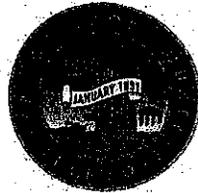


**PROFESSIONAL SERVICES AGREEMENT**

**RECIDIVISM REDUCTION DEMONSTRATION GRANTS (\$100,000)**

**BETWEEN**



**COOK COUNTY GOVERNMENT**

**JUSTICE ADVISORY COUNCIL**

**AND**

**SOUTH SUBURBAN PADS**

**CONTRACT NO. 1653-15275B**

# 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 MBE/WBE Utilization Plan
- Exhibit 6: Economic Disclosure Statement

**AGREEMENT**

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

**BACKGROUND**

*The County of Cook issued a Request for Proposals "RFP" for Recidivism Reduction Demonstration Grants (\$100,000). Proposals were evaluated in accordance with the evaluation criteria published in the RFP. The Contractor was selected based on the proposal submitted and evaluated by the County representatives.*

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

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

**TERMS AND CONDITIONS**

**ARTICLE 1) INCORPORATION OF BACKGROUND**

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

**ARTICLE 2) DEFINITIONS**

a) Definitions

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

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

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

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

"**Services**" means, collectively, the services, duties and responsibilities described in Article 3 of this Agreement and any and all work necessary to complete them or carry them out fully and to the standard of performance required in this Agreement.

"**Subcontractor**" or "**SubContractor**" means any person or entity with whom Contractor contracts to provide any part of the Services, of any tier, suppliers and materials providers, whether or not in privity with Contractor.

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

**b) Interpretation**

- i) The term "**include**" (in all its forms) means "include, without limitation" unless the context clearly states otherwise.
- ii) All references in this Agreement to Articles, Sections or Exhibits, unless otherwise expressed or indicated are to the Articles, Sections or Exhibits of this Agreement.
- iii) Words importing persons include firms, associations, partnerships, trusts, corporations and other legal entities, including public bodies, as well as natural persons.
- iv) Any headings preceding the text of the Articles and Sections of this Agreement, and any tables of contents or marginal notes appended to it are solely for convenience or reference and do not constitute a part of this Agreement, nor do they affect the meaning, construction or effect of this Agreement.
- v) Words importing the singular include the plural and vice versa. Words of the masculine gender include the correlative words of the feminine and neuter genders.
- vi) All references to a number of days mean calendar days, unless expressly indicated otherwise.

c) **Incorporation of Exhibits**

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

- Exhibit 1 Scope of Services
- Exhibit 2 Schedule of Compensation
- Exhibit 3 Evidence of Insurance
- Exhibit 4 Identification of Subcontractor/Supplier/Subconsultant Form
- Exhibit 5 MBE/WBE Utilization Plan
- Exhibit 6: 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**

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**

Prior to the effective date of this Contract, the Contractor, at its cost, shall secure and maintain at all times, unless specified otherwise, until completion of the term of this Contract the insurance specified below.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract.

Contractor shall require all Subcontractors to provide the insurance required in this Agreement, or Contractor may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Contractor except paragraph (d) Excess Liability or as specified otherwise.

The Cook County Department of Risk Management maintains the right to modify, delete, alter or change these requirements.

**Coverages**

(a) **Workers Compensation Insurance**

Workers' Compensation shall be in accordance with the laws of the State of Illinois or any other applicable jurisdiction.

The Workers Compensation policy shall also include the following provisions:

Employers' Liability coverage with a limit of:

\$500,000 each Accident  
\$500,000 each Employee  
\$500,000 Policy Limit for Disease

(b) **Commercial General Liability Insurance**

The Commercial General Liability shall be on an occurrence form basis (ISO Form CG 0001 or equivalent) to cover bodily injury, personal injury and property damage.

Each Occurrence:	\$ 1,000,000
General Aggregate:	\$ 2,000,000
Completed Operations Aggregate:	\$ 2,000,000

The General Liability policy shall include the following coverages:

- (i) All premises and operations;
- (ii) Contractual Liability;
- (iii) Products/Completed Operations;
- (iv) Severability of interest/separation of insureds clause

(c) **Commercial Automobile Liability Insurance**

When any vehicles are used in the performance of this contract, Contractor shall secure Automobile Liability Insurance for bodily injury and property damage arising from the Ownership, maintenance or use of owned, hired and non-owned vehicles with a limit no less than \$1,000,000 per accident.

(d) **Umbrella/Excess Liability**

Such policy shall be excess over the Commercial General Liability, Automobile Liability, and Employer's Liability with limits not less than the following amounts:

Each Occurrence: \$1,000,000

(e) **Professional Liability**

Contractor shall secure Professional Liability insurance covering any and all claims arising out of the performance or nonperformance of professional services for the County under this Agreement. This professional liability insurance shall remain in force for the life of the Contractor's obligations under this Agreement, and shall have a limit of liability of not less than \$1,000,000 per claim. If any such policy is written on a claims made form, the retroactive date shall be prior to the effective date of this contract. Claims made form coverage, or extended reporting following the expiration or termination of this contract, shall be maintained by the Contractor for a minimum of three years following the expiration or early termination of this contract and the Contractor shall annually provide the County with proof of renewal. Subcontractors performing professional services for the Contractor must maintain limits of not less than \$1,000,000 with the same terms in this section.

**Additional requirements**

(a) **Additional Insured**

The required insurance policies, with the exception of the Workers Compensation and Professional Liability, shall name Cook County, its officials, employees and agents as additional insureds. Contractor's insurance shall be primary and non-contributory with any insurance or self-insurance maintained by Cook County. Any insurance or self-insurance maintained by Cook County shall be excess of the Contractor's insurance and shall not contribute with it. The full policy limits and scope of protection shall apply to Cook County as an additional insured even if they exceed the minimum insurance limits specified above.

(b) **Qualification of Insurers**

All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and shall have a financial rating no lower than (A-) VII as listed in A.M. Best's Key Rating Guide, current edition or interim report. Companies with ratings lower than (A-) VII will be acceptable only upon consent of the Cook County Department of Risk Management. The insurance limits required herein may be satisfied by a combination of primary, umbrella and/or excess liability insurance policies.

(c) **Insurance Notices**

Contractor shall provide the Office of the Chief Procurement Officer with thirty (30) days advance written notice in the event any required insurance will be cancelled, materially reduced or non-renewed. Contractor shall secure replacement coverage to comply with the stated insurance requirements and provide new certificates of insurance to the Office of the Chief Procurement Officer.

Prior to the date on which Contractor commences performance of its part of the work, Contractor shall furnish to the Office of the Chief Procurement Officer certificates of insurance maintained by Contractor. The receipt of any certificate of insurance does not constitute agreement by the County that the insurance requirements have been fully met or that the insurance policies indicated on the certificate of insurance are in compliance with insurance required above.

In no event shall any failure of the County to receive certificates of insurance required hereof or to demand receipt of such Certificates of Insurance be construed as a waiver of Contractor's obligations to obtain insurance pursuant to these insurance requirements.

(d) **Waiver of Subrogation Endorsements**

All insurance policies must contain a Waiver of Subrogation Endorsement in favor of Cook County.

g) **Indemnification**

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

**h) Confidentiality and Ownership of Documents**

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

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

**i) Patents, Copyrights and Licenses**

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

Contractor agrees to hold harmless and indemnify the County, its officers, agents, employees and affiliates from and defend, 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.

**1) Professional Social Services**

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

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

**ARTICLE 4) TERM OF PERFORMANCE**

**a) Term of Performance**

This Agreement takes effect when approved by the Cook County Board and its term shall begin on July 1, 2016 ("**Effective Date**") and continue until June 30, 2017 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 Agreement under the same terms and conditions as this original Agreement, except as provided otherwise in this Agreement, by notice in writing to Contractor. After notification by the Chief Procurement Officer, this Agreement must be modified to reflect the time extension in accordance with the provisions of Section 10.c.

**ARTICLE 5) COMPENSATION**

**a) Basis of Payment**

The County will pay Contractor according to the Schedule of Compensation in the attached Exhibit 2 for the successful completion of services.

**b) Method of Payment**

All invoices submitted by the Contractor shall be in accordance with the cost provisions 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**

In addition to the foregoing warranties and representations, Contractor warrants:

- (i) no officer, agent or employee of the County is employed by Contractor or has a financial interest directly or indirectly in this Agreement or the compensation to be paid under this Agreement except as may be permitted in writing by the Board of Ethics.
- (ii) no payment, gratuity or offer of employment will be made in connection with this Agreement by or on behalf of any Subcontractors to the prime Contractor or higher tier Subcontractors or anyone associated with them, as an inducement for the award of a subcontract or order.

**c) Joint and Several Liability**

If Contractor, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination of them), then under this Agreement, each and without limitation every obligation or undertaking in this Agreement to be fulfilled or performed by Contractor is the joint and several obligation or undertaking of each such individual or other legal entity.

d) **Business Documents**

At the request of the County, Contractor must provide copies of its latest articles of incorporation, by-laws and resolutions, or partnership or joint venture agreement, as applicable.

e) **Conflicts of Interest**

- i) No member of the governing body of the County or other unit of government and no other officer, employee or agent of the County or other unit of government who exercises any functions or responsibilities in connection with the Services to which this Agreement pertains is permitted to have any personal interest, direct or indirect, in this Agreement. No member of or delegate to the Congress of the United States or the Illinois General Assembly and no Commissioner of the Cook County Board or County employee is allowed to be admitted to any share or part of this Agreement or to any financial benefit to arise from it.
- ii) Contractor covenants that it, and to the best of its knowledge, its Subcontractors if any (collectively, "**Consulting Parties**"), presently have no direct or indirect interest and will not acquire any interest, direct or indirect, in any project or contract that would conflict in any manner or degree with the performance of its Services under this Agreement.
- iii) Upon the request of the County, Contractor must disclose to the County its past client list and the names of any clients with whom it has an ongoing relationship. Contractor is not permitted to perform any Services for the County on applications or other documents submitted to the County by any of Contractor's past or present clients. If Contractor becomes aware of a conflict, it must immediately stop work on the assignment causing the conflict and notify the County.
- iv) Without limiting the foregoing, if the Consulting Parties assist the County in determining the advisability or feasibility of a project or in recommending, researching, preparing, drafting or issuing a request for proposals or bid specifications for a project, the Consulting Parties must not participate, directly or indirectly, as a prime, Subcontractor or joint venturer in that project or in the preparation of a proposal or bid for that project during the term of this Agreement or afterwards. The Consulting Parties may, however, assist the County in reviewing the proposals or bids for the project if none of the Consulting Parties have a relationship with the persons or entities that submitted the proposals or bids for that project.

