

PROFESSIONAL SERVICES AGREEMENT

**VIOLENCE PREVENTION, INTERVENTION AND REDUCTION
SEED GRANTS (\$40,000)**

BETWEEN



COOK COUNTY GOVERNMENT

JUSTICE ADVISORY OF COOK COUNTY

AND

LAWNDALE CHRISTIAN LEGAL CENTER

CONTRACT NO. 1553-14559C

APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS

OCT 07 2015

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
Exhibit 4	Identification of Subcontractor/Supplier/SubConsultant Form
Exhibit 5	Board Authorization
Exhibit 6	MBE/WBE Utilization Plan
Exhibit 7	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 LAWNDALE CHRISTIAN LEGAL CENTER, doing business as a Not-For-Profit of the State of Illinois, hereinafter referred to as "Contractor."

BACKGROUND

The County of Cook issued a Request for Proposals "RFP" for Violence Prevention, Intervention and Reduction Seed Grants (\$40,000). 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:

List of Exhibits

Exhibit 1	Scope of Services
Exhibit 2	Schedule of Compensation
Exhibit 3	Evidence of Insurance
Exhibit 4	Identification of Subcontractor/Supplier/SubConsultant Form
Exhibit 5	Board Authorization
Exhibit 6	MBE/WBE Utilization Plan
Exhibit 7	Economic Disclosure Statement

ARTICLE 3: DUTIES AND RESPONSIBILITIES OF CONTRACTOR

a) Scope of Services

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

b) Deliverables

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

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

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

c) **Standard of Performance**

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

Contractor must assure that all Services that require the exercise of professional skills or judgment are accomplished by professionals qualified and competent in the applicable discipline and appropriately licensed, if required by law. Contractor must provide copies of any such licenses. Contractor remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Contractor or its Subcontractors or others on its behalf. All Deliverables must be prepared in a form and content satisfactory to the Using Agency and delivered in a timely manner consistent with the requirements of this Agreement.

If Contractor fails to comply with the foregoing standards, Contractor must perform again, at its own expense, all Services required to be re-performed as a direct or indirect result of that failure. Any review, approval, acceptance or payment for any of the Services by the County does not relieve Contractor of its responsibility for the professional skill and care and technical accuracy of its Services and Deliverables. This provision in no way limits the County's rights against Contractor either under this Agreement, at law or in equity.

d) **Personnel**

i) **Adequate Staffing**

Contractor must, upon receiving a fully executed copy of this Agreement, assign and maintain during the term of this Agreement and any extension of it an adequate staff of competent personnel that is fully equipped, licensed as appropriate, available as needed, qualified and assigned exclusively to perform the Services. Contractor must include among its staff the Key Personnel and positions as identified below. The level of staffing may be revised from time to time by notice in writing from Contractor to the County and with written consent of the County, which consent the County will not withhold unreasonably. If the County fails to object to the revision within 14 days after receiving the notice, then the revision will be considered accepted by the County.

ii) **Key Personnel**

Contractor must not reassign or replace Key Personnel without the written consent of the County, which consent the County will not unreasonably withhold. "Key Personnel" means those job titles and the persons assigned to those positions in accordance with the provisions of this Section 3.d(ii). The Using Agency may at any time in writing notify Contractor that the County will no longer accept performance of Services under this Agreement by one or more Key Personnel listed. Upon that notice Contractor must immediately suspend the services of the key person or persons and must replace him or them in accordance with the terms of this Agreement. A list of Key Personnel is found in Exhibit 1, Scope of Services.

iii) **Salaries and Wages**

Contractor and Subcontractors must pay all salaries and wages due all employees performing Services under this Agreement unconditionally and at least once a month without deduction or rebate on any account, except only for those payroll deductions that are mandatory by law or are permitted under applicable law and regulations. If in the performance of this Agreement Contractor underpays any such salaries or wages, the Comptroller for the County may withhold, out of payments due to Contractor, an amount sufficient to pay to employees underpaid the difference between the salaries or wages required to be paid under this Agreement and the salaries or wages actually paid these employees for the total number of hours worked. The amounts withheld may be disbursed by the Comptroller for and on account of Contractor to the respective employees to whom they are due. The parties acknowledge that this Section 3.d(iii) is solely for the benefit of the County and that it does not grant any third party beneficiary rights.

e) **Minority and Women Owned Business Enterprises Commitment**

In the performance of this Agreement, including the procurement and lease of materials or equipment, Contractor must abide by the minority and women's business enterprise commitment requirements of the Cook County Ordinance, (Article IV, Section 34-267 through 272) except to the extent waived by the Compliance Director. **There is a zero percent (0%) MBE/WBE goal for this contract.**

f) **Insurance**

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

i) **Insurance To Be Provided**

(1) Workers Compensation and Employers Liability

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

(2) Commercial General Liability (Primary and Umbrella)

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

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

(3) Automobile Liability (Primary and Umbrella)

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

(4) Professional Liability

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

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

(5) Valuable Papers

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

ii) **Additional Requirements**

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

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

g) Indemnification

The Contractor covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Contractor, or the acts or omissions of the officers, agents, employees, Contractors, subcontractors, licensees or invitees of the Contractor. The Contractor expressly understands and agrees that any Performance Bond or insurance protection required of the Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

h) Confidentiality and Ownership of Documents

Contractor acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Contractor in any way, whether during the term of this Contract or at any time thereafter, except solely as required in the course of Contractor's performance hereunder. Contractor shall comply with the applicable privacy laws and regulations affecting County and will not disclose any of County's records, materials, or other data to any third party. Contractor shall not have the right to compile and distribute statistical analyses and reports utilizing data derived from information or data obtained from County without the prior written approval of County. In the event such approval is given, any such reports published and distributed by Contractor shall be furnished to County without charge.

All documents, data, studies, reports, work product or product created as a result of the performance of the Contract (the "Documents") shall be included in the Deliverables and shall be the property of the County of Cook. It shall be a breach of this Contract for the Contractor to reproduce or use any documents, data, studies, reports, work product or product obtained from the County of Cook or any Documents created hereby, whether such reproduction or use is for Contractor's own purposes or for those of any third party. During the performance of the Contract Contractor shall be responsible of any loss or damage to the Documents while they are in Contractor's possession, and any such loss or damage shall be restored at the expense of the Contractor. The County and its designees shall be afforded full access to the Documents and the work at all times.

i) Patents, Copyrights and Licenses

If applicable, Contractor shall furnish the Chief Procurement Officer with all licenses required for the County to utilize any software, including firmware or middleware, provided by Contractor as part of the Deliverables. Such licenses shall be clearly marked with a reference to the number of this County Contract. Contractor shall also furnish a copy of such licenses to the Chief Procurement Officer. Unless otherwise stated in these Contract documents, such licenses shall be perpetual and shall not limit the number of persons who may utilize the software on behalf of the County.

Contractor agrees to hold harmless and indemnify the County, its officers, agents, employees and affiliates from and defend, as permitted by Illinois law, at its own expense (including reasonable attorneys', accountants' and Contractors' fees), any suit or proceeding brought against County based upon a claim that the ownership and/or use of equipment, hardware and software or any part thereof provided to the County or utilized in performing Contractor's services constitutes an infringement of any patent, copyright or license or any other property right.

In the event the use of any equipment, hardware or software or any part thereof is enjoined, Contractor with all reasonable speed and due diligence shall provide or otherwise secure for County, at the Contractor's election, one of the following: the right to continue use of the equipment, hardware or software; an equivalent system having the Specifications as provided in this Contract; or Contractor shall modify the system or its component parts so that they become non-infringing while performing in a substantially similar manner to the original system, meeting the requirements of this Contract.

j) Examination of Records and Audits

The Contractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after the final payment under the Contract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices, and records of the Contractor related to the Contract, or to Contractor's compliance with any term, condition or provision thereof. The Contractor shall be responsible for establishing and maintaining records sufficient to document the costs associated with performance under the terms of this Contract.

The Contractor further agrees that it shall include in all of its subcontracts hereunder a provision to the effect that the Subcontractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after final payment under the subcontract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices and records of such Subcontractor involving transactions relating to the subcontract, or to such Subcontractor compliance with any term, condition or provision thereunder or under the Contract.

In the event the Contractor receives payment under the Contract, reimbursement for which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Contractor under any contract with the County.

To the extent this Contract pertains to Deliverables which may be reimbursable under the Medicaid or Medicare Programs, Contractor shall retain and make available upon request, for a period of four (4) years after furnishing services pursuant to this Agreement, the contract, books, documents and records which are necessary to certify the nature and extent of the costs of such services if requested by the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives.

If Contractor carries out any of its duties under the Agreement through a subcontract with a related organization involving a value of cost of \$10,000.00 or more over a 12 month period, Contractor will cause such subcontract to contain a clause to the effect that, until the expiration of four years after the furnishing of any service pursuant to said subcontract, the related organization will make available upon request of the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives, copies of said subcontract and any books, documents, records and other data of said related organization that are necessary to certify the nature and extent of such costs. This paragraph relating to the retention and production of documents is included because of possible application of Section 1861(v)(1)(I) of the Social Security Act to this Agreement; if this Section should be found to be inapplicable, then this paragraph shall be deemed inoperative and without force and effect.

k) Subcontracting or Assignment of Contract or Contract Funds

Once awarded, this Contract shall not be subcontracted or assigned, in whole or in part, without the advance written approval of the Chief Procurement Officer, which approval shall be granted or withheld at the sole discretion of the Chief Procurement Officer. In no case, however, shall such approval relieve the Contractor from its obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or any interest therein due or to become due without the advance written approval of the Chief Procurement Officer. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on the County and are null and void.

Prior to the commencement of the Contract, the Contractor shall identify in writing to the Chief Procurement Officer the names of any and all Subcontractors it intends to use in the performance of the Contract by completing the Identification of Subcontractor/Supplier/ Subcontractor Form ("ISF"). The Chief Procurement Officer shall have the right to disapprove any Subcontractor. All Subcontractors shall be subject to the terms of this Contract. Contractor shall incorporate into all subcontracts all of the provisions of the Contract which affect such subcontract. Copies of subcontracts shall be provided to the Chief Procurement Officer upon request.

The Contractor must disclose the name and business address of each Subcontractor, attorney, lobbyist, accountant, Contractor and any other person or entity whom the Contractor has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Contractor is not required to disclose employees who are paid or estimated to be paid. The Contractor is not required to disclose employees who are paid solely through the Contractor's regular payroll. "Lobbyist" means any person or entity who undertakes to influence any legislation or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2), himself.

“Lobbyist” also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action. If the Contractor is uncertain whether a disclosure is required under this Section, the Contractor must either ask the County, whether disclosure is required or make the disclosure.

The County reserves the right to prohibit any person from entering any County facility for any reason. All Contractors and Subcontractor of the Contractor shall be accountable to the Chief Procurement Officer or his designee while on any County property and shall abide by all rules and regulations imposed by the County.

