through the program will continue to serve them and their communities. They will be ongoing anti-recidivism resources in their communities. Our hotline for emergency defense will continue to respond when needed to ensure that unknowing waivers of rights are not the cause of recidivism, significantly diminishing their chances of recidivating into the future. A leader will be recruited for potential board membership to further institutionalize the leadership formerly/ system-involved community leaders.~~

EXHIBIT 3

Evidence of Insurance

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

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

SECTION 1
INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every Proposer responding to a Request for Proposals, and every Respondent responding to a Request for Qualifications, and others as required by the Chief Procurement Officer. The execution of the EDS shall serve as the execution of a contract awarded by the County. The Chief Procurement Officer reserves the right to request that the Bidder or Proposer, or Respondent provide an updated EDS on an annual basis.

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

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

Applicant means a person who executes this EDS.

Bidder means any person who submits a Bid.

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

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

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

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

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

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

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

Lobbyist means any person who lobbies.

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

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

Proposal means a response to an RFP.

Proposer means a person submitting a Proposal.

Response means response to an RFQ.

Respondent means a person responding to an RFQ.

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

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

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

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

Section 2: Certifications. Section 2 sets forth certifications that are required for contracting parties under the Code and other applicable laws. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

Section 3: Economic and Other Disclosures Statement. Section 3 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Applicant to the warranties, representations, agreements and acknowledgements contained therein.

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

Additional Information. The County's Governmental Ethics and Campaign Financing Ordinances impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions, and the Applicant is expected to comply fully with these ordinances. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit the web-site at cookcountyil.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.

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

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

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

Unless expressly waived by the Cook County Board of Commissioners, the Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is annually by the Chief Financial Officer of the County, and shall be posted on the Chief Procurement Officer's website.

The term "Contract" as used in Section 4, I, of this EDS, specifically excludes contracts with the following:

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

SECTION 3

REQUIRED DISCLOSURES

1. DISCLOSURE OF LOBBYIST CONTACTS

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

Name

Address

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

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

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

Yes: No:

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

5100 W. HARRISON
CHICAGO, IL 60644

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): _____

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

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

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

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

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

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 FIRST DEFENSE LEGAL AID

D/B/A: _____

FEIN NO/SSN (LAST FOUR DIGITS): 9555

Street Address: 5100 W. HARRISON

City: CHICAGO

State: IL

Zip Code: 60644

Phone No.: 773 354 8581

Fax Number: _____

Email: ELI@FIRST-DEFENSE.ORG

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

Corporate File Number (if applicable): _____

Form of Legal Entity:

[] Sole Proprietor [] Partnership Corporation [] Trustee of Land Trust

[] Business Trust [] Estate [] Association [] Joint Venture

Other (describe) NONPROFIT 501 (c)3

Ownership Interest Declaration:

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

Name	Address	Percentage Interest in Applicant/Holder

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

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

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

Name	Address	Percentage of Beneficial Interest	Relationship

Corporate Officers, Members and Partners Information:

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

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office

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.

ELIZA SOLOWIET

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

Signature

ELIZA @ FIRST-DEFENSE.COM

E-mail address

EXECUTIVE DIRECTOR

Title

5-14-15

Date

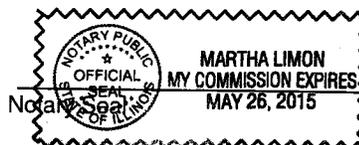
7733548581

Phone Number

Subscribed to and sworn before me
this 14th day of May, 2015

x Martha Limon
Notary Public Signature

My commission expires: 5/26/2015





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

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION

Nepotism Disclosure Requirement:

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

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

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

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

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

Additional Definitions:

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

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

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

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

Name of Person Doing Business with the County: FIRST DEFENSE LEGAL AID

Address of Person Doing Business with the County: 5100 W. TAMMISON COTTAGE BL 6061

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:

ELIZA SOLOWIES, EXECUTIVE DIRECTOR 773-354-8581
ELIZA@FIRST-DEFENSE.COM

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: _____

1553-14329E

The aggregate dollar value of the business you are doing or seeking to do with the County: \$ 24,000

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

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

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

Check the box that applies and provide related information where needed

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

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

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

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

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

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

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

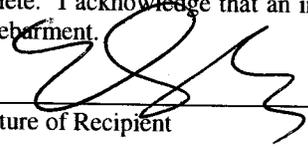
Name of Member of Board of Director for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____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

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

Name of Person Responsible for the General Administration of the Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Name of Agent Authorized to Execute Documents for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Name of Employee of Business Entity Directly Engaged in Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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



 Signature of Recipient

5-21-15

 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

ELIZA SOLOWIET

President's Name

773 354 8581

Telephone

X [Signature]

Secretary Signature

X [Signature]

President's Signature

ELIZA@FIRST-DEFENSE.OB

Email

MAY 11 2015

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

day MAY 11, 2015

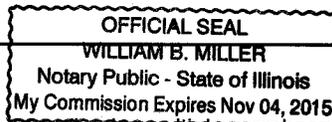
[Signature]

Notary Public Signature

My commission expires:

11-4-15

Notary Seal



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

SECTION 5
COOK COUNTY SIGNATURE PAGE

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



COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 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

1553-14329 F

OR

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

TOTAL AMOUNT OF CONTRACT: \$

24,000⁰⁰

(DOLLARS AND CENTS)

FUND CHARGEABLE: _____

APPROVED AS TO FORM:



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