- v) The Contractor further covenants that, in the performance of this Agreement, no person having any conflicting interest will be assigned to perform any Services or have access to any confidential information, as defined in Section 3.h of this Agreement. If the County, by the Chief Procurement Officer in his reasonable judgment, determines that any of Contractor's Services for others conflict with the Services Contractor is to render for the County under this Agreement, Contractor must terminate such other services immediately upon request of the County.
- vi) Furthermore, if any federal funds are to be used to compensate or reimburse Contractor under this Agreement, Contractor represents that it is and will remain in compliance with federal restrictions on lobbying set forth in Section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal year 1990, 31 U.S.C. § 1352, and related rules and regulations set forth at 54 Fed. Reg. 52,309 ff. (1989), as amended. If federal funds are to be used, Contractor must execute a Certification Regarding Lobbying, which will be attached as an exhibit and incorporated by reference as if fully set forth here.

**f) Non-Liability of Public Officials**

Contractor and any assignee or Subcontractor of Contractor must not charge any official, employee or agent of the County personally with any liability or expenses of defense or hold any official, employee or agent of the County personally liable to them under any term or provision of this Agreement or because of the County's execution, attempted execution or any breach of this Agreement.

**ARTICLE 9) EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION  
AND RIGHT TO OFFSET**

**a) Events of Default Defined**

The following constitute events of default:

- i) Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Contractor to the County.
- ii) Contractor's material failure to perform any of its obligations under this Agreement including the following:
  - (a) Failure due to a reason or circumstances within Contractor's reasonable control to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services;

- (b) Failure to perform the Services in a manner reasonably satisfactory to the Chief Procurement Officer or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;
  - (c) Failure to promptly re-perform within a reasonable time Services that were rejected as erroneous or unsatisfactory;
  - (d) Discontinuance of the Services for reasons within Contractor's reasonable control; and
  - (e) Failure to comply with any other material term of this Agreement, including the provisions concerning insurance and nondiscrimination.
- iii) Any change in ownership or control of Contractor without the prior written approval of the Chief Procurement Officer, which approval the Chief Procurement Officer will not unreasonably withhold.
  - iv) Contractor's default under any other agreement it may presently have or may enter into with the County during the life of this Agreement. Contractor acknowledges and agrees that in the event of a default under this Agreement the County may also declare a default under any such other Agreements.
  - v) Failure to comply with Article 7 in the performance of the Agreement.
  - vi) Contractor's repeated or continued violations of County ordinances unrelated to performance under the Agreement that in the opinion of the Chief Procurement Officer indicate a willful or reckless disregard for County laws and regulations.

**b) Remedies**

The occurrence of any event of default permits the County, at the County's sole option, to declare Contractor in default. The Chief Procurement Officer may in his sole discretion give Contractor an opportunity to cure the default within a certain period of time, which period of time must not exceed 30 days, unless extended by the Chief Procurement Officer. Whether to declare Contractor in default is within the sole discretion of the Chief Procurement Officer and neither that decision nor the factual basis for it is subject to review or challenge under the Disputes provision of this Agreement.

The Chief Procurement Officer will give Contractor written notice of the default, either in the form of a cure notice ("**Cure Notice**"), or, if no opportunity to cure will be granted, a default notice ("**Default Notice**"). If the Chief Procurement Officer gives a **Default Notice**, he will also indicate any present intent he may have to terminate this Agreement, and the decision to terminate (but not the decision not to terminate) is final and effective upon giving the notice. The Chief Procurement Officer may give a **Default Notice** if Contractor fails to 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.
- iii) The County is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to the Contractor.

**j) Governmental Joint Purchasing Agreement**

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

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, Suite 1100  
Chicago, Illinois 60602  
Attention: Lanetta Haynes Turner, Director

and

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

If to Contractor: South Suburban PADS  
414 West Lincoln Highway  
Chicago Heights, Illinois 60411  
Attention: Dr. Geraldine L. Palmer, Executive Director

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

**ARTICLE 12) AUTHORITY**

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

Contract No. 1653-15275B  
Recidivism Reduction Demonstration Grants (\$100,000)

**EXHIBIT 1**

**SCOPE OF SERVICES**

**Section B: Executive Summary & Organization Chart**

Cortes and Rogers (2010) reported that upon release from prison or jail, the ability to access safe and secure housing within the community is vital to successful reentry.<sup>1</sup> Studies (Kubin, 2006; Flavin, 2003; Rodriguez & Brown, 2003) have shown that the first month after release is a vulnerable period “during which the risk of becoming homeless and/or returning to criminal justice involvement is high.” Yet, in most jurisdictions including Cook County’s south suburbs, accessible and affordable housing is limited and securing adequate housing is quite difficult, particularly for those formerly incarcerated. Without a stable residence, it is unlikely that the target population will successfully reconnect to the community.

To promote and achieve integration and reconnection to the community, SSPADS’ programs and services has been proven to address the need for, and benefits of, stable housing for individuals and families. With a prior \$24,000 seed grant from JAC, SSPADS served 31 individuals or head of households, formerly incarcerated, and housed 24 (77%). Of this number 100% have remained housed and avoided recidivating. The remaining 7 continue to either be engaged in services or resolved housing and integration needs on their own. In this pilot project, SSPADS leveraged its existing leadership team, staff and resources, and used 50% of the funds for housing and related purposes. This project significantly increased our visibility as an effective provider in our service area for those formerly incarcerated while meeting the projected goals. SSPADS remain committed to growing and adapting the agency to meet emerging needs. Thus, we offer Recidivism Reduction Project II (RRPII), which will continue to provide access to housing and

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<sup>1</sup> Cortes, K, Rogers, S. (2010). Reentry Housing Options: The Policy Makers Guide, Bureau of Justice Association, U.S. Department of Justice.

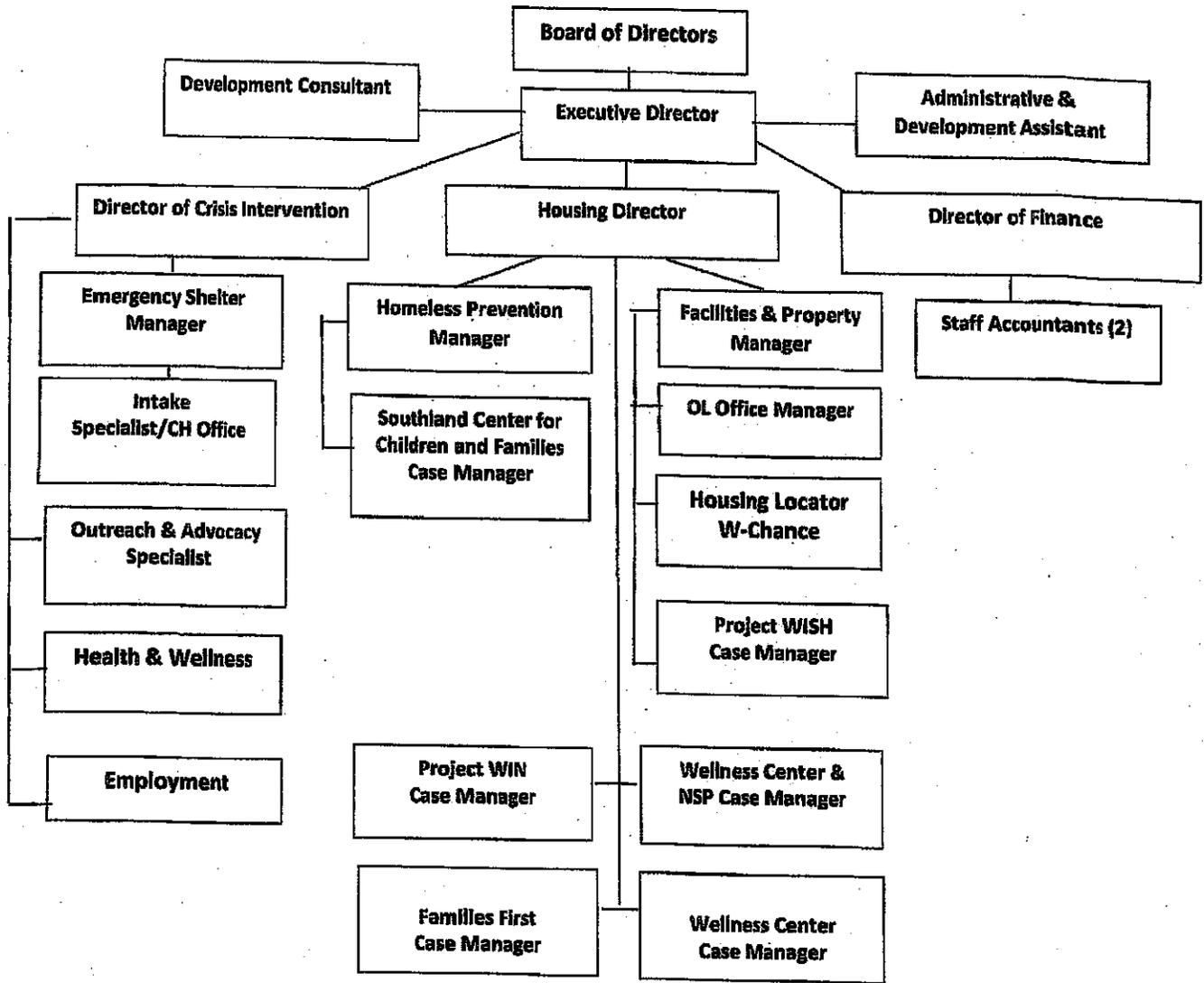
resources in the south/southwest suburbs in partnership with Cook County Justice Advisory Council.

Project objectives include ensuring that at minimum, 60 individuals, formerly incarcerated are served, at least 75% are stably housed where needed and increase income, and understand, that by asking more from them, rather than less, is showing *them* they *really do* have something of value to offer themselves, their families and communities. SSPADS strongly believes that having been identified as an agency that effectively serves the target population, capitalizing on the momentum we have achieved is vital to further reducing recidivism rates.

Key personnel in the project is the Executive Director who will assist with research design, data gathering and analysis. The Housing Director will oversee RRPII and the staff involved. The Emergency Shelter Manager will provide oversight of the emergency shelter network and supportive service programs. The remaining team members are the Homeless Prevention Manager, Housing Locator and general case managers.

The cost of implementation of our RRPII is \$169,673. Of this amount, 69,673 is committed from SSPADS and public and private funders. A grant of \$100,000 from JAC would balance the budget and allow for an increase in financial assistance given directly to the client (or on behalf of the client) for costs associated with moving (e.g. rent, rent arrearages, and security deposits, among other related costs) and the hiring of a full-time dedicated case manager to the project. SSPADS is also prepared to once again leverage existing resources to ensure a positive impact and return on your investment. If approved for JAC funding, this funding will be leveraged to strengthen our application and look to program sustainability through other program related funding.