D) Professional Social Services

In accordance with 34-146, of the Cook County Procurement Code, all Contractors or providers providing services under a Professional Social Service Contracts or Professional Social Services Agreements, shall submit an annual performance report to the Using Agency, i.e., the agency for whom the Contractor or provider is providing the professional social services, that includes but is not limited to relevant statistics, an empirical analysis where applicable, and a written narrative describing the goals and objectives of the contract or agreement and programmatic outcomes. The annual performance report shall be provided and reported to the Cook County Board of Commissioners by the applicable Using Agency within forty-five days of receipt. Failure of the Contractor or provider to provide an annual performance report will be considered a breach of contract or agreement by the Contractor or provider, and may result in termination of the Contract or agreement.

For purposes of this Section, a Professional Social Service Contract or Professional Social Service Agreement shall mean any contract or agreement with a social service provider, including other governmental agencies, nonprofit organizations, or for profit business enterprises engaged in the field of and providing social services, juvenile justice, mental health treatment, alternative sentencing, offender rehabilitation, recidivism reduction, foster care, substance abuse treatment, domestic violence services, community transitioning services, intervention, or such other similar services which provide mental, social or physical treatment and services to individuals. Said Professional Social Service Contracts or Professional Social Service Agreements do not include CCHHS managed care contracts that CCHHS may enter into with health care providers.

ARTICLE 4: TERM OF PERFORMANCE

a) Term of Performance

This Agreement takes effect when approved by the Cook County Chief Procurement Officer and its term shall be from November 1, 2015 through October 31, 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: Lawndale Christian Legal Center
1530 South Hamilton Avenue
Chicago, Illinois 60623
Attention: Cliff Nellis, 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



LAWNDALE CHRISTIAN
LEGAL CENTER
Loving God. Loving People.

Section A: Cover Letter

May 1, 2015

Shannon E. Andrews

Chief Procurement Officer

Office of the Chief Procurement Officer

118 N. Clark Street, Room 1018

Chicago, IL 60602

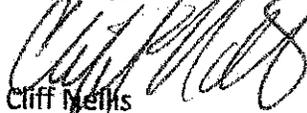
Dear Ms. Andrews,

Lawndale Christian Legal Center (LCLC) is pleased to submit a proposal in response to Cook County RFP NO. 1553-14559 for Violence Prevention, Intervention and Reduction Seed Grants. LCLC is committed to providing the services proposed at the requested funding level of \$40,000 within the one-year grant period.

LCLC is the only community organization in Chicago providing sustained legal and social services to court involved youth from the time of their arrest to the end of any period of probation, supervision, or parole. LCLC works collaboratively with many different partners and community organizations, but for purposes of this RFP, there are no subcontractors included in this proposal.

Thank you in advance for consideration of this proposal. Should you have any questions, I can be reached at cnellis@lclc.net or 773-762-6381.

Sincerely,



Cliff Nellis

Lead Attorney/Executive Director

Section C: Agency Description

Lawndale Christian Legal Center (LCLC) was founded in 2010 to walk court involved youth in North Lawndale through – and away from – the criminal justice system to become good citizens and leaders of the community. LCLC accomplishes this by providing integrated legal and social services that surround youth with a multi-pronged support system that enables them to affirmatively exercise their legal rights during trial and successfully comply with court ordered sentences while pursuing educational and vocational achievement. LCLC programs and services include legal representation, case management, one-on-one mentoring, workforce development, after school programming, and mental health services. LCLC attorneys work closely with case managers, mentors, educational advocates, probation officers, and others to provide comprehensive services to youth unavailable elsewhere. LCLC attorneys represent youth at all criminal proceedings, including pre-trial, trial, and post-trial hearings during their sentencing period of probation, supervision, or parole.

LCLC works with youth at every point in the criminal justice system, including police station diversion, pending cases in juvenile and adult criminal court, probation, supervision, and parole, and stays with them throughout the duration of their involvement. On average, LCLC works with youth for three years until they are completely free of their obligations to the criminal justice system. LCLC has strong relationships with every point in the criminal justice system and receives direct referrals of youth from the Juvenile Intervention Support Center (JISC), Juvenile Public Defender's Office, Juvenile Probation Department, and Juvenile Aftercare Specialists. In 2015, LCLC served 155 youth.

LCLC's activities are grounded in the following five pillars of restorative justice, which are essential in reducing youth violence and holistically supporting young people: 1) a welcoming and hospitable place, 2) the accompaniment of youth in their journey, 3) relationship building with youth and families, 4) relentless engagement of organizations and resources for the youth and families, and 5) supporting collaboration and learning with other Community Restorative Justice Hubs. LCLC has established a Restorative Justice Hub in North Lawndale and is an active member of the Restorative Justice Hubs Leadership Circle.

LCLC has demonstrated fiscal responsibility and the ability to fulfill all requirements to successfully comply with grant funding and government contracts. LCLC has successfully managed contracts on the city, county, and state level as a delegate agency with the City of Chicago's Department of Family and Support Services, a grantee of the Cook County Justice Advisory Council, an interfaith community partner with the Cook County Juvenile Probation Department, and a subgrantee of the Illinois Criminal Justice Information Authority. Additionally, LCLC has grants with Get In Chicago, Steans Family Foundation, Chicago Bar Foundation, and many other private foundations. LCLC's largest contract to date is \$83,000.

LCLC has received Justice Advisory Council Violence Prevention funds for the past two years, first at \$36,000 and then at \$40,000, to support its case management services.

Section D: Executive Summary & Agency Organization Chart

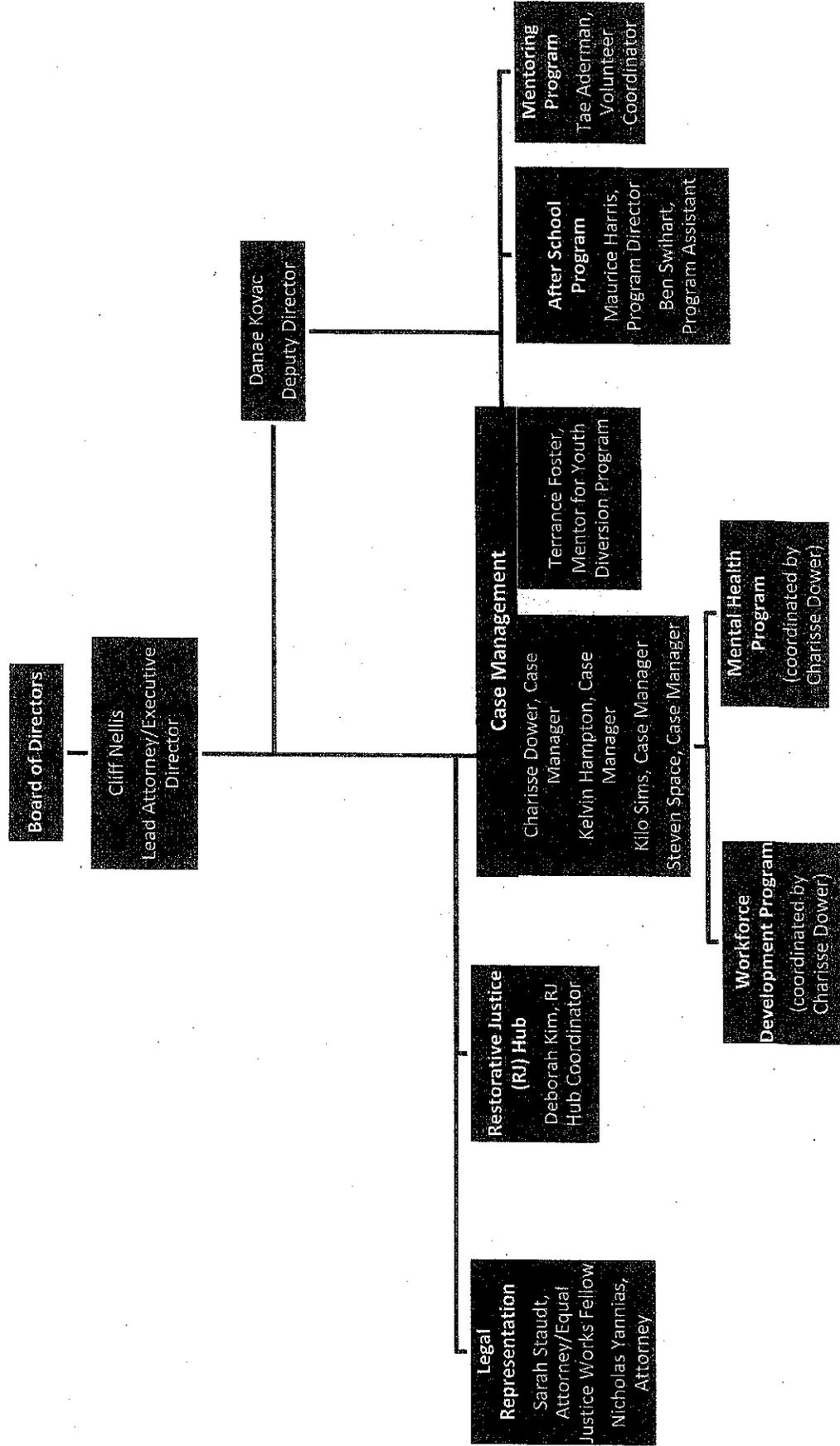
Since 2010, Lawndale Christian Legal Center (LCLC) has been working to target the risk factors for violence among court involved youth in North Lawndale. LCLC's services are based on an integrated team approach; LCLC uniquely integrates the work of attorneys with that of case managers and other social support staff to simultaneously decrease the impact of Disproportionate Minority Contact on youth that are charged with violent crimes, while addressing the underlying causes of violence in the North Lawndale community. In all its provisions, LCLC recognizes the prevalence of trauma and co-occurring disorders among its youth and has tailored its holistic program to maximize cultural and logistical accessibility.

Under this RFP, LCLC proposes to provide sustained multi-pronged services for court involved youth that target their risk factors for violence. RFP funds will be used specifically to enhance LCLC's case management services, which assist youth with short and long term goal setting and increase the rate of access to LCLC's holistic services and other community providers. Under this program, case managers walk alongside court involved youth, appearing at their court dates, providing mentoring, and helping youth access services and attaining evaluations. These activities have been shown through research to be effective in addressing youth involvement with gangs, lack of involvement in conventional activities, poor academic performance, diminished economic opportunities, and low levels of community participation, all of which are risk factors for violence. Pending the final grant award date, LCLC will provide these services to 150 court involved youth. LCLC's Case Management Team, under the supervision of LCLC Lead Attorney/Executive Director and LCLC Deputy Director, will be the team implementing this RFP. LCLC's organizational chart is attached.



LAWDALE CHRISTIAN
LEGAL CENTER
Loving God. Loving People.