**South Suburban PADS  
Organization Chart**



**Section C: Description of Problem and Target Population**

As hundreds of individuals are released from jails and prisons, many making their way back to the south suburbs of Cook County, attempting community reentry will be no easy task. Studies (Kubin, 2006; Flavin, 2003; Rodriguez & Brown, 2003) have shown that the first month after release is a vulnerable period "during which the risk of becoming homeless and/or returning to criminal justice involvement is high." Cortes and Rogers (2010) reported that upon release from prison or jail, the ability to access safe and secure housing within the community is vital to successful reentry.<sup>2</sup> Yet, in most jurisdictions including Cook County's south suburbs, accessible and affordable housing is limited and it is even more difficult to access for those with felony records. Without a stable residence, it is unlikely that the target population will reconnect to a community. Fontaine and Biess (2012) agree and noted that while housing for formerly incarcerated persons is fulfilling a basic need of shelter and residential stability, housing also serves as "the *literal and figurative* foundation" for successful reentry and reintegration for released adults.<sup>3</sup>

**Target Population**

The target population for the RRPII program is men and women (single or heads of households), ages 18 and above who have been formerly incarcerated. It is expected that many will be homeless or at-risk of homelessness, and a number will already be using our emergency shelters. This shelter year our records indicate that SSPADS served 83 individuals in the target population. This number derived from those who disclosed this information, while many do not, using our shelters. Of this number 41 were African

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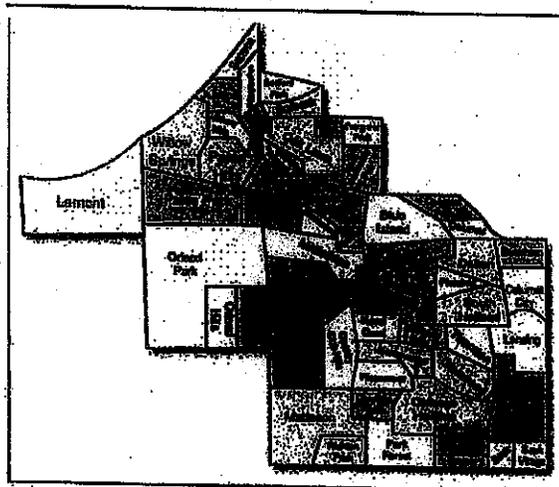
<sup>2</sup> Cortes, K, Rogers, S. (2010). Reentry Housing Options: The Policy Makers Guide, Bureau of Justice Association, U.S. Department of Justice.

<sup>3</sup> Fontaine, J., Biess, J. (2012). Housing as a Platform for Formerly Incarcerated Persons. Retrieved from <http://www.urban.org/sites/default/files/alfresco/publication-pdfs/412552-Housing-as-a-Platform-for-Formerly-Incarcerated-Persons.PDF>.

American, 37 were Caucasian/White, 2 did not know and 1 identified as Indian/Alaska Native. Twelve were females with 71 males and ages ranged from 15 to 62. We refer juveniles to Aunt Martha's for service. It is expected that over 50% of the target population that we propose to serve in RRPII will be African American. Most will have no income, some will have very low to moderate income. Overall, it is expected that at least 10% will disclose a mental illness, addictive behavior or be dually-diagnosed, and/or a domestic violence survivor or perpetrator.

#### Service Area

The service area is Cook County south/southwest suburbs shown below:



#### Experience Serving the Intended Population

SSPADS has served the targeted population in its emergency shelter and housing programs since its inception in 1990. In addition, in 2015, the agency received a \$24,000 grant from JAC to implement a pilot project. The program projected to serve up to 25 households and evaluations indicate the number served was 31. Of those served, 24 households were housed and others received stabilization or case management and others received both case management and other supportive services: (e.g. employment assistance and behavioral/mental health care).

The program's uniqueness is in its philosophy and program methodology that believes helping people in need is a priority, but helping means to "restore to community" rather than to simply subsidize or liberate. The premise is based on mutual expectations about good behavior as delineated by Robert Lupton (2011) in his book, *Toxic Charity*.<sup>4</sup> Lupton states that poverty or in this case, crime and recidivism, often indicates a true breakdown, where, society has neglected those in need, but the target population has acted in ways that alienate others, as well. Therefore rebuilding community is doing more, but also *expecting more* including better behavior from those we serve. Assistance is not a substitute for engagement. The answer to meet this challenge is rebuilding of relationships where clients give and receive. SSPADS strives to do what is most required of our participants and provide assistance in concrete ways, such as housing. Yet, it also means confronting the lifestyles that fosters homelessness and other social challenges such as crime and recidivism. SSPADS does indeed levy expectations on all the clients the agency serves, as a critical form of caring.

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<sup>4</sup> Lupton, R. (2011). *Toxic Charity. How the Church and Charities Hurt Those They Help and How to Reverse It*. Harper One: New York, New York.

**Section D: Proposed Program & Implementation Schedule**

**Goal Statement**

The goal of RRPII is twofold: (1) to continue to reduce recidivism rates in Cook County south/southwest suburbs; and (2) work with the target population on beliefs and behavioral changes.

**Target Population**

The target population is formerly incarcerated individuals who may be head of the household and:

- 1) Open to learning that beliefs and behavioral change is possible;
- 2) Would intentionally commit crimes to return to jail in efforts to meet the basic needs of food, clothing and shelter; and
- 3) Cannot secure permanent housing as a result of having felony records and other related issues without intervention

**Objectives**

1. To reduce recidivism rates in individuals, at minimum, 60 formerly incarcerated in South/southwest Cook County area; of which 75% will be placed in housing.
2. To increase the target population's job marketable skills and secure a living wage jobs or increase income through public benefits (if eligible); or both; and
3. To provide support, encouragement and referrals to foster empowerment and self-esteem

**Outreach**

To recruit participants to the project, outreach into the 24 emergency shelter sites will take place by the Outreach Specialist. When a participant self-discloses their status as having been formerly incarcerated, he or she will be asked if they wish to participate in the RRPII program, as program participation is voluntary as in all of SSPADS' programs. Using

a Housing First approach, if the participant says yes, a housing unit will be secured as rapidly as possible. If there are no units available at the time, the agency will provide stabilization services which may take the form of intensive case management, referrals to the on-site behavioral/mental health clinician, food, and emergency shelter as a crisis intervention strategy. Other participants will be walk-ins or referrals from other agencies.

#### Intake and Assessment

Once the individual consents to program participation and while the Housing Locator is working on securing a unit (if applicable), an intake assessment is conducted by the dedicated program manager, along with helping the participant(s) to secure appropriate identification if needed and any other resources needed to acquire the unit.

#### Intensive, Specialized and General Case Management

SSPADS' case management overarching approach involves the coordination of services and supports on behalf of the clients. This typically includes creating a case file and following a process to ensure delivery of services. However, a more intensive case management approach is available for those clients who may have more extensive barriers to housing, employment and health care. Intensive case management may often take the form of a blended approach such as Family Team Meetings (FTM). FTM may be comprised of intensive, clinicians, nurse case managers, employment specialist, and/or the Housing Locator, in conjunction with general case managers. Wrap-around case management and support services are available after a participant is housed as well.

#### Transitional and/or Permanent Supportive Housing

The Housing Locator works with area landlord partners to find transitional housing (an apartment of Single Room Occupancy SRO qualifies) unit that is available for up to six-months) or a permanent housing unit (no stay limit). The lease will go in the tenant's name in most cases, but SSPADS does have some units where we sign on as the tenant and offer

an occupancy agreement to the tenant. In any case a lease is signed and the tenant is expected to comply with the lease or occupancy agreement.

### **Educational & Vocational Training & Employment**

The following components comprise the core strategies in the educational and vocational training and employment section: job readiness (e.g. interviewing skills, appropriate attire for work, job search skills, and resume writing and job coaching), job placement with employer partners including food & beverage establishments, child care providers and SSPADS. Our maintenance assistance and Housing Locator are former clients. SSPADS also is requesting funding for an educational tutor to build the clients' capacity in taking and passing the GED and helping build reading and general life navigation skills.

### **Culinary Arts Program**

Modeled after Fresh Start, which the U.S. Department of Justice called a model re-entry program, SSPADS offers its Wellness Center Culinary Arts Program (WCCAP) as a core component of its Recidivism Reduction Program II. Similar to Fresh Start, WCCAP takes small groups of men and women and engage them at several levels such as self-examination, relationship building, vocational-training in culinary arts and life skills. At graduation, each participant receives a Food Handler's Certificate that can lead to jobs in the food and beverages industry. Cooking is a solid and concrete way to reengage and prevent generational homelessness, crime and incarceration as well.

### **Job Readiness and Placement**

The RRPII program participants have full access to SSPADS' Employment Specialist who works with each client to earn living wages commensurate with benefits. The Employment Specialist provides job readiness training (e.g. teaching resume writing,

interviewing skills, among other components), and job placement, working to expand the agency's employer-partner base and assisting participants in securing jobs.

#### Ancillary Programs

A strong component in the project is participants may take advantage of supportive services that SSPADS offers including its on-site health care services. Participants may see a nurse or nurse practitioner who will at minimum, address any acute issues and refer the person for follow-up care in the cases of chronic illnesses. Mental health services are provided by our contract partner, Dr. Mendenhall from PsyCynergy. Resumes of paid staff and contractors are included in the attachments.

#### Innovative Approaches to Treating Trauma

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

#### Innovative Partnerships

SSPADS embraces partnerships and collaborations and works with a number of partners including Housing Forward, Together We Cope, Ford Heights Community Services Organization, Respond Now, South Suburban Council on Homelessness (of which we are a member), Alliance to End Homelessness -Suburban Cook (the executive director sits on the board), Crisis Center of South Suburbia and the Southland Health Care Forum.

**Section E.**

**Expected Outcomes**

This continued project is an expanded. It is projected that at minimum, 60 participants will be reached. SSPADS assessment and evaluation tools will document the results of the project, indicating the impact on the participants and the community.

Examples of measures would include numbers of referrals, existence of any Memorandums of Understanding (MOU) with other providers, staff training topics and other protocols and procedures. It is also expected that a research project will ensue from the prior pilot project and RRPII as over 100 potential respondents will have been reached.

The expected core outcomes of the project are as follows:

1) At minimum, 75% of participants who are formerly incarcerated and homeless or at-risk of homelessness will:

- a) Be provided transitional or permanent housing in the south/southwest Cook County area
- b) Stay housed 12 months or longer
- c) Avoid re-incarceration for a period of 12 months or longer
- d) Increase their income or secure living wage jobs
- e) Receive intensive case management to help them process feelings, build a social network and improve their quality of life

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

2. At minimum, 60 participants will:

- know and understand characteristics needed to be a responsible person, invested in the community;

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

Administrative			
Name	Title	Department	Role on Team
Dr. G. Palmer	Executive Director	Administration	Assist with data analysis and reporting
R. Stevens	Housing Director	Program/Administration	Senior Leader- oversee JAC program and deliverables including housing staff
E. Colvin	Housing Locator	Program	Housing Locator
Arthur Westbrook	Employment Specialist	Program	Assist clients with job readiness and placement
Chef Kareem Roberts	Culinary Arts Instructor	Program	Oversee Culinary Arts Program and is the lead instructor
Dr. C. Mendenhall	Clinician	Program	Provide one-on-one group therapeutic counseling and workshops
Art James	Outreach Specialist	Program	Provide outreach in the shelters, on the streets, advocacy & guidance
Pamala Barbec	Case Manager	Program	Provide case management for clients

Implementation Plan		
Activity (e.g., outreach, assessment, housing placement, data collection, staff training, development of new forms, purchases)	Personnel	Dates
Conduct outreach into the shelters	Art James	7/1/2016 - ongoing
Conduct intake and assessments	P. Barbec	7/7/2016 - ongoing
Housing location	E. Colvin	7/1/16 - ongoing
Enrolls clients in culinary arts/vocation training-instructs classes	Chef Roberts	7/15/16 - to ongoing
Works with employment specialist/secure jobs	Art Westbrook	7/15/16 to ongoing
Collect data and manager program, continue to supervise program	R. Stevens	Quarterly/end of program
Assist with research design, data collection and analysis, dissemination	Dr. G. Palmer	Quarterly/end of program
Disseminate information	R. Stevens/Dr. Palmer	As required and program end

**Section G: Qualifications of the Proposer**

Established in 1990 SSPADS is the first agency in the region to develop and implement the Public Action to Deliver Shelter (PADS) model, starting with 3 faith-based sites and today operates a 24-site emergency overnight shelter network. Since inception the agency has always served individuals who are formerly incarcerated in its shelters and subsequently in its transitional and permanent supportive housing units. The agency is recognized as a leader in housing and homelessness throughout Chicago and its suburbs, particularly the southland region. Its mission is to prevent and end homelessness. Its vision is to be a leader in the fight to end homelessness. SSPADS currently has 20 employees, 18 full-time and 2 part-time.

In addition to its noted emergency shelter network, SSPADS is also the first agency in Chicago's south suburbs to develop and construct, in partnership with Turnstone Corporation, the first supportive housing development, specifically for individuals and families experiencing homelessness. The development, Country Club Hills Wellness Center is a 77-unit, residential building with studio, one- and two-bedroom apartments, complete with full-size commercial kitchen, computer lab for tenants, learning classroom and multi-use community room open to the public. Further, SSPADS has taken advantage of the Neighborhood Stabilization Program (NSP) funding and acquired two additional multi-unit (6 total) buildings to provide affordable housing for individuals and families experiencing homelessness. The agency also manages over 50 scattered-site units as well.

In conjunction with its housing portfolio, to bolster housing stability a range of supportive services are offered that include: an on-site physical health care program led by a nurse practitioner, referrals to mental health care, employment services led by an employment specialist, a Culinary Arts program, several intensive, specialized and

general case managers, life skills classes, financial literacy classes including budgeting and financial management and referrals to community partners who provide vocational/educational training, more extensive medical care, transitional and permanent housing, and other resources.

SSPADS manages 9 governmental contracts including Illinois Department of Human Services, (IDHS), Cook County CDBG and ESG grants, Housing and Urban Development (HUD), Housing Authority of the County of Cook (HACC) and Federal Emergency Management Authority (FEMA). SSPADS is fiscally sound and serves as the lead and fiscal agent for Project WISH with Housing Forward. The table below highlights the agency's governmental partnerships:

Agency	Program	Amount
Housing and Urban Development (HUD)	Country Club Hills Wellness Center - <i>(Permanent housing &amp; supportive services)</i>	\$398,075
Housing and Urban Development (HUD)	Project WISH/Collaboration with Housing Forward <i>(Transitional and permanent housing)</i>	\$280,946
FEMA	Emergency Shelter Network	\$70,000
Illinois Department of Human Services (DHS)	Country Club Hills Wellness Center - <i>(Supportive Services)</i>	\$113,980
Illinois Department of Human Services (DHS)	NSP Supportive Services <i>(Transitional and permanent housing)</i>	\$53,786
Illinois Department of Human Services (DHS)	Emergency Transitional Housing (ETH)	\$46,740
Cook County Justice Advisory Council	Recidivism Reduction Project	\$24,000
Cook County CDBG	Southland Center for Children and Facilities	\$26,000
Cook County ESG	Emergency Shelter Network	\$80,200

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

### Governance and Key Personnel

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

Key personnel for the agency and project include our Executive Director, Geraldine Palmer who holds a Ph.D. in Community Psychology and MS in Human Services Administration, Housing Director Regina Stevens, who holds a BSW, Viviann Jones, the Director of Finance who holds a MBA and who manages all government contracts and ensures compliance, New Hire as a dedicated case manager, Art James, Shelter Outreach, Chef Kareem Roberts, Culinary Arts Instructor, and contractors in Employment services and clinical care. (All resumes and job description are included in the Appendix section.

### **Accomplishments**

- SSPADS was recognized in January of 2016 by the City of Chicago Heights with an award for Human Services Organization of the year;
- SSPADS in collaboration with long-time partners, Housing Forward and BEDS Plus, and a new partner Cook County Hospital, the team was awarded \$1.4 million-dollars for its Project WIN II, a housing and health initiative to be implemented in FY2017; and
- SSPADS was selected by Housing Authority of Cook County as one of 3 agencies to receive housing vouchers for a pilot project delivering wrap around services to selected families.

# GERALDINE L. PALMER, PH.D.

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17 North Dearborn, Chicago, IL 60602  
Telephone: (312) 662-4400  
gpalmer@adler.edu

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## EDUCATION

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

Thesis: National Louis University, Chicago, IL, 2010  
*Perceptions of Harm Reduction Housing among Men Who are Homeless with a Goal of Abstaining from Drug Use*

M.S., Human Services Administration, Spertus College, Chicago, 1999

B.A., Business Studies, Concentration: Marketing, Kendall College, Chicago, 1997

AA. Marketing Management, South Suburban College, South Holland, IL, 1986

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## POSITIONS HELD

### *Professional*

Executive Director, South Suburban PADS, Chicago Heights, IL, 2013-present

Executive Director, North Side Housing and Supportive Services, Chicago, IL, 2008-2013

Foundations and Community Relations Manager, Housing Opportunities for Women, Chicago, IL, 2005-2008

Director of Interim Housing for Women and Children, Good News Partners, Chicago, IL, 2000-2004

Consulting Executive Director, Illinois Association for Special Education Centers (IAPSEC), Chicago, IL, 1998-2000

*Academic*

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

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

Associate Faculty, Department of Health & Human Services, University of Phoenix, Phoenix, AZ, 2005-2008 (Online)

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

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

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**COURSES TAUGHT**

*Doctorate*

Social Psychology  
Community Psychology

Cultural Diversity

Critical Thinking

Health and Human Services in the U.S.

The Administrator in Health and Human Services

Social Policy Development in Health and Human Services

Leadership and Ethics in Health and Human Services

*Graduate*

Health and Human Services in the U.S.  
The Administrator in Health and Human Services

*Undergraduate*

Dimensions of Multiculturalism  
Introduction to Human Services  
Human Services Field Instructor  
Basics of Social Research  
Understanding Social Research

*Adult and Continuing Education*

GED Writing

GED Preparation – Online

How to Start a Nonprofit Organization

Basics of Grant Writing

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**RESEARCH INTERESTS**

Housing and housing policy, homelessness, social and economic issues that impact African Americans, power structures, and disparities in education and nonprofit leadership

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## GRANTS AND SCHOLARSHIPS

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

Raymond J. Ott Scholarship Award, 1995 & 1997

Illinois General Assembly Community Service Scholarship, 1995

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## PUBLICATIONS (Peer-Reviewed)

### *Journal Articles*

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

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

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## PUBLICATIONS (Non Peer-Reviewed)

### *Newsletters*

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

### *Reports*

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

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

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## MANUSCRIPTS IN PREPARATION AND IN REVIEW

Palmer, G. (2012). Effects of Scattered-Site Supportive Housing on Men Formerly Homeless and Primarily African American. Submitted to *Journal of Black Studies*. [Under Review]

Palmer, G., Olson B., Cooper, D. (2015). Examining Housing Policies in Chicago as Structural Violence: Establishing a Framework for Homelessness Prevention. [To be submitted]

*Book Chapters*

Palmer, G., (2015). Navigating the road to higher education jobs. In Viola, J.J., & Glantsman, O., (Eds.) *Diverse career opportunities in community psychology: What you can do and how to prepare*. [To be submitted to: Society for Community Research and Action (SCRA) Book Series, USA: Oxford University Press] [Expected publishing date: Spring, 2016]

**PROFESSIONAL MEETINGS***Panels*

Presenter, "Engaging Chicago's South Suburbs on Emergency, Transitional and Permanent Housing for the Homeless" in *Engaging Minority and Marginalized Communities at the American Society for Public Administrators (ASPA) Annual Conference, March 6, 2015*

Panelist, Searching for a Job in Academia, in Viola, J. & Glantsman, O., *Careers in Community Psychology*. Proposed for the Society of Community Research and Action (SCRA) Biennial Conference, University of Massachusetts, Lowell, MA, June, 2015

Moderator, Panel Keynote: Domestic violence in our communities delivered at the Midwest Ecological Conference, National Louis University, Lisle, IL, October, 2014.

*Symposia*

François, D., Palmer G. (2014). Grassroots, grassroots and all the in between; A community psychology review integrating multiple languages among entities responsible for moving theory to praxis in one collective effort. Symposium delivered at the Midwest Public Affairs Conference, Purdue University, Fort Wayne, IN, March 2014.

Palmer, G., Howe, S., Greenwood, R.M., Forden, C., (2013, June). Effects of scattered site supportive housing on the social and economic integration of men formerly homeless. In Geraldine Palmer (Chair), *Predictors, Consumer Choice, Housing and Community Factors in Achieving Social and Economic Integration*. (June 2013) Symposium conducted at the Society for Community Research and Action (SCRA) Biennial Conference, University of Miami, Coral Gables, FL

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

Greenwood, R.M., Brown, M., Katz, M., Palmer, G., Stefancic, A., (2013, June). North Side Housing and Supportive Services' Housing First Program. In Ronni Greenwood (Chair), *Housing First, Program Dissemination, Adaptation and Fidelity*. Symposium conducted at the Society for

Community Research and Action (SCRA) Biennial Conference, University of Miami, Coral Gables, FL

**Roundtables**

Palmer, G. (2015). Civic Life: Does the Nonprofit Sector Have a Ferguson Problem? 2015 Midwest Public Affairs Conference, University of Wisconsin, Milwaukee, WI

Palmer, G, Francois, D. (2015) Building a Sense of Community Among Seasoned Professionals and Non-Traditional/Adult Learners for Government and Non-Profit Collaborative Learning, Maximizing Global Potential; 2015 Midwest Public Affairs Conference, University of Wisconsin, Milwaukee, WI

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

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

Palmer, G. (2014). Housing First Model; Midwest Ecological Conference, National Louis University, Lisle, IL, October, 2014.