LCLC Organizational Chart



Section E: Description of Problem

The estimated violent crime index in Chicago's North Lawndale community is 40% higher than the City of Chicago average. According to the Chicago Tribune Crime in Chicagoland chart, which aggregates Chicago Police Department data, there were 1.4 violent crimes per 1,000 people in the past 30 days, and North Lawndale currently ranks ninth (tied) among Chicago's 77 community areas for violent crimes. Robbery, battery, and assault are the most prominent types of violent crime in the neighborhood.

While the national juvenile violent crime rate has been declining in recent years, and, according to the Office of Juvenile Justice and Delinquency Prevention, reached its lowest level in 2011 since 1980, violent crime and homicides remain a problem in many of Chicago's most economically disadvantaged neighborhoods, including North Lawndale.

Violence has a profoundly negative impact on a neighborhood, especially on one of its most vulnerable populations, its youth. Adverse childhood experiences, or trauma that occurs before age 18, have been shown to have an enduring effect in life functioning, brain development, achievement orientation, and health. "Hurt people hurt people," and youth that commit crimes, and violent offences, in particular, are more likely to have experienced significant and traumatic adverse childhood experiences.

Additionally, studies show that even if a youth is not a direct victim of a violent crime, simply living within a 1,500 foot radius of a homicide location can have a negative effect on verbal and impulse control as well as place entire communities in perpetual states of fear and trauma induced stress. This places a majority of North Lawndale youth at risk where there were

eleven homicides in 2014, as reported by the Chicago Police Department, and several fatal shootings in April 2015.

Furthermore, violence is happening in neighborhoods that have significant stress and strain due to economic hardships, inequality in goods and services, inadequate community support, etc. Youth are often faced both with the lack of adequate resources and isolation from the community in which they live. In Chicago, one in four African American youth, between the ages of 16 and 24, is disconnected from both school and employment. Youth grow up with fractured relationships even with those who were traditionally their caregivers and support system.

Section F: Description of Target Population

Lawndale Christian Legal Center (LCLC) exclusively serves North Lawndale youth, age 24 and younger, who are involved in the criminal justice system at some level. LCLC works with youth at all stages of involvement with the criminal justice system including police station diversion, pending cases in juvenile and adult criminal courts, probation, supervision, and parole.

LCLC stays with youth throughout their entire duration with the criminal justice system. Youth served are overwhelmingly young men of color. 98% of LCLC's clients are African American and 94% are male. The average age of youth served in 2014 was 18 years old.

The demand for LCLC's services far exceeds its capacity. In the City of Chicago, African American youth are five times more likely to be arrested than Hispanic youth and ten times more likely to be arrested than white youth. According to the Chicago Police Department, in 2010, there were 1,348 juvenile arrests in the 10th district and 2,141 juvenile arrests in the 11th district, the two police districts which serve North Lawndale.

Youth reflect the broader statistics of their neighborhood. North Lawndale is notorious for leading Chicago in high rates of child poverty, high school dropouts, and neighborhood violence. According to a 2011 report commissioned by the Steans Family Foundation, over 71% of children and youth in North Lawndale live below the poverty line, and the 2010 Census reports that the median household income is \$25,797. Chicago Public Schools data shows a 33% high school dropout rate in North Lawndale high schools, and currently the violent crime rate is 1.4 reports per 1,000 residents, Chicago's ninth highest.

North Lawndale is geographically bounded by the Eisenhower Expressway (north) to Cermak Rd. (south) and Western Ave. (east) to Cicero Ave. (west).

While there are no simple answers to the question of why some youth engage in violence while others do not, many risk factors for youth violence have been identified and validated. Effective protective factors that counter these risk factors will address the specific developmental and contextual needs of youth at risk for violence. According to a 2001 report published by the U.S. Department of Health and Human Services, "The most powerful early predictors of violence among youth are involvement in general offenses (serious, but not necessarily violent, criminal acts)..." Successful anti-violence programs will target youth that are currently involved in general offenses. Sadly, these youth are not hard to find – they are the thousands of court involved youth in Cook County that become entangled with the criminal justice system at an early age. A program that is tailored to court involved youth will have a significant impact in reducing violence among youth in general.

LCLC uses a variety of strategies to engage youth including: incorporating all members of a youth's support system including family members, mentors, school officials, case managers, attorneys, and probation officers to coordinate services, strengthen protective factors, and reduce risk factors for violence; conducting programming during evening and weekend hours, when youth have a higher risk of involvement in negative behaviors, to provide youth with positive programming in a safe environment; initiating and maintaining frequent contact with youth; providing transportation; and creating a welcoming space. In addition many LCLC staff and volunteers reside in North Lawndale, decreasing cultural barriers and increasing accessibility with youth.

**STATE OF ILLINOIS
CIRCUIT COURT OF COOK COUNTY
JUVENILE JUSTICE AND CHILD PROTECTION DIVISION**

TIMOTHY C. EVANS
CHIEF JUDGE

MELISSA SPOONER
DEPUTY CHIEF PROBATION OFFICER,
JDAI/RESEARCH AND POLICY
PROBATION AND COURT SERVICES



**1100 S. Hamilton Avenue
2nd Floor
Chicago, Illinois 60612
(312) 433-6569
(312) 433-7388 Fax**

April 21, 2015

Shannon E. Andrews
Chief Procurement Officer
Office of the Chief Procurement Officer
118 N. Clark Street, Room 1018
Chicago, IL 60602

Dear Ms. Andrews:

With this letter, I express Cook County Juvenile Probation and Court Services Department's support for Lawndale Christian Legal Center's (LCLC) application in response to the Cook County Justice Advisory Council 2015 Request for Proposals for Violence Prevention, Intervention, and Reduction Seed Grants (RFP No. 1553-14559).

Since 2012, the Cook County Juvenile Division has partnered with LCLC in the Detention Reduction Project. The Detention Reduction Project enables probation officers to refer youth on probation to community-based programs like LCLC instead of sending the youth to jail for a technical violation of probation. LCLC's program provides five days of after school and weekend programming designed to engage these youth and assist them with developing positive pro-social attitudes and behaviors.

LCLC's holistic approach to intervening in the lives of court-involved youth is highly effective. Indigent youth are provided both equal access to justice and a support system that moves them away from the criminal justice system. LCLC relies on evidence-based practices in case management, mentoring, and juvenile legal services to counter the tangle of negative risk factors for youth recidivism and re-incarceration. LCLC's structured programming provides a unique opportunity for adults to interact and bond with at-risk youth while addressing critical areas of need in the youth's life.

Additionally, through its wide network of complementary service providers, LCLC successfully leverages physical and human resources to provide wraparound services to youth. LCLC's innovative program design leads to strong partnerships with both governmental and non-governmental agencies.

LCLC will be effective in meeting the goals of the Violence Prevention, Intervention, and Reduction program, and I give my highest recommendation for LCLC's grant application.

Sincerely,

A handwritten signature in cursive script that reads "Melissa Spooner".

Melissa Spooner
Deputy Chief Probation Officer, JDAI/Research and Policy



CITY OF CHICAGO
DEPARTMENT OF FAMILY AND SUPPORT SERVICES

April 21, 2015

Shannon E. Andrews
Chief Procurement Officer
Office of the Chief Procurement Officer
118 N. Clark Street, Room 1018
Chicago, IL 60602

Dear Ms. Andrews:

With this letter, I express the City of Chicago's Department of Family and Support Services support for Lawndale Christian Legal Center's (LCLC) application in response to the Cook County Justice Advisory Council 2015 Request for Proposals for Violence Prevention, Intervention, and Reduction Seed Grants (RFP No. 1553-14559).

Since June 2014, the City of Chicago has partnered with LCLC in the Restoring Individuals through Supportive Engagement (RISE) program. The RISE program is a six-month diversion program for male youth, ages 15-17, offered as an alternative to the justice system. Youth are referred through the Juvenile Intervention Support Center (JISC) and Chicago Public School high schools. The program integrates one-on-one mentoring and weekly group leadership development curriculum created by the Civic Leadership Foundation. LCLC's track record of working with court-involved youth in North Lawndale has made them a strong partner in executing the RISE program.

Since 2010, LCLC has provided indigent youth with both equal access to justice and a support system that moves them away from the criminal justice system. LCLC relies on evidence-based practices in case management, mentoring, and juvenile legal services to counter the tangle of negative risk factors for youth recidivism and re-incarceration. LCLC's structured programming provides a unique opportunity for adults to interact and bond with at-risk youth while addressing critical areas of need in the youth's life.

Additionally, through its wide network of complementary service providers, LCLC successfully leverages physical and human resources to provide wraparound services to youth. LCLC's innovative program design leads to strong partnerships with both governmental and non-governmental agencies.

LCLC will be effective in meeting the goals of the Violence Prevention, Intervention, and Reduction program, and I give my highest recommendation for LCLC's grant application.

Sincerely,

Kia Coleman

Kia Coleman

Director, Juvenile Justice Programs

City of Chicago Department of Family and Support Services

Section G: Program Implementation & Implementation Schedule

With this RFP, Lawndale Christian Legal Center (LCLC) proposes to expand its work of providing integrated legal and social services to youth involved in the criminal justice system, age 24 and younger, in North Lawndale, one of the most violent communities of Cook County.

LCLC recognizes that the legal and social needs of court involved youth are inextricably intertwined and is one of a handful of organizations in Cook County providing integrated legal and social services for youth. LCLC's attorneys and case managers work together to provide continuing support and advocacy through youths' legal cases and to the end of any sentencing period. By surrounding court involved youth with attorneys as well as case managers, tutors, mentors, and others, LCLC is in a unique position to increase youths' access to justice, in concert with social services that facilitate compliance with court orders and address the underlying needs of court involved youth.

LCLC has received Justice Advisory Council funding for the past two years, enabling it to grow and provide case management services to 90% of the youth it serves. Funding will continue to support these services which assist youth in building skills and connecting with education, employment, and mentoring, all in a context of balanced and restorative justice.

LCLC enrolls youth on a rolling basis and will serve 150 youth during the grant period.

LCLC's program model is as follows:

1. **Referral, Intake/Assessment, Program Enrollment:** Youth are referred on an ongoing basis through various partners including the Juvenile Intervention Support Center (JISC), Cook County Juvenile Probation Department, Public Defender's Office for juvenile cases in North Lawndale, community partners, and word of mouth. All youth meet with a case

manager for a Social Intake that assesses the youth's social history and psycho-social needs. Those youth who have a pending legal case also meet with an attorney for a Legal Intake that assesses the youth's criminal history as well as legal needs. These intakes are presented to LCLC's Selection Committee, which votes on whether or not a youth should be accepted into LCLC's program.