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

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

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

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

Lawrence, C., Palmer, G., Williams, Y.J., Taylor, E. Evans, C., Kirk, C. (2013, May). Support for Veterans: Differentiate Between the Concepts of Partnerships/Collaborations; Midwestern Psychological Association Conference. Chicago, IL

Palmer, G., (Co-chair) Brown, C., Fromm-Reed, S., Viola, J., Olson, B., (2012, November). Love, Don't Leave: Enhancing the Involvement of Fathers in their Children's Lives. Midwest ECO Conference. Chicago, IL

Palmer, G., (Chair) Balcazar, F., Mueller, N., McCay, K., Viola J., Olson, B., Lewis C., Cooper, C., Martin, K.M, Fromm-Reed, S. (2011, May). Community Psychology and Implications for Health, Well-Being, and Urban Social Change. Roundtable presented at the Annual Meeting of the Midwestern Psychological Association. Chicago, IL

Martin, K., Gbadamois, N., Hawkins, A., Paavola, E., Lewis, C., Palmer, G., Fromm-Reed, S., Olson, B. (2011, May). Family Dynamics, Violence, and Community Solutions. Presented at the Annual Meeting of the Midwestern Psychological Association. Chicago, IL.

***Poster Presentation***

Palmer, G. (2013, May). Effects of Scattered Site Housing on Community Social and Economic Integration; Midwestern Psychological Association Conference, Chicago, IL.

***Innovative Format***

Viola, J.J., Glantsman, O., Williams, A., Back, Lindsey, Beradi, L., Garate, T., Harvey, R., Palmer, G., Reinhart, (2014, October). "I have a Degree in Community Psychology... Now What? Midwest ECO Conference, National Louis University, Lisle, IL

***Speaking Engagements (Invited)***

Keynote Address: Sigma Gamma Rho Sorority, "Scholarship and Service", Awards Banquet, Chicago Gaelic Park, Oak Forest, IL, 2016

Guest Speaker, Women's History Month, Sherman United Methodist Church, Evanston, IL, 2015

Guest Speaker, "Volunteerism", Richton Park Annual Volunteerism Awards, Richton Park, IL, 2014

Guest Speaker, "Valuing Women", My Sisters' Keeper Kick-Off Event and Membership Drive, St. James Hospital, Sharon Center, Chicago Heights, IL (2013)

Guest Speaker, "Kicking Against the Goats", Women of Valor Anniversary, Bibleway Cathedral Church, Danville, VA, 2008

Guest Speaker, "Setting Your Face Like Flint", Clarence E. McClendon Leadership Institute, Los Angeles, CA, 2007

Class Speaker, "We are Masters Now" Graduating Class of 1999, Spertus College, Chicago, IL

Keynote Address: "Let Hope Float on Up", St. Joseph Academy, Graduation Class, 1999

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## **MEDIA HIGHLIGHTS**

Featured in Southtown Star, 2015

Highlighted in Kendall College's Alumni Newsletter, 2014

Featured in front page article in Southtown Star, 2013

Highlighted in National Louis University's Alumni Magazine, 2013

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

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

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

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

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

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## **SERVICE - ACADEMIC COMMUNITY**

### ***Editorial***

Co-editor, *Journal of Social Action in Counseling and Psychology*, 2016 - present

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

Peer-Reviewer, *Journal of Social Action, Counseling and Psychology*

Peer-Reviewer, *Journal of Black Studies*

*"Understanding Contemporary, Grass Roots African American Community Organizing: A Grounded Theory"*

Peer-Reviewer, *Journal of Black Studies*

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

*Journal of Research in Peace, Gender and Development:*

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

*Other*

Community Action Grant Selection Panel, American Association of University Women (AAUW)

Small Grant Observer (Qualitative Analysis), Chicago Education Foundation

Community Psychology TIG Reviewer, American Evaluation Association

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**SERVICE – BROADER COMMUNITY**

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

Crown Park Townhome Association, Vice President, 2012-2015

Co-Facilitator, Evanston Public Art Project, "Impact, Future, Change", Evanston, IL, 2006

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**PROFESSIONAL AFFILIATIONS**

Board Member, Alliance to End Homelessness – Suburban Cook

Member, Society of Community Research and Action – Division 27 of American Psychological Association

Member, American Society of Public Administration (ASPA)

Member, Steering Committee Psychologists for Social Responsibility

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**AWARDS/DISTINCTIONS**

African American Treasures Award, Clerk of the Circuit Court of Cook County, 2015

Phenomenal Woman Award, Reaching Back Foundation, 2014

Nominated for a Roman Nomitch Fellowship, Harvard Business School, 2012

Certificate of Recognition, Women Making History, 100 Women Networking, 2007

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**REFERENCES**

Available upon request

**Regina L. Stevens**



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**EXPERIENCED NONPROFIT SOCIAL SERVICES PROFESSIONAL**

**Program Management| Housing Specialist| Advocacy| Empowerment| Effective Communicator**



- Proficient in the Housing First Model, Harm Reduction, Trauma Informed Care and Critical Time Intervention.
- Program development for affordable, Transitional, Rental Assistance and Permanent Supportive Housing including guidelines, policies, procedures and budgets.



**Value Offered..Core Competencies, Leadership and Performance Skills**

- |                             |   |
|-----------------------------|---|
| • Proven Leadership         | • Case Management                           |
| • Motivational Interviewing | • Program Management                        |
| • Homeless Services         | • Advocacy                                  |
| • Crisis Intervention       | • Housing Inspection & Environmental Review |
| • Affordable Housing        | • Public Speaking                           |

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**Professional History**

***Housing Manager***

***September 2013-Present***

South Suburban PADS, Chicago Heights, Illinois

- Provide direct supervision of eleven housing and rental assistance programs which include transitional housing for single individuals; permanent supportive housing for chronically homeless individuals and families with children; rapid rehousing rental assistance, recidivism rental assistance and project based vouchers.
- Supervises and directs the housing case management and outreach staff. Establish staff assignments and workload for housing case managers. Evaluate duties of employees work performance through completion of review
- Responsible for interviewing and following hiring procedures for housing case managers
- Implement housing policies and procedures which adhere to federal, state, and local regulations
- Works collaboratively with the finance department to prepare program budget for various housing programs. Manage 1 million in program grant funds
- Manage government contract renewal and reporting

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

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

*Housing Specialist/Case Manager* February 2007-February 2009  
South Suburban PADS, Chicago Heights, Illinois

- Securing proper dwellings for housing participants, conducting housing inspection, negotiating agreements, leases, and rental amounts.
- Conduct intakes, assessments and interviews. Determine supportive services needed by individuals living in the household.
- Develop self-sufficiency plan(s) in conjunction with the participant Offer appropriate referrals/services within the partnership and/or continuum of care.
- Initiate follow up services to monitor the participants progress
- Maintained accurate and confidential records and assists with the development of reports and statistics.

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### **Education**

*Graduate Coursework in Addictions Studies*

Governors State University, University Park, IL

Completed coursework included:

- Psychopharmacology
- Substance abuse prevention
- Clinical models
- Individual and group counseling
- Program management and evaluation
- Etiology and Epidemiology

*Bachelors of Social Work*

August 2004 - May 2007

Governors State University, University Park, IL

## Case Manager

### Recidivism Reduction Project II

**Department:** Housing and Supportive Services

**Location:** Chicago Heights

**Job ID:** N/A

**South Suburban PADS is a leading social services organization that provides individuals and families including those formerly incarcerated the opportunity to lead healthy, productive lives. You may learn more about our organization, mission, and vision here: [www.sspads.org](http://www.sspads.org)**

**AVAILABLE SHIFT:** Full-time 9:00 to 5:00pm

**LOCATION:** Chicago Heights

#### **Facility and program information:**

In the Recidivism Reduction Project II, South Suburban PADS (SSPADS) serves individuals and head of households who have been released from state jails and prison. SSPADS offers a comprehensive array of housing and supportive services focused on helping individuals safely and successfully transition from prison into the community. Programs include: risk/needs assessment, FTM (Family Team Meetings) life skills classes domestic violence counseling, GED and training classes, anger/stress management and community transition skills.

#### **SUMMARY:**

The Case Manager is responsible for the planning and management of reentry and reconnection plans for clients referred from state and local governmental forces, walk-ins and those residing in our shelters. Specifically, the Case Manager assists residents with attaining employment, securing housing, accessing treatment, and developing independent living skills in addition to other needs important to a successful community transition. Case managers use practices that are evidenced-based and client-centered including VISPDAT and cognitive skill building and motivation strategies designed to reduce recidivism. Within the program, the case manager is considered a "key staff" and as such is integral to the overall effectiveness of program operations.

As a member of the SSPADS' team, the Case Manager is expected to collaborate with other staff and community partners to promote a pro-social and supportive program environment that encourages the development of independent living skills. The Case Manager is encouraged to

make recommendations to improve operational policies and procedures consistent with program goals and SSPADS' mission.

### **ESSENTIAL DUTIES:**

#### **Case Planning, Management & Programming - 60%**

- Orients residents to program guidelines and expectations.
- Performs comprehensive risk-needs-responsivity assessments.
- Uses assessment results to identify static and dynamic risk factors.
- Uses assessment results to develop Individual Service Plans (ISP)
- Aligns ISP interventions and supports with criminogenic needs.
- Provides regular, accurate, and detailed case notes documenting resident performance during all phases of their program.
- Refers to individual and group cognitive-behavioral skill building sessions.

#### **Communication & Collaboration - 35%**

- Attends program staff meetings, program meetings and clinical staff meetings.
- Engages in clear, consistent, and professional communication with all resident, program staff, probation or court officials, if applicable and community members.
- Maintains cell phone and answers calls/emails outside of normal work hours and on weekends.
- Participates in work groups and committees organized by the Housing Director and other external agencies as appropriate.
- Participates in staff interviews and investigations as requested by the Housing director.
- Consults regularly with the Director.
- Attends all trainings as directed.

#### **Other Duties as Assigned - 5%**

### **WORK SETTING/HAZARDS:**

- Work is performed in either the Chicago Heights or Oak Lawn locations. May use and/or be exposed to commercial low grade janitorial and laundry chemicals. Potential exposure to bodily fluids, escalated situations, and unpredictable behavior.
- Must be able to lift at least 25 lbs.
- Must wear safety protective equipment as required (i.e., safety glasses, gloves & foot protection).
- Must be able to sit or stand continuously for up to 8 hours per day

### **REQUIRED QUALIFICATIONS:**

- Education: BA/BS degree in the human services, social sciences, criminal justice or related field required.

- Experience: 1-3 years of experience in the criminal justice or correctional system(s) or related field.
- Other Considerations:

Must have a valid driver's license

**PREFERRED QUALIFICATIONS:**

- Education: Master's Degree in the human services, social sciences or related field.
- Experience: +3 years' experience in the human services, criminal justice or correctional system(s) or related field preferred. Case management experience preferred.
- Software and Equipment Used: Proficiency with Microsoft Office Suite HMIS preferred
- Other Considerations: Certifications or previous training in evidence-based criminogenic risk assessments, cognitive behavioral programming and motivational interviewing preferred.

This is a 24/7 facility and schedules may be subject to changes based on staffing requirements.