2. **Drafting of Individualized Intervention Plan (Game Plan):** Once accepted into LCLC's program, the youth works with a case manager to draft an individualized intervention plan, or Game Plan, which is at the heart of LCLC's rehabilitative services for the youth. With the help of needs assessments conducted by LCLC staff, youth self-identify goals that will help him or her permanently walk away from the criminal justice system, i.e., those dynamic criminogenic factors particular to his or her life. These goals include educational or job attainment, mental health interventions, substance abuse treatment, and any other social skills that a youth and his or her case manager may deem important to reducing risks of violence and recidivism. If needed, LCLC staff ask volunteer psychologists to perform additional assessments that may inform the Game Plan. LCLC staff also engage the youth's existing support system, including family members, teachers, mentors, or probation officers, for input regarding the Game Plan.
3. **Implementation of Game Plan:** Dependent on the youth's needs, youth will meet frequently with LCLC staff to discuss progress on the Game Plan. The Game Plan, in essence, provides protective factors tailored to each youth's risk for violence. All of LCLC's comprehensive services are available to youth including one-on-one mentoring, after school programming, job readiness training and employment opportunities, and

on-site mental health services. Youth engage in these services as appropriate to their needs. Additionally, LCLC's role as serving as a Restorative Justice Hub (RJ Hub) in North Lawndale is key to effectively linking youth to resources needed to be successful and violence free while maintaining a strong presence in their life. As their name implies, RJ Hubs are grounded in the principles and practices of restorative justice, a powerful approach to anti-violence work and peace-building across Cook County. Equally importantly, RJ Hubs are grassroots organizations rooted in specific communities, rather than a centralized, systems-based approach, to provide contextualized community based alternatives which incorporate the unique factors of that community. The focus of restorative justice is repairing the harm caused by crime and conflict; engaging victims, offenders, and community to address the harm, restore relationships, promote competency, and community safety. RJ Hubs are safe spaces in the community where youth are welcomed and supported in building healthy relationships, expressing themselves, addressing trauma, and developing necessary skills and competencies. LCLC shares best practices around the implementation of RJ Hubs with the RJ Hubs Leadership Circle, which includes Adler University's Institute on Public Safety and Social Justice, Circles and Ciphers, Community Justice for Youth Institute, New Life Centers Urban Life Skills, Precious Blood Ministry of Reconciliation, the Resource Section of the Juvenile Justice and Child Protection Department, and the Aftercare Program at the Department of Juvenile Justice.

4. **Graduation:** LCLC works with youth from the time they are accepted into LCLC's program until the end of any period of probation, supervision, or parole. Studies

generally find that the risk of recidivism is highest during the first year after admission to probation. Thus, LCLC's goal is to work intensively with youth during this vulnerable period and make sure that there are no obstacles to complying with probation/parole orders, and that the underlying needs of youth are addressed to reduce risk factors for recidivism. Once youth have successfully completed their court-ordered sentences, as well as have demonstrated reduction in risk factors for recidivism, LCLC staff vote on whether they can graduate from LCLC's program. Because LCLC is a community based organization, and a majority of board members, staff, and volunteers live in the North Lawndale neighborhood, LCLC maintains a relationship with youth past graduation, providing support and connections to resources and encouraging their continued success.

Section H: Expected Outcomes

As a result of Lawndale Christian Legal Center's (LCLC) comprehensive multi-modal services, LCLC expects to achieve the following goal, with related objectives and measurement tools noted.

Goal: To decrease the number of youth at risk for, and engaging in, violent acts.

Objective 1: 100% of youth receiving services will receive a comprehensive bio/psycho/social needs assessment.

Measurement Tool: LCLC utilizes several assessment tools including its own internal tool that covers education, employment, wellness (including substance abuse), relationships (family, friends, gang involvement), legal; the MAYSI-2, a mental health assessment tool specifically for youth; and an Equip for Equality screening tool for special education needs.

Objective 2: 75% of youth receiving services under this RFP will have shown monthly progress on their individualized intervention plan, "Game Plan".

Measurement Tool: LCLC case managers, mentors, and other members of a youth's support team will meet regularly with youth and track progress on individual Game Plans.

Objective 3: As a result of receiving legal representation through and participating in LCLC's holistic program, the percentage of youth committing general offenses, including probation, supervision, or parole violations will be 25% (25 points below the recidivism rate for Illinois) over the grant period.

Measurement Tool: LCLC attorneys and case managers will keep track of technical violations as well as new offenses committed by our youth.

Objective 4: As a result of the committed and zealous advocacy of LCLC attorneys, the percentage of RFP youth found guilty of committing violent offenses will be less than 15% of LCLC's youth.

Measurement Tool: LCLC attorneys and case managers will keep track of sentences resulting from any charges filed against youth.

Section I: Planning & Preparation Activities

Because this funding will support an existing program, Lawndale Christian Legal Center (LCLC) staff will be ready to implement services immediately upon grant award.

LCLC continually monitors its programs to ensure services are appropriately responsive to the needs of youth. LCLC's case managers are supervised by LCLC Lead Attorney/Executive Director, Cliff Nellis, and LCLC Deputy Director, Danae Kovac. Case managers meet in biweekly group supervision meetings to discuss caseloads and troubleshoot challenges. LCLC Advisory Board member, Nicole Milano, LCSW and Director of Social Services at Lawndale Christian Health Center, also meets with case managers regularly to provide social work expertise and case consultation. Additionally, case managers participate in weekly LCLC all staff meetings which encourages collaboration among staff members and taking a team approach to working with youth.

Training and professional development opportunities are regularly afforded to staff. All staff receive training in 1) court advocacy, 2) complex trauma and trauma informed care, and 3) peace circle keeping. Staff also attend industry-specific workshops and conferences as appropriate.

LCLC utilizes an online database system as part of the Restorative Justice Hubs (RJ Hubs) Leadership Circle. Created in 2014, the database is utilized by all RJ Hubs to enable better tracking of outcomes and youth's participation in programs. Adler University's Institute on Public Safety and Social Justice provides technical support, training, and evaluation expertise in data collection, recording, and reporting. In addition to internal data tracking, the database

allows Adler to conduct evaluation across all Restorative Justice Hubs to measure the impact of restorative justice practices across the City of Chicago.

Upon notification of the grant award, Kilo Sims, LCLC Youth Case Manager will be trained in all aspects of tracking and reporting required for this RFP. Reporting occurs under the supervision of LCLC Deputy Director, Danae Kovac, who maintains responsibility for compliance with all grant requirements.

Section L: Qualifications of the Proposer

Lawndale Christian Legal Center (LCLC) was conceived in 1978, when members of Lawndale Community Church surveyed a group of North Lawndale residents about their greatest needs. The residents listed inexpensive health care, a basketball gym, improved housing, and competent and affordable legal services. Within a decade, the church founded a thriving medical center, fitness center with a basketball gym, and development corporation. It wasn't until 2009, however, that the church had the means to establish a legal center, and in April 2010, LCLC opened its doors as a 501c3 non-profit with Cliff Nellis, a resident of North Lawndale and graduate of the University of Chicago Law School, as the Lead Attorney and Executive Director.

Concurrently with its incorporation, LCLC conducted several youth focus groups, and in addition to legal services, nearly every youth identified the need for mentoring and positive peer groups, as well as a comprehensive approach to their social needs. In response to these focus groups, as well as published data on the effectiveness of holistic programs in reducing recidivism, LCLC was established to take a holistic approach to walking court-involved youth through – and away from – the criminal justice system to become good citizens and leaders of the community. LCLC's vision is to raise up justly treated youth who are embraced by their families and community, restored from trauma, empowered to lead, and free from the criminal justice system.

LCLC accomplishes this by providing integrated legal and social services, grounded in restorative justice, that surround youth with a multi-pronged support system enabling them to affirmatively exercise their legal rights during trial and successfully comply with court ordered

sentences while pursuing educational and vocational achievement. LCLC integrates case management, mentoring, job training, mental health services, tutoring, peer groups, peace circles, and community service with zealous legal representation for court involved youth. LCLC attorneys work closely with case managers, mentors, educational advocates, probation officers, and others to provide comprehensive services to youth unavailable elsewhere. LCLC attorneys represent youth at all criminal proceedings, including pre-trial, trial, and post-trial hearings during their sentencing period of probation, supervision, or parole. Restorative justice is the underpinning to all LCLC services, and LCLC has been part of the Community Restorative Justice Hubs Leadership Circle since 2013. LCLC works exclusively with North Lawndale youth, age 24 and younger, who are involved in the criminal justice system at some level, and in 2014, LCLC served 155 youth.

LCLC has grown to currently have twelve full-time staff members and is served by a ten-member Board of Directors, an Advisory Board of professionals that includes seasoned attorneys, social service providers, and educators; and a corps of volunteers that serve in various capacities. LCLC is strategically housed in a youth center located in North Lawndale, a location familiar to the community and friendly to youth.

LCLC has received Cook County Violence Prevention funds for the past two years to support its case management services. Additionally, LCLC has successfully managed contracts and grants with the City of Chicago's Department of Family and Support Services, Cook County Juvenile Probation Department, Illinois Criminal Justice Information Authority, Get IN Chicago, and many private foundations.

References

<p>Carol Braz Deputy Chief Probation Officer Cook County Juvenile Probation 1100 S. Hamilton Chicago, IL 60612 312-433-7859 carol.braz@cookcountyil.gov Dollar Value of Project: \$76,800 LCLC provides weekday and Saturday sanction and intervention programming as part of the Detention Reduction Project to serve youth on juvenile probation in North Lawndale.</p>	<p>Earline Whitfield Alexander Senior Manager of Youth Services City of Chicago Department of Family and Support Services 1615 W. Chicago Ave. Chicago, IL 60622 312-746-7474 earline.whitfield- alexander@cityofchicago.org Dollar Value of Project: \$45,000 LCLC provides after school programming and case management for court-involved juveniles, ages 18 and younger.</p>	<p>Kia Coleman Director, Juvenile Justice Programs City of Chicago Department of Family and Support Services 1615 W. Chicago Ave. Chicago, IL 60622 312-743-0938 kia.coleman@cityofchicago.org Dollar Value of Project: \$50,000 LCLC provides individual mentoring and group leadership development curriculum for males, age 15-17, who are diverted through the Juvenile Intervention Support Center (JISC) as part of the RISE program.</p>
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Section M: Key Personnel

The Lawndale Christian Legal Center (LCLC) Case Management Team, currently composed of Charisse Dower, Terrance Foster, Kelvin Hampton, Kilo Sims, and Steven Space, will be the team implementing this RFP. Specifically, Kilo Sims is charged to the budget of this RFP. The Case Management Team works under the supervision of LCLC Lead Attorney/Executive Director, Cliff Nellis, and LCLC Deputy Director, Danae Kovac. Resumes for these staff are included with the proposal.