**EQUAL OPPORTUNITY EMPLOYER**

*South Suburban PADS, a Human Services agency is an Equal Opportunity Employer of Minorities/Women/Individuals with Disabilities/Protected Veterans and does not unlawfully discriminate under federal, state, or local laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or protected veteran status.*



# ***Chef Kareem Roberts***

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## **HIGHLIGHTS:**

- Prepared food demonstrations on WGN Morning News and WFLD-TV (Fox) Noon News in Chicago.
- Served as Executive Chef on Spirit of Chicago
- Appeared on five pilot shows for UPS Channel Cable Network, Cincinnati, OH 4/06
- Managed outside vending services for local Chicago Soccer Association's Chicago Soccer Tournament
- Managed outside booth for vegetarian food – Taste of Chicago 2005 – Natural Harvest
- Excellent customer service in the food and beverages industry

## **PROFESSIONAL EXPERIENCE:**

### **Anointed Catering**

#### ***Executive Chef/ Proprietor***

*Hazel Crest IL  
12/06 to present*

Personal catering services for private parties and large events (which include weddings, wine tastings, food demonstrations, and banquets). Responsibilities include: sales and promotions, managing customer relations, planning and developing menus, budgeting and food costing, and food preparation

### **South Suburban PADS**

#### ***Culinary Arts Program Instructor***

*Country Club Hills IL  
3/12 to Present*

Teach Culinary Arts to those homeless and formerly homeless to give them a trade, promote good self esteem, and give clients a different approach for healthy eating and cooking. Responsibilities also include: assisting in finding employment, writing curriculums for culinary program, running an onsite food pantry (Food Stretch) and providing healthy meals for shelter sites.

### **Salaam Restaurant**

#### ***Executive Sous Chef***

*Chicago IL  
10/10 to 2/12*

Chef in charge of all production of the restaurant, such as ordering, scheduling, tastings, maintaining proper food cost, managing banquets up to 400 guest, customer and guest relations.

### **TAAMI – Kosher Restaurant & Catering**

#### ***Chef***

*Chicago, IL  
1/08 to 10/09*

Responsible for various supervision and administration functions for kosher restaurant and catering service. Duties include: staff scheduling, managing food preparation for restaurant and catering operations, ordering and managing inventory, supervising staff, and keeping CRC kosher standards. Interact with customers and provide tastings for upcoming events.

**Kingdom Catering**

***Executive Chef***

*Harvey, IL  
7/05 to 12/06*

Responsible for supervision and administration of all catering events. Duties included: planning and developing menus, managed budget, supervised staff, managed administration on and off-site catering functions and served as many as 1,200 persons. Interacted with customers and provided tastings for upcoming events.

**A Beautiful Taste**

***Executive Chef***

*Skokie, IL  
1/04 to 12/04*

Responsible for administration of a kosher catering company. Duties included: Operation of a to-go restaurant, developing menus and daily specials. Controlling food costs and management of employees. In charge of off-site full service catering functions serving up to 700 persons.

**Armark Food Service/Chicago Botanical Gardens**

***Executive Chef***

*Glencoe, IL  
12/02 to 12/03*

Managed food service café, and private catering functions. Duties included: controlling food costs, hiring and scheduling employees, designing menus, providing food tastings, presenting weekly food demonstrations and classes to Botanical Garden patrons

**Bank One**

***Executive Sous Chef***

*Chicago, IL  
2002 to 2003*

Managed and provided oversight of daily food preparation for over 5,000 bank employees. Set-up consisted of breakfast service and 8 ethnic food stations for lunch. Additional services included in-house catering for bank executives.

**EDUCATION**

**College of Culinary Arts, Johnson & Wales University**

*Providence, Rhode Island  
1991-1993*

**REFERENCES**

Will be furnished upon request

# Christine Mendenhall

Psychological Associate

Seasoned clinical therapist with 10+ years of therapeutic experience with knowledge of crisis intervention and assessment, substance abuse/dependency, dual diagnoses and 2 years of psychological testing experience. Recently completed pre-doctoral APA approved internship. Currently, a Licensed Clinical Professional Counselor (LCPC), Certified Alcohol and Drug Counselor (CADC) and certified as a Mentally Ill Substance Abuser (MISA) Counselor in Illinois. As a professional, flexible, and client-centered clinician, I offer a unique combination of creativity and analytical skill, while utilizing evidenced based practices to diagnosis and treat challenging clients who present with varied behavioral and mental health issues.

## WORK EXPERIENCE

### Psychological Associate

Wisconsin Department of Corrections- Columbia Correctional - 2014 to 2015

Provide psychological services for a caseload comprised of 210 offenders (divided amongst one segregation unit and two general population units)

- Provide weekly individual behavioral modification and psychodynamic therapy to offenders in segregation and general population
- Collaborate with offenders to develop and implement treatment plans
- Conduct weekly segregation rounds
- Present clinical cases at weekly multi-disciplinary team meeting
- Administer psychological testing as needed
- Conduct crisis assessments for offenders who are having thoughts of self-harm or thoughts of harming others with an intent to act upon these thoughts
- Provide coverage for after-hours crises
- Participate in disciplinary hearings as needed
- Participate in prisoner re-classification hearings as needed
- Participate in weekly segregation and general population staff meetings
- Consult with deputy warden, security director, and other staff as needed to address security concerns related to mental health issues
- Consult with unit psychiatrists regarding treatment for offenders

### APA Accredited Internship

Regional Mental Health Center, Stark Center - East Chicago, IN - 2012 to 2013

Psychology Intern

- Conducted individual and habilitative group therapy with clients experiencing various severe mental illnesses (i.e. Psychosis, Psychopathology, Personality Disorders and Severe Depression with psychotic features), trauma, as well as substance abuse
- Developed and implemented treatment plans based upon clients' needs
- Consulted with treating Psychiatrist with regards to clients' progress in therapy
- Conducted Structured Clinical Interviews with adults, school age and adolescent clients and their guardians
- Administered diagnostic instruments, which were selected based upon the presenting referral question
- Instruments administered included, but were not limited to the WAIS-III, WISC-IV, TAT, Rorschach, MCMI-III, MMPI-A, and the MMPI-2
- Scored test data, interpret diagnostic testing results, and created integrative psychological reports

- Completed psychological evaluations for court
- Presented diagnostic findings and recommendations during feedback sessions with clients, parents, and DCS caseworkers
- Triaged crisis clients and completed crisis interventions
- Conducted emergency intakes
- Completed therapy and psychological evaluation case presentations
- Performed community outreach for LGBT youth

### **Therapist**

Metropolitan Family Services - 2010 to 2011

Completed initial mental health assessment

- Facilitated individual counseling sessions for clients with chronic mental illnesses
- Developed and implemented treatment plans with clients
- Facilitated MISA group for dually diagnosed clients who have completed a substance abuse rehabilitation program

### **Therapy Extern**

Tinley Park Mental Health Center - Tinley Park, IL - 2009 to 2010

Co-facilitated weekly Relationships and Spirituality groups

- Facilitated weekly Anger Management group
- Conducted individual therapy with clients experiencing various severe mental illnesses (i.e. Psychosis, Psychopathology, and Severe Depression with psychotic features)
- Developed and implemented treatment plans based upon clients' needs
- Wrote progress notes in accordance with Rule 132
- Consulted with treating Psychiatrist with regards to clients' progress in therapy
- Completed reports upon terminating therapy in accordance with Rule 132
- Facilitated daily unit meetings to discuss clients' community concerns regarding the treatment environment

### **Diagnostic Extern**

Management Planning Institute - Chicago, IL - 2008 to 2009

Conducted Structured Clinical Interviews with school age and adolescent clients and their guardians

- Diagnostic instruments administered were autonomously selected based upon the presenting referral question
- Instruments administered included, but were not limited to the WAIS-III, WISC-IV, TAT, RAT-C, CAT, TONI-3, PAI, and the MMPI-2
- Scored test data, interpreted diagnostic testing results, and drafted integrative psychological reports
- Presented diagnostic findings and recommendations during feedback sessions with clients, parents, teachers, principals, and DCFS caseworkers

### **SASS Therapist**

Grand Prairie Services - Flossmoor, IL - 2006 to 2008

SASS Registry

- Administered thorough bio-psychosocial assessments for clients in crisis to determine psychiatric stability between the ages of 6 and 20, many of whom were DCFS wards.
- Began psychiatric hospitalization process by contacting a treating facility, providing information with regards to the presenting problem, as well as pertinent clinical information.
- Arranged transportation to the receiving facility
- Briefed Emergency Room Physicians on the outcome of the assessment and the receiving facility

- Initiated immediate treatment for non-hospitalized clients and provide recommendations for continuing care

### **Therapist**

Community Counseling and Wellness Centers - Midlothian, IL - 2006 to 2007

Facilitated individual, couples, and family counseling sessions

- Developed and implemented treatment plans with clients
- Completed initial mental health/substance abuse assessment
- Administered court mandated drug and alcohol evaluations

### **Emergency Consultant**

St. Margaret of Mercy- South Campus - Dyer, IN - 2006 to 2007

Administered non-emergency psychological assessments to clients to determine mental stability and appropriate level of treatment

- Administered emergency psychological assessments to clients who presented in the Emergency Room to determine appropriate level of treatment (inpatient, intensive outpatient or outpatient treatment)
- Conducted telephone crisis intervention with clients

### **Case Manager Supervisor**

Employer and Employee Services - Chicago, IL - 2005 to 2006

Managed staff of 8 Case Managers

- Evaluated staff and clients progress with goals
- Facilitated weekly case staffing
- Completed mental health assessments with clients to determine needed services

### **Therapist**

Ascend - Blue Island, IL - 2004 to 2005

Facilitated individual counseling session for clients between the ages of 8 and 19.