Mrs. Kilopatria Crump - Sims

Home: 773-436-1303

Cell: 773-440-1320

Email: kilo717@hotmail.com

Licensed Child Welfare Specialist

Case Worker, Child Welfare Specialist III, Therapist, Mentor, Parenting Coach, Transition Specialist & Educational Site Director

Qualification Summary

- 14+ years of experience in the Child Welfare Industry
- 14+ years of proven experience in performing all required Case Management duties in both a Foster Care and Residential Setting
- Experienced with writing Medicaid Rule 132 compliant service notes with an undisputable reputation of timely submission in order to maximize billing
- Experienced with creating and analyzing all Medicaid Rule 132 treatment planning and discharge documentation
- Extensive knowledge and experience with all court procedures, protocol and preparation of required documentation
- Documented history of high performance both academically and on the job
- Noted ability to easily establish appropriate relationships at all levels, i.e. client, coworkers, management and other stakeholders
- Trained in the areas of early childhood, adult education and child welfare
- Possess and display exceptional leadership skills
- Self-motivated and an aggressive self starter

Education / Certifications

Masters Degree, 2001

Spertus Institute of Jewish Studies – Chicago, IL

Emphasis: Law, government, design and evaluation of Human Service Organizations

Bachelor of Arts, 1999

National Louis University - Chicago, IL

Emphasis: Human / Early Childhood Psychology and Early Childhood Education

CERAP certified

SACY certification

90+ Early Childhood field experience hours

Child Care Act Certificate

Child Welfare Licensure

Honors in Psychology (National Honor Society)

402 Certificate

Juvenile Court Training

Employment Experience

Lawndale Christian Legal Center – Chicago, IL

Jan. 2014 – Present

Case Manager

- Provide case management advocacy services to youth accepted to LCLC and assigned to my case load
- Coordinate mental health and enrichment services for all youth assigned
- Complete face-to-face meetings (3-4x's monthly) with youth and care givers
- Attend court, school and other meetings to advocate for youth's best interest

- Facilitate and complete "game plan" to develop long and short term goals and progress thereof
- Meet with DCFS workers, school personnel and other key stake holders in order to coordinate appropriate services
- Complete quarterly grant reporting requirements

Youth Service Project – Chicago, IL

May 2013 – Dec. 2013

Mentor / Therapist

Work directly with juvenile diligent youth improving overall positive thinking skills, self-empowerment and leadership skills through various hands on project including civic leadership conferences.

- Provide direct job skills
- Increase overall life skills
- Improve critical thinking skills
- Place youth at various job sites and complete weekly assessments with both supv. and youth

Youth 1st Counseling – Chicago, IL

Jan. 2012 – Jun. 2013

Therapist / Life Skills Counselor

Provide clinical services as well as life skills counseling to client throughout the Chicago area. Support philosophy and vision of agency.

- Developed innovative and creative ways to engage the clients while addressing situations
- Completed timely outcomes assessments to determine that youth's ability to comprehend the information
- Complete weekly notes
- Complete quarterly clinical reports for each client

New Direction Outreach – Chicago, IL

Jun. 2001 – Jun. 2011

Child Welfare Specialist (Case Manager)

- Provided intensive therapeutic services to male DCFS wards, ages 13-21. Coordinated mental health services, complete bi-monthly face-to-face assessments and advocated for the youth's best interest.
- Attended court hearings, school and other meetings to advocate for the youth's well being and best interest
- Facilitated quarterly and transitional clinical staffings to determine client progress towards reaching treatment goals and to determine future treatment modalities
- Met with DCFS workers, school personnel and officers of the court and other stakeholder in order to implement needed services
- Produced Rule 132 Medicaid compliant documents for treatment planning, billing

LakeSide Community Committee – Chicago, IL.

Sept. 1999 – Jun.2001

Child Welfare Specialist (Case Worker)

- Provide treatment to families identified by DCFS to be in need of rehabilitative services. Completed intake interviews and family assessments with parents and youth to identify needed services. Provided realistic permanency planning goals to service families.
- Coordinate bi-monthly in-person visits with each youth assigned to caseload
- Attend court / school hearings to advocate on families behalf

References

- Terrell Campbell, 773-772-6270 (Youth Service Project - Integration Specialist)
- Dena Gosha', 312-593-7041 (Department of Children & Family Services - Joliet)
- Love McPherson, 708-369-9226 (CEO - Gideon Group)

Charisse A. Dower

2236 South Kostner Avenue • Chicago, IL 60623 • 7737422568 • Charisse.Dower@yahoo.com

SUMMARY OF QUALIFICATIONS

I have over six years of experience in social services, specifically working with youth and young adults in the criminal and juvenile justice systems. Additionally, I have over twenty years of administrative experience in the not-for-profit, government and medical sectors. My educational background is in Criminal Justice and Counseling Psychology (undergraduate) and Psychology (graduate). Because of my professional and educational experience, I am interested in pursuing a career in social/human services.

EDUCATION

National-Louis University, Chicago, IL

April 2015

MA in Psychology

Honors: Summa Cum Laude – 4.00/4.00 GPA

North Park University, Chicago, IL

December 2011

BA in Criminal Justice, Counseling Psychology minor

Honors: Summa Cum Laude – 3.93/4.00 GPA

EXPERIENCE

Lawndale Christian Legal Center

Chicago, IL

Case Manager

January 2015 – Present

- Maintain a case load of 10-15 youth involved in the juvenile/criminal justice system
- Conduct social in-take of new youth and present youth at weekly Selection Committee
- Help youth create a service plan including their short and long-term goals, and the steps they need to take to achieve those goals with incentives built in for achieving goals
- Monitor progress of each youth on their service plan
- Establish supportive relationships with families, schools, parole officers, and community partners (including home & site visits)
- Communicate and work closely with other LCLC staff – legal and social – in supporting and further developing the youth's network of support
- Link youth to community partners and resources for referral services
- Keep detailed case notes, records of efforts, and complete reports as required by grantor
- Meet weekly with Lead Agency regarding youth progress toward goals
- Assist with computer lab resources, including job readiness and online tutoring software
- Oversee the implementation of part-time youth employment programs (coordinator of jobs program reports directly to Reentry Case Manager)
- Coordinate referrals and services for LCLC's mental health pilot program, including individual therapy and anger management groups
- Supervise social work and case management interns

Gateway Foundation-Corrections Division
Administrative Assistant/Case Management

Chicago, IL
August 2009 – February 2014

- Received Leadership Award for independently advising and tutoring program participants in the Virtual High School and GED programs
- Coordinated HR functions, including background checks, employee ID's, employee files and paperwork, and facilitated orientation process for new hires
- Administered case management services for program participants
- Trained staff on completing various reports and summaries for Cook County correctional staff
- Handled payroll functions and accounts receivables for Corrections Division of the Gateway Foundation using KRONOS and Great Plains
- Responsible for creating all daily, weekly and monthly reports and spreadsheets for Gateway and County directors
- Responsible for entering and maintaining all participant information into multiple databases for Gateway and County

Village of Maywood
Administrative Aide to Village Manager

Maywood, IL
October 2008 – April 2009

- Answered and routed all phone calls
- Scheduled meetings and travel for the Village Manager
- Created all correspondence, reports and budgets for Village Manager
- Prepared all items relating to bi-weekly Board of Trustees meetings and other committee meetings, including agendas, reports, action items and disseminated packets to Board of Trustees, the Mayor of Maywood and newspapers
- Responsible for the rental of various Village buildings, parks, and baseball fields, securing payments and creating contracts for the rentals
- Acted on behalf of the Village Manager by attending meetings and interacting with the public on a daily basis to troubleshoot various questions or issues; also by finding resolutions and/or delegating to the appropriate person or department

U.S. Equal Employment Opportunity Commission
OAA (Office Automation Assistant)

Chicago, IL
July 2007 - October 2008

- Answered phone inquiries and provided initial assessments for charges of discrimination
- Created forms for charging parties, respondents and attorneys, including subpoenas, conciliations, settlements, notices of right to sue and closures
- Data entry into IMS system

**Lawndale Community Church and
Christian Community Development Association**

Chicago, IL
March 1998 – January 2007

Lawndale Community Church - Executive Assistant to Pastor/President
January 2003 – January 2007

- Performed all administrative and secretarial functions
- Performed accounts payable functions and created financial reports
- Acted as network administrator, troubleshooting computer issues, training staff on computer software, and managing the website
- Published all letters, reports, flyers, brochures, and newsletters for dissemination to staff, congregation, community and the public at large
- Created and managed multiple databases using Microsoft Access

Christian Community Development Association - Conference Director/Member Services Coordinator
March 1998 – January 2003

- Coordinated annual conference including site (different city each year), selection of workshops and presenters, negotiated hotel contracts, and created all publicity materials (save the date cards, newsletters, brochures, folders, and registration materials)
- Created and managed multiple databases
- Responsible for all membership inquiries and requests
- Maintained and updated the CCDA website
- Conducted pre and onsite registration for conference attendees, and mailed conference materials to registered attendees
- Performed accounts payable duties

SKILLS

Microsoft Office (Word, Excel, Powerpoint, Publisher, Access, Outlook); Microsoft Business Portal (supply requisitions); Great Plains (accounts receivable/invoice processing); IBM SPSS; Quickbooks; KRONOS (payroll); basic website maintenance; event/conference planning (requests for proposal/vendor contracts); research; and desktop publishing.

REFERENCES

Available Upon Request

TERRANCE FOSTER I

OBJECTIVE

Empowering youth in the city to become leaders through strategic life-on-life mentorship, encouragement, training and support as we journey together.

EDUCATION

[September: 2012 – current] Northern Baptist Seminary Chicago, IL
Church Base Certificate in Christian Community Development

[Jan: 1999-Feb: 2000] Taylor Business Institute Chicago, IL
Computer/Network Technician/intro to Electronic Engineering

PROFESSIONAL EXPERIENCE

[June: 2014 – Current] Lawndale Christian Legal Center
R.I.S.E (Restoring Individual Through Supportive Engagement)

Mentor

- Enroll and provide program orientation for referred youth cohort of 15 youth
- Engage Youth in group sessions several times a week using curriculum developed by the Civic Leadership Foundation
- Provide one-on-one mentoring support for youth including assessments, individualized achievement plans, referrals for services, and transitioning out of the program
- Support youth to develop a youth-driven project as a culmination of the 6-month program
- Maintain accurate case notes, attendance records, and files as directed

[Sept: 2012 – current] The Fire House Community Arts Center/Tha House Covenant Church

Program Director/Music Director

The Firehouse Community Arts Center

- Work in partnership with Executive Director to manage all aspects of existing and expanding program operations
- Lead, manage, evaluate, and motivate all program staff
- Observe classes and Students within programing area
- Attend Community and Non Community events to Network and represent program
- Reach out to students and coordinate one-on-one tutoring/coaching for students as needed

- Seek and Create External Summer Opportunities and Internal Summer Camp
- Recommending polices, curriculum and program changes
- Ensure compliance with all governing partners

Tha House Covenant Church

- Participate in team event planning
- Organize Monthly Artist Meetings
- Oversee Sound Team development and Distribution
- Provide Mentorship and Faith Driven Guidance