- Facilitated couples and family counseling sessions
- Developed and implemented treatment plans with clients
- Wrote bio-psychosocials, provided advocacy and case management
- Created quarterly therapy progress reports as required by DCFS
- Developed and administered training program for agency to utilize for therapy

### **Other Clinical Experience**

### **Student**

Governors State University - September 2004 to November 2004

Provided counseling services for families who presented to the University's counseling center with familial concerns

- Developed and implemented treatment plan to guide the therapeutic process
- Received live one-way mirror supervision from a licensed psychologist and colleagues
- Processed and conceptualized family sessions during supervision

### **Therapist in Training**

Ascend - Blue Island, IL - 2003 to 2004

Conducted individual sessions for clients between the ages of 8 and 19 who were either in DCFS custody or were recently adopted through DCFS

- Conducted couples and family counseling sessions

- Developed and implemented treatment plans based upon clients' presenting issues
- Created quarterly therapy progress reports as required by DCFS
- Assisted with facilitating monthly staff meetings

### **Case Manager**

200 Chicago Housing Authority clients - Chicago, IL - 2003 to 2004

Employment & Employer Services Chicago, IL Case Manager

- Managed caseload - 200 Chicago Housing Authority clients
- Provided resources to clients with regards to housing, employment, and medical issues
- Created Individual Service Plans to assess needs and obstacles to assistance
- Evaluated residents' progress with their ISP goals to determine stability
- Developed and updated statistics used to analyze ISP progress for clients

### **Clinical Case Manager**

The South Suburban Council - East Hazel Crest, IL - 2002 to 2003

Fostered aftercare plans for chemically dependent clients; assessing recovery

- Coordinated with clients in regards to pending legal and DCFS issues
- Worked with courts, probation officers, and other caseworkers, on behalf of clients
- Facilitated weekly support groups for clients in the program

### **Student**

Governors State University - September 2002 to November 2002

Conducted individual counseling sessions for consumers who presented to the University's counseling center with various concerns

- Developed and implemented treatment plans to guide the therapeutic process
- Completed progress notes for clients' files
- Presented therapeutic progress bi-weekly to colleagues during supervision

### **Therapy Experience**

#### **Student**

Governors State University - March 2002 to May 2002

Administered and scored vocational assessments to consumers who presented to the University with career concerns

- Conducted vocational counseling sessions
- Completed progress notes for clients' files
- Presented clients' progress bi-weekly to colleagues during supervision

Spring 2002 Governors State University

Group Practicum

- Developed and co-facilitated a therapy group for recently divorced women to assist in the transition process
- Developed and co-facilitated a therapy group for homeless young adults in transitional living to assist with developing coping skills
- Completed progress notes for clients' files
- Presented the progress of both groups bi-weekly to colleagues during supervision

#### **Counselor**

Cornell Interventions - Woodridge, IL - 2000 to 2001

Managed caseload of six to eight chemically dependent adolescents with pending legal

cases

- Coordinated with clients' Probation Officers and the courts with regards to their treatment progress
- Facilitated weekly psychoeducational groups with varying topics related to chemical dependency and behavioral issues
- Participated in weekly case staffings with other members of the treatment team.
- Completed initial mental health assessment
- Facilitated individual counseling sessions with clients
- Developed and implemented treatment plans with clients
- Completed progress notes for clients' files

#### EDUCATION

##### **Doctoral in Forensic Psychology**

Illinois School of Professional Psychology - Chicago, IL  
2014

##### **Master of Arts in Counseling**

Governors State University - University Park, IL  
2005

##### **Bachelor of Arts in Psychology**

Chicago State University - Chicago, IL  
2001

# ARTHUR WESTBROOK

## PROFESSIONAL SUMMARY

Driven Program Manager exhibiting strength in innovative thinking and advanced problem solving. Progressive experience managing a variety of social service programs, as well as recruitment, hiring and talent development. Program Manager offering 12 years in client service and case management with a strong background in public benefits, housing support and addiction treatment services. Motivated to help clients achieve self-sufficiency and financial independence. Human Service professional successful in developing, implementing and managing youth education and support programs. Strong yet flexible leadership style that is adaptable to the changing demands of social services agencies.

## SKILLS

- Case management
- Case planning
- Intakes and assessments
- Mental health treatment programming
- CPR certified
- Medicaid understanding
- Substance abuse expertise
- Domestic violence prevention
- Strategic thinker
- Effective team leader
- Research
- Microsoft Office
- Psychosocial assessments
- Suicide prevention training
- Treatment and discharge planning
- Certified Alcohol and Drug Counselor (CADAC)
- First Aid certification
- Culturally-sensitive
- Psychiatric population familiarity
- Rehabilitation and recovery specialist
- Strong interpersonal skills
- Experience with homeless populations
- Alcoholics Anonymous and Narcotics Anonymous

## WORK HISTORY

**Program Manager, 01/2002 to 05/2007**

**Salvation Army – 509 N. Deplaines**

- Supervised six program staff members.
- Referred families to shelters, legal resources and educational programs.
- Intervened in crisis situations to protect residents and others.
- Enlisted the support of volunteers and collaborated with businesses and community groups.
- Hired, trained and supervised a team of three project managers.
- Implemented ongoing staff training programs and educational sessions based on a collaborative crisis intervention model.
- Offered constructive feedback and contributed ideas at weekly staff meetings.
- Conducted competency-based, interactive interviews to identify client needs.
- Directed client service with an emphasis on reducing dependency on public assistance and increasing client self-sufficiency.

**Production Supervisor, 09/1995 to 08/2002**

**Nicholes Aluminum – 200 Schelter Rd. Lincolnshire, IL**

- Hired, trained and supervised a team of 12 line staff.
- Maintained necessary level of communications between shifts.
- Responsible for achieving production requirements.
- Trained staff of 12 direct labor employees to perform assembly and manufacture of product.
- Directed and coordinated the production, processing, distribution and marketing activities of aluminum production.

- Ensured that all health and safety guidelines were followed.
- Made sure that products were produced on time and are of good quality.
- Monitored product standards and quality-control programs.

**Program Manager, 06/2007 to Current**

**A Safe Haven Foundation – 3857 W. Polk St. Chicago, IL 60624**

- Assure project compliance with contract reporting and project management requirements.
- Monitor project contract performance.
- Keep Director of programs and collaborative liaison informed of project progress and experienced problems.
- Trained, coached and mentored staff to ensure smooth adoption of new program.
- Hired and trained 5 social service staff.
- Implemented innovative procedure to increase retention and empower clients.
- Spearheaded cross-functional initiative to achieve program goals and objectives.
- Maintain liaison with Veterans Administration Hospitals and clinical staff.
- Assure project compliance with applicable HUD public housing administration regulations.

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### EDUCATION

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**Associate of Science: Psychology, 1992**

**University of Phoenix - University of Phoenix Stadium 1 Cardinals Dr Glendale, AZ 85305**

**Bachelor of Science: Human Service Management, 2009**

**University of Phoenix - University of Phoenix Stadium 1 Cardinals Dr Glendale, AZ 85305**

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### CERTIFICATIONS

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**CADC (Certified Alcohol and Drug Counselor)**

**NCRS (Nationally Certified Recovery Specialist)**

**Section I. Sub-contracting or Teaming**

For this proposal, South Suburban PADS is the sole proposer or applicant, with no subcontractors. However, we work in close conjunction with other partner and community-based agencies with referrals to deliver effective and efficient programming and employ two consultants. Agencies we work closely with, but not limited to, and their roles are listed below:

Name of Agency	Role
Ford Heights Community Service Organization	Job training, partner in the HUB, an on-ground and online portal for resources
Respond Now	Short-term motel stays, food pantry
Together We Cope (Collaboration Families First)	Food pantry, transitional housing
PsyCynergy	Behavioral health care and wellness
Housing Forward/Beds Plus (Project WIN and Project WIN II Collaboration)	Shelter services, transitional and permanent housing
Grand Prairie Services	Mental and physical health care
The South Suburban Council on Alcoholism and Substance Abuse	Recovery services
Crisis Center of South Suburbia	Domestic violence and court advocacy
Congregations in south/southwest suburbs	24- emergency shelter sites
CEDA	Assist with dental care, vision, car repair
Grace Church	Food pantry
Cabrini Green Legal Aid	Child support, other legal matters
Oak Forest Hospital	Free prescriptions filled
Aunt Martha's	Physicals and other medical needs
Bloom Township	Vouchers for clothing,
Rich Township	Assistant with rent, clothing vouchers and food
Prairie State College	Training programs for employment and GED
South Suburban College	Employment training and GED
Elim	CN A training

Contract No. 1653-15275B  
Recidivism Reduction Demonstration Grants (\$100,000)

**EXHIBIT 2**

**SCHEDULE OF COMPENSATION**

### Appendix I - Budget Form

Applicants are required to complete and submit this Budget Form and a corresponding Budget Narrative Form in addition to the required technical proposal (program narrative). Both electronic and hard copies of the Budget Form and Budget Narrative Form are required. Please refer to Appendix III - Budget Guidance for instructions regarding appropriate expenditures for each budget line item category listed below. Please enter the grant funds you are requesting under "Requested JAC Grant Funds" and enter any additional contributions your agency is making to the proposed project (encouraged - but not required) under "Applicant Share." The sum of your "Requested JAC Grant Funds" cannot exceed the maximum funding amount specified in the Request for Proposals. Please note that a line item detail is required for each Contractor/Partner agency who will have a substantial role in the project and who is being allocated a portion of grant funds (see Consultants/Contracts line item below and Tabs 2 through 6 of this workbook).

Applicant Organization Name:	South Suburban PADS		
Project Name:	Recidivism Project II		
Budget Contact Person:	Vivian Jones, Director of Finance	Phone: 708-332-7700 x	Email: <a href="mailto:vjones@sspads.org">vjones@sspads.org</a>

PERSONNEL									
Name (Indicate if Salaried or Hourly)	Position Title	Annual Rate (if Salaried) Hourly Rate (if Hourly)	% Time (if Salaried) # Hours (if Hourly)	Line Item Cost	Requested JAC Grant Funds	Applicant Share			
Dr. Geraldine Palmer	Executive Director	\$93,000	5%	4,650	0	4,650			
Regina Stevens	Housing Director	41,000	10%	4,100	4,100	0			
Emma Colvin	Housing Locator	31,000	25%	7,750	7,750	0			
Art James	Outreach Specialist	36,000	10%	3,600	0	3,600			
New Hire	RRPII Case Manager	32,400	100%	32,400	32,400	0			
Chef Kareem Roberts	Culinary Arts Instructor	36,000	25%	9,000	0	9,000			
<b>Total Personnel:</b>				<b>\$61,500</b>	<b>\$44,250</b>	<b>\$17,250</b>			

FRINGE BENEFITS									
Name	Title	Cost Allocated to Project	Fringe Rate (%)	Line Item Cost	Requested JAC Grant Funds	Applicant Share			
Dr. Geraldine Palmer	Executive Director	4,650	21%	977	0	977			
Regina Stevens	Housing Director	4,100	21%	861	0	861			
Emma Colvin	Housing Locator	7,740	21%	1,625	840	785			
New Hire	RRPII Case Manager	32,400	21%	6,804	6,804	0			
Chef Kareem Roberts	Culinary Arts Instructor	9,000	21%	1,890	756	1,134			
Art James	Outreach Specialist	3,600	21%	756	0	756			
<b>Total:</b>				<b>\$12,913</b>	<b>\$8,400</b>	<b>\$4,513</b>			

TRAVEL									
Appendix I - Budget Form									
Local Travel									
Purpose	Staff Name	Mileage Rate	No. Miles	Line Item Cost	Requested JAC Grant Funds	Applicant Share			

Housing Locator's travel in area to search for apartment/housing units	Emma Colvin		.55	300	\$1,980	\$1,980	0
Out of Town Travel					\$1,980	\$1,980	0
Purpose and Person(s) Traveling	Airfare	Lodging	Per Diem	Line Item Cost	Requested JAC Grant Funds	Applicant Share	
				<b>Total Travel</b>	\$1,980	\$1,980	\$0.00

Item	Purpose	Unit Cost	Quantity	Line Item Cost	Requested JAC Grant Funds	Applicant Share
<b>EQUIPMENT</b>						
N/A				\$0.00		
				\$0.00		
				<b>Total Equipment</b>	\$0.00	\$0.00

Item	Purpose	Unit Cost	Quantity	Line Item Cost	Requested JAC Grant Funds	Applicant Share
Copy paper	For intake forms, reports, general	54.00	1	\$54.00	54.00	0
File Folders	Client Files (manilla files & jackets)	25.00	2	50.00	50.00	0
Pens, pencils, other office supplies	For the case manager in duties	100.00	1	100.00	100.00	0
				\$0.00		
				\$0.00		
				\$0.00		
				<b>Total Materials &amp; Supplies</b>	\$204.00	0

**Appendix - Budget Form**

CONSULTANTS/CONTRACTS (NOTE: A COMPLETED "CONTRACTOR/PARTNER BUDGET LINE ITEM DETAIL" FORM MUST BE COMPLETED AND INCLUDED FOR EACH CONTRACTOR/PARTNER AGENCY WHO WILL HAVE A SUBSTANTIAL ROLE IN THE PROJECT AND WHO IS ALLOCATED A PORTION OF GRANT FUNDS.) MULTIPLE COPIES OF THE FORM ARE INCLUDED HERE - CLICK THE "CONTRACTOR BUDGET DETAIL" TABS OF THIS WORKBOOK TO ACCESS THE FORM.