[Aug: 2006 – October 2013] Follett Higher Education Group

Desktop Support Technician

- Troubleshoots computer hardware, software, network connectivity problems,
- Determine whether to repair or replace equipment
- Troubleshoots customer hardware and software problems with workstations, laptops, printers, and over the telephone or in person
- Determines stock levels of equipment to meet current and future orders
- Participates in special projects as needed
- Install and troubleshoot Vpn connection's (Thick & Thin)
- Manage and Update Images and Ghosting server

Software Includes

- Various Microsoft Products, Norton Ghost, Pc Anywhere, Sql, Toad, Vnc viewer, As400

[May: 2003 – Aug: 2006] Affirmative Services, INC/Insure one Chicago, IL

Support Center Technician

- Provide first & second Level Technical support
- Perform Daily Server utilities (Night operator)
- Troubleshoot Network connectivity issues
- Assisted with PC Repair /Laptop
- We also use proprietary software

[Nov: 2001- Feb: 2003] Career Connections

Naperville, IL

Help Desk Technician – Level 1

Contracted out to IBM provided support to Sears

- Provide first level support for sears/employees
- Resolve hardware/network issues for client
- Order replacement equipment and track orders for sears

[July: 2001-Oct: 2001] Strategic legal resources

Chicago, IL

Network Admin/Technical Support Contracted out to Fisher & Fisher (Law Firm)

- Performed Administrator duties
- Provides Support for over 100 users
- Tracked chronic technical problems while researching a permanent solution
- Supervised equipment orders

KELVIN HAMPTON
4139 West 81st Street
CHICAGO IL 60652
H : (773) 767-0218 C : (773) 837-0660
hamptonkelvin@yahoo.com

OBJECTIVE: To obtain a challenging position with an agency, that will allow me to utilize my training and experience to assist the agency in reaching its mission.

WORK HISTORY

03/ 2013 – Present

Lawndale Christian Legal Center

After School Program Leader/Case Manager

WHOLISTIC INTEGRATION OF LEGAL AND SOCIAL SERVICES

We provide youth with a unique integration of legal and social services. My responsibilities consist of providing case management for youth on juvenile probation. This entails court advocacy, educational advocacy, and curriculum creation for life skills group; Individual assessments and the development of individual service plans. I am also responsible for providing leadership and close support within the after school program. As case manager, I provide support for our youth by way of a close collaboration with the juvenile probation department and the circuit court judges of Cook County. I am charged with the task of providing case notes and daily attendance in a timely manner on city span. Finally, I am the lead transportation provider for the after school program, in which I am capable, licensed and insured to operate a 15 passenger vehicle.

7/2006-5/2013

Sinai Community Institute/Juvenile Intervention Support Center

Case Manager

A collaborative process of assessment, planning, facilitation and advocacy for options and services to meet the needs of troubled youth between the ages of 11- 18 who have been detained and processed by the Chicago Police Department. Secure resources needed in order to address their educational, social, mental health and economical needs. I reported evidence of abuse of any kind that is protected under the law.

4/2003-7/2006

Kids Hope United (Rebound)

Family Educator

The objective of the transitional living program is to assist young men placed by the Prison Review Board and The Department of Children and Family Services, between the ages of 16 and 21 reintegrate into the community by providing guidance and motivation. My Responsibilities consisted of direct contact and close monitoring at all times. I was also responsible for drug and alcohol testing, initial assessment of potential clients, client intakes, attending administrative case reviews and court status hearings for DCFS clients. I facilitating groups and individual meetings, supplying transportation to and from appointments and activities, completing tracking and incident reports, team leader for quarterly Q.I.T. meetings, and file management.

1999-2/2003

DPI Midwest

Leadman

Responsibilities included but were not limited to the supervising of four other employees, assuring that special requests and assignments were completed, and operating a forklift.

1998-1999

Crown Distributor

Supervisor

Responsibilities consisted of supervising employees responsible for the activation and distribution of credit cards.

1997-1998

Second Source

Activity Aid

Responsibilities consisted of Assisting with the development and implementation of daily activities.

EDUCATION

Roosevelt University

Master of Public Administration

Concentration: Non Profit Management

Roosevelt University

Bachelor of General Studies/Social Science

Concentration: Psychology/Sociology

The Franklin Honor Society of Roosevelt University 1998

Certifications: Nonviolent Crisis Intervention

Heartsaver CPR AED

REFERENCES

Karen Evans (312) 492-3056

Judith Rocha (773) 580-3302

Cheryl Strangeman (773) 456-4397

Danae Kovac

1802 N. Washtenaw Ave. #2 | Chicago, IL 60647 | 217.622.1167 | danae.n.kovac@gmail.com

SUMMARY

Solutions-oriented non-profit professional experienced in effectively communicating messaging to supporters, clients, and key stakeholders; strategically implementing and improving systems to enhance operations; and utilizing technology to increase organizational efficiencies.

EXPERIENCE

Deputy Director

December 2014 – present

Director of Operations & Development

April 2013 – December 2014

Lawndale Christian Legal Center | Chicago, IL

- Lead and execute organization development strategy including grant writing, corporate giving, special events, and individual donors.
- Manage budgeting, tracking, and reporting for awarded grant programs.
- Administer and maintain organizational financial books, including paying bills, tracking invoices, preparing financial reports for the Board of Directors, and meeting tax responsibilities in a timely manner.
- Oversee human resources and office administration activities, including ordering office supplies, coordinating payroll payments, and managing utilities and IT.
- Supervise diversion, after school, and mentoring programming for court-involved youth. Supervise 3-4 full time employees.

Director of Operations & Marketing

September 2011 – April 2013

Manager of Marketing & Special Projects

August 2010 – August 2011

Special Projects Coordinator

October 2008 – July 2010

Women's Business Development Center | Chicago, IL

- Manage organization communication and develop marketing materials. Created marketing department and transitioned newsletters from print to electronic. Oversaw rebranding including creation of new logo and tagline. Launched social media programs and grew following to over 1,100 Facebook fans and 1,100 Twitter followers.
- Support development staff in writing grant proposals and reports. Write annual reports, newsletters, individual donor solicitations and thank you letters.
- Direct IT activities. Selected new website vendor through RFP process. Redesigned and launched website.
- Responsible for Human Resources activities for 26 employees including payroll, employee benefits, hiring, on-boarding and departures.
- Manage bookkeeping functions including accounts payable, accounts receivable and vendor contracts.
- Improve database systems for client data collection, tracking and internal and external reporting.
- Develop and implement new electronic donor relationship tracking system for \$1.7 million annual contributions.
- Oversee facilities administration, equipment management and supplies inventory.
- Supervise 6-8 full-time employees.
- Acted as liaison to Board of Directors. Organized board meetings and wrote agendas and minutes.

Staff Assistant to the Deputy Executive Director

September 2007 – May 2008

American Educational Research Association | Washington, DC

- Provided direct support and training to Association members in areas of governance, IT, meetings and membership.
- Produced, tracked and proofread correspondence, memoranda and reports. Accurately responded to internal and external communications in a timely and professional manner.
- Edited and maintained Association website using Extron CMS 400 software.

- Prepared and processed expense reports and general accounts billing.
- Worked collaboratively with other staff members to ensure the success of Association-wide events, including the AERA Annual Meeting of 16,000 attendees.

Program Assistant AmeriCorps VISTA

June 2006 – June 2007

The Enterprising Kitchen | Chicago, IL

- Increased program capacity for a nationally recognized social enterprise job training program for women through client-tracking database management and reporting.
- Interacted daily with program participants, providing resource coordination and experiential job training.
- Created new program and participant evaluation tools in collaboration with Program Director.
- Managed and filed monthly reports for local government funder.
- Created program marketing brochure and quarterly newsletter.

Intern

August – December 2005

Bethel New Life, Inc. | Chicago, IL

- Conducted community survey and compiled the results of 250 surveys for Bethel’s Community Building Department.
- Assisted Supportive Housing staff with organization and programs for children.
- Actively participated in community development through attending meetings, participating in community development events, and networking.

EDUCATION

B.A. Sociology, Minor Mathematics, magna cum laude

Wheaton College | Wheaton, IL

- Urban Studies Certificate: Wheaton in Chicago
- Alpha Kappa Delta (Sociology Honor Society) and Pi Mu Epsilon (Mathematics Honor Society)

TECHNICAL SKILLS

- Microsoft Office Suite
- QuickBooks, Authorize.net
- Website Content Management Systems (Dot Net Nuke, WordPress, Extron CMS 400, Quickflex)
- Social Media (Facebook, Twitter, LinkedIn)

AFFILIATIONS

- Korean Adoptees of Chicago, Board Member 2008 – 2011, 2012 – present
- Chicago Foundation for Women, Young Women’s Leadership Council 2010 – 2011

REFERENCES

- Hedy M. Ratner, Women’s Business Development Center (WBDC), 312.909.0991
- Mia Delano, Women’s Business Enterprise National Council (WBENC), 773.960.5623
- Joan Pikas, formerly The Enterprising Kitchen (TEK), 847.334.2806

CLIFFORD M. NELLIS

1803 S. Lawndale Avenue
Chicago, Illinois 60623
847-987-5448 (cell)

EDUCATION:

TRINITY INTERNATIONAL UNIVERSITY, Deerfield, IL
M. Div. Awarded December 2009

THE UNIVERSITY OF CHICAGO LAW SCHOOL, Chicago, IL
J.D. Awarded June 2000

ILLINOIS WESLEYAN UNIVERSITY, Bloomington, IL
B.A. Philosophy and English, minor in Political Science May 1997
Piano Scholarship and Varsity Athletics in Football and Swimming

EXPERIENCE:

Lead Attorney December 2009-Present
Lawndale Christian Legal Center, Chicago, IL – Founded non-profit legal center that provides holistic legal services for youth and young adults involved in the juvenile and adult criminal courts. Serve both as Lead Attorney on criminal cases as well as the Executive Director of the organization.

Director of Youth Ministries November 2005-October 2008
Long Grove Community Church, Long Grove, IL – Lead the junior high and high school youth group.

Youth Director January 2003 – October 2005
St. Peter United Church of Christ, Lake Zurich, IL – Lead the high school youth group.

Judicial Clerkship August 2000 - August 2002
The Hon. Edward W. Nottingham, U.S. District Court for the District of Colorado, Denver, CO
Wrote Judge's opinions on civil motions for summary judgment and motions to dismiss, and criminal motions for suppression.

INTERNSHIPS:

**Compassion and Justice Internship with Cabrini Green Legal Aid
and Law Offices of Dan Radakovich** September 2009-December 2009
Through Trinity Evangelical Divinity School's internship program, I worked full-time in CGLA's criminal records division and with criminal defense lawyer, Dan Radakovich.

Fundraiser for Firehouse Community Arts Center

August 2009

I rode my bicycle from Chicago, IL to Bozeman, MT for the Firehouse Community Arts Center

Urban Youth Ministry Field Education

January 2009-May 2009

GRIP Outreach for Youth, Chicago, IL – Coach in youth outreach ministry near Cabrini Green.

Cross-Cultural Field Education

January 2008-July 2008

Long Grove Community Church and Lawndale Community Church, Chicago, IL – Led youth group from Long Grove to repair two homes in Lawndale with youth from Lawndale.

Fund-Raiser for Salvation Army

August 2002 - December 2002

I rode my bicycle from Denver, CO, to San Diego, CA, to Miami, FL, for The Salvation Army.

Summer Associate

Summer 1999

Jones, Day, Reavis & Pogue, Chicago, IL -- Practiced corporate civil litigation.

Summer Associate

Summer 1998

Burroughs, Hepler, Broom MacDonald & Hebrank, Edwardsville, IL – Practiced corporate and private civil litigation.

STEVEN SPACE

1645 S. Karlov Ave, Chicago, IL 60623

C: 773-426-1363 sspace1518@yahoo.com

sspace15@yahoo.com

PROFESSIONAL SUMMARY

An experienced Student Advocate/Dean of Students who is very effective at managing challenging students and making sound, educated disciplinary decisions. A respectful, creative and practical problem solver who is calm under pressure and works well in fast-paced, team-based environments. I am also an experienced Youth Counselor that is skilled in mentoring and guiding youth struggling with behavioral and mental health disorders, as well as pending criminal cases. I have a strong knowledge of crisis intervention and suicide prevention tactics and believe that implementing firm, clear guidelines while adopting an attitude of understanding generates a more peaceful and safe learning environment for all students and staff members involved.

SKILLS

- Strong collaborator
- Strong work ethic
- Effective time management
- Classroom discipline
- Student motivation
- Strong interpersonal skills
- Juvenile justice system
- Reliable
- Organized
- Solution-focused counseling
- Conflict resolution skills
- Safety and security-oriented
- Group therapy
- Exceptional communicator
- Conducting after-school programs
- Positive and encouraging
- Self-motivated

WORK HISTORY

Case Manager, 01/2015 to Present

Lawndale Christian Legal Center – 1530 S. Hamlin Ave Chicago, IL 60623

- Provided weekly, individualized mentoring support to a cohort of 20 juvenile youth, ages 13 to 18
- Collaborated with LCLC staff attorneys, case managers, and mentors to ensure quality, holistic support
- Coordinated field trips and experiential learning opportunities for youth to develop positive pro-social attitudes and behaviors
- Participated in trainings that equipped participants in effective court advocacy and trauma-informed care
- Worked with youth's families to coordinate and implement quarterly youth-family engagement events
- Measured the program's effectiveness using evaluative tools such as youth surveys and reporting
- Maintained accurate case notes, attendance records, and electronic records in LCLC and CitySpan databases along with hardcopy files

Student Advocate/Dean of Students, 08/2013 to 06/2014

Chicago Public School- Dvorak Technology Academy – 3615 W. 16th Street Chicago, IL 60623

- Enforced the school's student discipline code to deal with problem situations.
- Planned, implemented and monitored a classroom Character Education program which was consistent with Illinois Learning Standards for Social Emotional Learning
- Successfully improved student participation in the classroom through integration of creative role-playing character education exercises.
- Met with parents to resolve student's conflicting educational priorities and issues according to the CPS Student Code of Conduct
- Supervised an average of 28 students in classrooms, halls, cafeterias, schoolyards and on field trips.
- Maintained accurate and complete records for 50 students.
- Fostered team collaboration between students through group projects.
- Created a classroom environment in the Detention Center which children could learn respect for themselves and others.
- Fostered oral language development and critical thinking skills during character education discussions.

- Introduced special outreach programs to department chair in effort to increase institution's interest in community service.
- Operated after-school, Saturday and Summer basketball program for children aged 5 to 14 years old
- Attended school and community events

Youth Counselor, 08/1999 to 08/2013

Westside Association of Community Action-WACA – 3600 W. Ogden Chicago, IL 60623

- Interviewed and assessed an average of 10 incoming residents per week.
- Led 5 group therapy sessions each week.
- Collected and analyzed data on individual clients using records, tests, interviews and professional sources.
- Conducted 3 one-on-one counseling sessions per week.
- Explained available substance abuse treatment services to clients.
- Drafted monthly summary to review each client's level of participation.
- Counseled clients to help them understand and overcome personal, social and behavioral problems.
- Met with clients in their homes to promote continuity of care.
- Led supportive group discussions and education sessions with alcohol and drug users and their families.
- Educated clients and their families about client rights and responsibilities.
- Followed up with program participants after program completion to track progress.
- Oversaw anger management, social skill development and mental health awareness programs.
- Managed and restrained violent, potentially violent and suicidal clients.
- Encouraged clients to get involved in social, recreational and other therapeutic activities to enhance interpersonal skills and to develop social relationships.

EDUCATION

High School Diploma

David G. Farragut High School - Chicago, IL

Section N: Subcontracting or Teaming

Lawndale Christian Legal Center is not utilizing any subcontractors in implementing this RFP.

EXHIBIT 2

Schedule of Compensation

Lawndale Christian Legal Center (LCLC)
RFP No. 1553-14559

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.

Funds will support wages for full-time LCLC Case Manager, Kilo Sims. In this role, Ms. Sims is responsible for providing assessments, creating individualized intervention plans, accompanying youth to successfully connect with services and complete goals, and conducting court advocacy, home visits, and school visits. Ms. Sims annual salary is \$36,500. Funds will also support FICA (7.65%) and SUI (3.95% of \$12,960 wages) for Ms. Sims.

Contract/Consultant

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

N/A

Equipment

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

N/A

Materials and Supplies

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

N/A

Printing

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

N/A

Other Direct Costs

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

Travel: Funds will support mileage (\$0.56 per mile) and/or parking costs for LCLC Case Manager Kilo Sims for home visits, school visits, community partner meetings, etc.

Indirect Costs

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

N/A

Sustainability

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

LCLC is committed to continually seeking new funding opportunities and to cultivating diverse funding streams which include grants from private foundations and government entities, a healthy base of individual donors, annual fundraising events, and volunteers through partnerships with local churches, law firms, and corporations. LCLC will continue to apply for Justice Advisory Council funding that aligns with its programs and will also leverage that funding into other funding sources.

EXHIBIT 3

Evidence of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/6/2015

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 127 North Walnut St Itasca IL 60143	CONTACT NAME: Rachael knepper
	PHONE (A/C, No, Ext): 630-595-5300 FAX (A/C, No): 630-694-4401 E-MAIL ADDRESS: rachael_knepper@ajg.com
INSURED Lawndale Christian Legal Center 1530 S Hamlin Avenue Chicago IL 60623	INSURER(S) AFFORDING COVERAGE
	INSURER A: First Nonprofit Insurance Company NAIC # 10859
	INSURER B: Artisan & Truckers Casualty Company 10194
	INSURER C: Travelers Property Casualty Co of A 25674
	INSURER D:
	INSURER E:
INSURER F:	

COVERAGES CERTIFICATE NUMBER: 971237888 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NPP100241601	12/1/2014	12/1/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$ \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			02274261-2	6/26/2015	6/26/2016	COMBINED SINGLE LIMIT (Ea accident) \$750,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			6JUB8D84356314	12/1/2014	12/1/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

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

RFP No. 1553-14559
Cook County is included as an additional insured under the General Liability policy, when required by written contract.

CERTIFICATE HOLDER CANCELLATION

Cook County 118 N. Clark St Chicago IL 60602 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Arthur J. Gallagher</i>
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EXHIBIT 4

Identification of Subcontractor/Supplier/SubConsultant Form

**Cook County
Office of the Chief Procurement Officer
Identification of Subcontractor/Supplier/Subconsultant Form**

OCPO ONLY:	
<input type="radio"/> Disqualification	
<input type="radio"/> Check Complete	

The Bidder/Proposer/Respondent ("the Contractor") will fully complete and execute and submit an Identification of Subcontractor/Supplier/Subconsultant Form ("ISF") with each Bid, Request for Proposal, and Request for Qualification. **The Contractor must complete the ISF for each Subcontractor, Supplier or Subconsultant which shall be used on the Contract.** In the event that there are any changes in the utilization of Subcontractors, Suppliers or Subconsultants, the Contractor must file an updated ISF.

Bid/RFP/RFQ No.: 1563-14651	Date: 10/16/15
Total Bid or Proposal Amount: \$40,000	Contract Title:
Contractor: Lawndale Christian Legal Center	Subcontractor/Supplier/ Subconsultant to be added or substitute:
Authorized Contact for Contractor: Danae Kovac	Authorized Contact for Subcontractor/Supplier/ Subconsultant:
Email Address (Contractor): dkovac@clc.net	Email Address (Subcontractor):
Company Address (Contractor): 1530 S. Hamlin Ave	Company Address (Subcontractor):
City, State and Zip (Contractor): Chicago, IL 60623	City, State and Zip (Subcontractor):
Telephone and Fax (Contractor): 773-762-6583, 773-762-9121	Telephone and Fax (Subcontractor):
Estimated Start and Completion Dates (Contractor): 10/1/15 - 4/30/16	Estimated Start and Completion Dates (Subcontractor):

Note: Upon request, a copy of all written subcontractor agreements must be provided to the OCPO.

<u>Description of Services or Supplies</u>	<u>Total Price of Subcontract for Services or Supplies</u>
N/A - No subcontractors utilized	

The subcontract documents will incorporate all requirements of the Contract awarded to the Contractor as applicable. The subcontract will in no way hinder the Subcontractor/Supplier/Subconsultant from maintaining its progress on any other contract on which it is either a Subcontractor/Supplier/Subconsultant or principal contractor. This disclosure is made with the understanding that the Contractor is not under any circumstances relieved of its abilities and obligations, and is responsible for the organization, performance, and quality of work. **This form does not approve any proposed changes, revisions or modifications to the contract approved MBE/WBE Utilization Plan. Any changes to the contract's approved MBE/WBE/Utilization Plan must be submitted to the Office of the Contract Compliance.**

Contractor Lawndale Christian Legal Center

Name Danae Kovac

Title Deputy Director

Prime Contractor Signature Danae Kovac Date 10/16/15

EXHIBIT 5

Board Authorization



Board of Commissioners of Cook County

118 North Clark Street
Chicago, IL

Legislation Details

File #:	15-5122	Version:	1	Name:	Violence Prevention, Intervention, & Reduction Services
Type:	Contract	Status:			Approved
File created:	8/25/2015	In control:			Board of Commissioners
On agenda:	10/7/2015	Final action:			10/7/2015
Title:	PROPOSED CONTRACT				

Department(s): Cook County Justice Advisory Council

Vendor:

- 1) Presence Behavioral Health, Chicago, Illinois
- 2) North Lawndale College Prep, Chicago, Illinois
- 3) Lawndale Christian Legal Center, Chicago, Illinois
- 4) Inspiration Corporation, Chicago, Illinois
- 5) Respond Now, Chicago, Illinois
- 6) Children's Research Triangle, Chicago, Illinois
- 7) Center for Advancing Domestic Peace, Chicago, Illinois
- 8) Center for Conflict Resolution, Chicago, Illinois

Request: Authorization for the Chief Procurement Officer to enter into and execute

Good(s) or Service(s): Violence Prevention, Intervention, & Reduction Services

Contract Value: \$40,000.00 per vendor

Contract period: 11/1/2015 - 10/31/2016

Potential Fiscal Year Budget Impact: FY 2015 \$160,000.00, FY 2016 \$160,000.00

Accounts: 499-298

Contract Number(s):

- 1) Presence Behavioral Health, 1553-14559A
- 2) North Lawndale College Prep, 1553-14559B
- 3) Lawndale Christian Legal Center, 1553-14559C
- 4) Inspiration Corporation, 1553-14559D
- 5) Respond Now, 1553-14559E
- 6) Children's Research Triangle, 1553-14559F
- 7) Center for Advancing Domestic Peace, 1553-14559G
- 8) Center for Conflict Resolution, 1553-14559H

Concurrences:

The vendor has met the Minority and Women Owned Business Enterprises Ordinance.

The Chief Procurement Officer concurs.

Summary: The Chief Procurement Officer issued a Request for Proposals (RFP) in accordance with the Cook County Procurement Code. The above vendors are recommended for award based on the established evaluation criteria, which include qualifications, experience, and proposed program.

These contracts are the second set of the JAC's annual Violence Prevention, Intervention, and

Reduction Grant Awards. Additional awards in the amount of \$10,000 (8) are concurrently being submitted to the Board.

Presence Behavioral Health: This program will serve youth 12 - 21 who are at risk of violence involvement and their families, in Proviso Township. The "High Intensity Program" provides mental health counseling, therapy, case management and an array of trauma informed evidence-based services to youth and their families to address underlying issues and risk factors for violence. Overall the program will serve 100 to 120 youth and up to 30 families.

North Lawndale College Prep: This grant will fund the continuation of the Peace Warriors initiative, a student driven violence prevention and alternative disciplinary program within the school, and the larger community. The program consists of "Peace Warriors" which are students trained in "Kingsian" non-violence. The warriors act as ambassadors throughout the school. They also help run peer juries and peace circles, provide trainings to elementary schools in antiviolence strategies and Kingsian principles, and conduct community trainings for parents and other community members. Students at the school come from the communities of North Lawndale, Garfield Park, and Austin.

Lawndale Christian Legal Center: This grant will fund the continuation and expansion of the holistic representation model of the Center. This model pairs wrap around services and case management with legal services for youth in the juvenile court. The model seeks to build a trusting relationship between the youth, their attorney, and their service provider all of which will result in a better defense and better long term outcomes. The program serves youth in the North Lawndale Community.

Inspiration Corporation, Chicago: This grant will fund the expansion of evidence-based cognitive behavioral therapy groups to all sites operated by the organization. The groups support the overall employment program of the organization by teaching key coping skills and anger management strategies to avoid inappropriate behavior in the workplace that may result in termination of employment. This is an expansion of a pilot group funded by a capacity building grant in the last grant cycle. The groups will serve individuals from Uptown, Garfield Park, Woodlawn, Morgan Park, Roseland, and South Deering.

Respond Now: This grant will fund a key coordinating position at the organization to work with the Housing Authority of Cook County and other organizations to begin an HACC pilot project allowing certain individuals with felony records to live in HACC housing or subsidized housing. The program has very detailed and carefully tailored criteria. It seeks to address the most basic of risk factors in violence and criminal involvement, stable housing. The program will serve the South Suburbs.

Children's Research Triangle: This grant will fund a partnership between CRT and Jane Addams High School. The school serves youth who have dropped out of their traditional schools and are now seeking to complete high school at an age that most schools would not enroll them 17 - 21. The program will engage 150 students through one or more of the following services: youth workshops on the impact of violence and trauma; Trauma-Focused Cognitive Behavioral Therapy; Attachment, Self-Regulation, and Competency Therapy; and Structured Psychotherapy for Adolescents Responding to Chronic Stress (SPARCS). Teachers will also receive training in understanding the impact of violence and identifying trauma symptoms. The student body primarily consists of youth from Pilsen, Englewood, Fuller Park, East and West Garfield Park, North and South Lawndale, and Washington Park.

Center for Advancing Domestic Peace: This program is an expansion of the RealMAP program which was started last fiscal year through Violence Prevention funds. The program is a peer mentor and support-based aftercare program for individuals who completed court ordered domestic abuse programming. It pays peer mentors who have completed the program to act as mentors and coordinators of post program support groups. Additionally, the program offers an evidence-based anger management curriculum, and two evidence-based curricula called Creating Lasting Family Connections and Raising Resilient Youth (parenting). The program serves individuals from anywhere in Cook County.

Center for Conflict Resolution: This grant will fund the expansion of the "Victim-Offender and Family Mediation Program" to the Bridgeview and Skokie Courthouses. These programs serve as diversion

or alternative adjudication options for youth in the juvenile court accused of certain crimes. The goal is to restore the victim, provide restitution to the victim or community, and hold the juvenile accountable while ensuring the process is fair and the young person feels a sense of justice. The program will serve communities in the South West and North Suburbs that are served by the respective courthouses...end

Sponsors:

Indexes: LANETTA HAYNES TURNER, Executive Director, Justice Advisory Council

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
10/7/2015	1	Board of Commissioners	approved	Pass

EXHIBIT 6

MBE/WBE Utilization Plan

CONTRACT NO. 1553-14559C
Vendor: Lawndale Christian Legal Center

Per the attached correspondence, the Office of Contract Compliance assigned a 0% MBE/WBE subcontracting goal to the above-mentioned contract as stated in Section GC-19, Minority and Women Business Enterprises, Cook County Ordinance Chapter 34, Division 8, Section 34-260 to Section 34-300, herein.

Kevin Casey (Procurement)

From: Aleatha Easley (Contract Compliance)
Sent: Monday, March 30, 2015 10:14 AM
To: Kevin Casey (Procurement)
Subject: RE: M/WBE goals for Violence Prevention Grants

Hello Kevin,

After reviewing the provided contract scope, and review of the previous contract's historical data, the Office of Contract Compliance recommends the MBE/WBE goals for RFP Contract No. 1553-14559 for Violence Prevention, Intervention and Reduction Demonstration Grants in the amount of \$40,000 be set at 0% MBE/WBE participation.



Cook County Office of Contract Compliance
Aleatha Easley | Compliance Officer | 312-603-5504

From: Kevin Casey (Procurement)
Sent: Thursday, March 19, 2015 3:09 PM
To: Aleatha Easley (Contract Compliance)
Subject: M/WBE goals for Violence Prevention Grants

Hi Aleatha,

I have the three final Violence Prevention Grants ready to go.

Can you give the M/WBE goals for them?

Thanks!

Sincerely,
Kevin B. Casey, CPPB
Office of the Chief Procurement Officer
118 North Clark Street, Room 1018
Chicago, Illinois 60602
312 603-6830 ph.
312 603-3179 fax

EXHIBIT 7

Economic Disclosure Statement

**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

None

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

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

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

Yes: X No: _____

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

1530 S. Hamlin Avenue, Chicago, IL 60623

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

Yes: X No: _____

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

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

All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-8) 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) X 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:

 N/A

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the 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 Lawndale Christian Legal Center

D/B/A: _____

FEIN NO/SSN (LAST FOUR DIGITS): 27-2285007

Street Address: 1530 S. Hamlin Avenue

City: Chicago

State: IL

Zip Code: 60623

Phone No.: 773-762-6381

Fax Number: 773-762-9121

Email: dkovac@lclc.net

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) 501c3 non-profit

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
None		

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
None		

3. Is the Applicant constructively controlled by another person or Legal Entity? [] Yes [] No
 If yes, state the name, address and percentage of beneficial interest of such person, 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
Wayne Gordon	3827 W. Ogden Ave, Chicago	President	2015-2016
Joseph Atkins	3827 W. Ogden Ave, Chicago	Vice President	2015-2016
Chelsea Johnson	3827 W. Ogden Ave, Chicago	Secretary	2015-2016
Bruce Miller	3860 W. Ogden Ave, Chicago	Treasurer	2015-2016

Declaration (check the applicable box):

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

Cliff Nellis

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

Signature

cnellis@lelc.net

E-mail address

Subscribed to and sworn before me
this 22nd day of April, 2015.

X

Chelsea L Johnson
Notary Public Signature

Lead Attorney / Executive Director

Title

4-22-15

Date

773-762-6381

Phone Number

My commission expires:





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"/> Stepsister |
| <input type="checkbox"/> Uncle | <input type="checkbox"/> Daughter-in-law | <input type="checkbox"/> Half-brother |
| <input type="checkbox"/> Niece | <input type="checkbox"/> Brother-in-law | <input type="checkbox"/> Half-sister |
| <input type="checkbox"/> Nephew | <input type="checkbox"/> Sister-in-law | |

**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: Loundale Christian Legal Center

Address of Person Doing Business with the County: 1530 S. Hamlin Avenue, Chicago, IL 60623

Phone number of Person Doing Business with the County: 773-762-6381

Email address of Person Doing Business with the County: dkovac@lclc.net

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:

Danae Kovac, Deputy Director, 773-762-6383, dkovac@lclc.net

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: _____

RFP No. 1553-14559

The aggregate dollar value of the business you are doing or seeking to do with the County: \$ 40,000

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: _____

Kevin Casey, Specification Engineer, 312-603-6830, kevin.casey@cookcountyil.gov

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: _____

Lanetta Haynes Turner, Executive Director, 312-603-1133, lanetta.haynesturner@cookcountyil.gov

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.

Danae Kovac

Signature of Recipient

4/22/15

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

Wayne Gordon
President's Name

Wayne Gordon
President's Signature

773-762-6381
Telephone

coach@laundatech.org
Email

Chelsea Johnson
Secretary Signature

4/22/15
Date

Execution by LLC

Member/Manager (Signature)*

Date

Telephone

Email

Execution by Partnership/Joint Venture

Partner/Joint Venturer (Signature)*

Date

Telephone

Email

Execution by Sole Proprietorship

Signature

Date

Telephone

Email

Subscribed and sworn to before me this 22nd day of April, 2015.

My commission expires:

Chelsea Johnson
Notary Public Signature

Notary Seal



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

SECTION 5
COOK COUNTY SIGNATURE PAGE

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

John E. Miller

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 21 DAY OF October, 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

1553-14559C

OR

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

TOTAL AMOUNT OF CONTRACT:

\$ 40,000⁰⁰

(DOLLARS AND CENTS)

FUND CHARGEABLE: _____

APPROVED AS TO FORM:

Not required

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

APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS

OCT 07 2015