Description of Services to be Provided	Consultant or Contractor/Partner Agency	Hourly Rate	Budgeted Hours	Line Item Cost	Requested JAC Grant Funds	Applicant Share
Life Skills Workshops (e.g. budgeting, employment skills, specific to the target population, GED and ABE tutor, character building, spiritual nourishment, among others-60 clients)	New Hire	\$38.46	312	\$12,000	\$12,000	0
Dr. Mendenhall	Contract - LCPC	\$38.46	52	2,000	0	2,000
Arthur Westbrook	Employment Specialist	\$38.46	104	4,000	0	4,000

OTHER DIRECT COSTS							\$18,000	\$12,000	\$6,000
Item	Purpose	Unit Cost	Quantity	Line Item Cost	Requested JAC Grant Funds	Applicant Share			
Financial Assistance	Defray the cost of rent, rent arrearages, past due utility bills, security deposits, moving costs.	\$520.80	48	25,000	25,000	0			
Basic GED Test	GED Exam	\$125.00	20	2,500	2,500	0			
Client public transit fare cards	Travel for clients to appointments, even to SSPADS' offices, search for jobs, etc.	\$4.00 per client	3 per client	720	720				
Total Other Direct Costs							28,220	\$28,220	\$0.00
TOTAL DIRECT COSTS							\$122,817	\$95,054	\$27,763
INDIRECT COST									
Indirect Cost Elements	Explanation of How Costs are Calculated						Line Item Cost	Requested JAC Grant Funds	Applicant Share
Accounting, administrative assistants, liability insurance, audits, rent, food in shelters and culinary arts program, paper goods for shelters, property management fees, fringe benefits 100% paid by agency (vision and life insurance, repairs to buildings and staff development costs.	Approximately 12% of the applicant's share based on known costs. Our goal was to make the indirect cost definitely less than 20% and try to stay at or around 15% is general best practices.						\$4,946	\$4,946	\$41,910
TOTAL INDIRECT COSTS							\$4,946	\$4,946	\$41,910
GRAND TOTAL							\$100,000	\$69,673	

### Contractor/Partner Budget Line Item Detail

Applicants are required to complete and submit this Budget Line Item Detail for each contractor/partnering agency who will have a substantial role in the proposed project and who is being allocated a portion of the grant funds under the contractual line in the applicant agency's budget. Please refer to Appendix III - Budget Guidance for instructions regarding appropriate expenditures for each budget line item category. The total budgeted amount must equal the same amount allocated for this agency in the applicant agency's budget. A justification of the proposed contractor/partner costs (by line item) must be provided in the Budget Narrative.

<b>Contractor/Partner Organization Name:</b>	
<b>Organization Address:</b>	N/A
<b>Name/Title of Agency Liaison:</b>	

PERSONNEL		
Name and Title	Calculation	Item Cost
<b>Total Personnel</b>		<b>\$0.00</b>

**FRINGE BENEFITS (Not Applicable)**

**(NOTE: Fringe Benefit Costs for Contractor/Partner Agency Personnel are Not Allowable)**

TRAVEL		
Purpose	Calculation	Item Cost
<b>Total Travel</b>		<b>\$0.00</b>

**EQUIPMENT (Not Applicable)**

**(NOTE: Equipment Costs for Contractual/Partner Agencies are Not Allowable)**

MATERIALS & SUPPLIES		
Item	Calculation	Line Item Cost
<b>Total Materials &amp; Supplies</b>		<b>\$0.00</b>

**OTHER DIRECT COSTS**

Item	Calculation	Line Item Cost
<b>Total Other Direct Costs</b>		<b>\$0.00</b>

**INDIRECT COST**

**(NOTE: The combined sum of allocated indirect costs for applicant AND partner agencies cannot exceed 10%)**

Explanation of How Costs are Calculated	Calculation	Line Item Cost
<b>Total Indirect Costs</b>		<b>\$0.00</b>

<b>TOTAL JAC GRANT FUNDS REQUESTED FOR THIS CONTRACTOR/PARTNER</b>	<b>\$0.00</b>
--	---------------

**Appendix II – Budget Narrative Form**

The Budget Narrative is reviewed in conjunction with your Budget Form. It should serve to; a) justify your proposed expenditures, and b) explain how the expenditures are related to your program. For each cost item entered on your Budget Form, please provide a corresponding detailed explanation in the Budget Narrative. It is recommended that you provide calculations wherever applicable to illustrate how costs were determined. If you provide narrative for items that will be covered by a funding source other than JAC grant funds (this is not required), please indicate in the narrative that the item will be funded by an alternate source. A document entitled "Budget Guidance" is provided in Appendix III to assist you with completing your budget and budget narrative. Please refer to this resource to ensure that your proposed expenditures are in accordance with the Justice Advisory Council's specifications.

<b>Applicant Organization Name:</b>	South Suburban PADS		
<b>Project Name:</b>	Recidivism Reduction Project II		
<b>Budget Contact Person:</b>	Viviann Jones	<b>Phone:</b>	708-332-7700
<b>Contact Person's Email:</b>	vjones@sspads.org		

**NOTE:** Please ensure that you provide sufficient detail to enable reviewers to understand your proposed expenditures. Cells are formatted to expand as you enter information.

**BUDGET CATEGORY – PERSONNEL**  
 List each position by title and name of employee if available. Explain each position's role in the proposed program. Also, indicate if the position is existing or new and when the position will be on-boarded.

**PERSONNEL = \$61,500**

**Executive Director, Dr Geraldine L. Palmer @ \$4,650 = 5% of time.** Dr. Palmer will guide staff in appropriate research design, data collection and methods of evaluation. Existing position and not included in JAC ask.

**Housing Director, Regina Stevens @ \$5,000 = 10% of time.** Based on housing being the platform of the program, Ms. Stevens is integral for oversight and guidance. Request for JAC funding based on this being a key position in the implementation of the program. Line item cost asked of JAC.

**Housing Locator, Emma Colvin @ 7,750 = 25% of time.** A key foundation of program, Ms. Colvin will search and locate appropriate scattered-site units. Line item cost asked of JAC.

**Outreach Specialist, Art James @ == 10% of time,** Mr. James will spend time locating the target population in our Shelters, on the streets and externally. Visibility of the program is critical. Line item cost not asked of JAC

**RRPII Case Manager, New Hire @ \$32,400 100% of time.** The new JAC case manager will dedicate 100% of time to the project completing intake and assessment, requesting funds for appropriate line items, engaging other members of the team. Full salary and benefits are asked on JAC and will be on-boarded

**Culinary Arts Instructor, Chef Kareem Roberts @ 3,600** – leads the Culinary Arts class. Research has indicated Culinary Arts has been a great program strategy to engage clients and build job marketable skills at the same time. SSPADS will leverage this position. Not asked of JAC grant.

**FRINGE BENEFITS = \$12, 913**

All fringe benefits are based on a 21% rate which is also known current costs. This rate also includes the .0765 FICA rate. Each employee in the budgeted positions will receive fringe benefits with the exception of Dr. Mendenhall (the licensed clinician). **Not asked of JAC grant.**

**Travel = \$1,980**

The Housing Locator must travel in the service area searching for apartment units for the client, taking client to see unit, following up, etc. Calculated by 300 miles x.55 (the agencies current rate)

**BUDGET CATEGORY – EQUIPMENT**

For each budgeted item, explain the need for the item, how it will be utilized in the proposed program, and how costs were determined. Also indicate where the item will be located, who will use the item, and how inventory will be maintained.

**EQUIPMENT = N/A**

**BUDGET CATEGORY – MATERIALS & SUPPLIES**

List materials and supplies by category (i.e. office supplies, program supplies, training supplies, etc.) and explain the need for the budgeted items and how costs were determined.

**MATERIALS AND SUPPLIES = \$204** Office supplies for files, copy, additional consumable supplies) Cost was determined based on real costs of line items from Office Depot/Office Max for the items.

**BUDGET CATEGORY – CONSULTANT / CONTRACTS**

Explain the need for the consultant / contract as it relates to the proposed program. List all associated costs and provide a narrative explanation that describes the need. Also explain the method for determining the associated costs. A narrative corresponding to each submitted "Contractor/Partner Budget Line Item Detail" form must also be included.

**CONSULTANT/CONTRACTS = \$18,000**

**LCPC, Dr. Mendenhall – (\$2,000)** Dr. Mendenhall is the agency's clinician offering behavioral/mental health services. This position is critical for the psycho-social well-being of the clients. The costs were determined by the clinician's determined rates. **This position is being leverage and not a request for JAC funding.**

**Employment Specialist – (\$4,000)** The Employment Specialist will work with each client to help them become job ready and secure employment. The costs were determined by the consultant's rate and not being asked of JAC funding.

**LifeSkills/Educational Facilitator – (\$12,000)** This position is critical for a fully expanded program to better build the participant's capacity to stay employed, retain housing stability and engaged in community life. **The costs are requested of JAC and based on known costs of consultants/facilitators in this area.**

**BUDGET CATEGORY – OTHER DIRECT COSTS**

List other direct cost by category (i.e. communications, event costs, postage, etc.) and explain why they are needed. Also provide an explanation as to how costs were determined, including the method for prorating costs that will be partially charged to the JAC grant.

**OTHER OTHER DIRECT COSTS = \$28,220**

- 1) Financial assistance to defray the cost of rent, rent arrearages, past due utility bills, moving costs, etc. = \$25,000 (With housing as a platform, we need financial assistance)
- 2) Basic GED testing materials = \$2,500 = (Completion of high school is a prerequisite to moving ahead)
- 3) Client public transit fare cards \$720 = (Clients have appointments that they must attend. This could be job interviews,

**BUDGET CATEGORY – INDIRECT COSTS**

Explain what comprises indirect costs and the method used to determine the allocation charged to the JAC grant.

**INDIRECT COSTS = \$4,946**

Are primarily costs to indirectly run the program, but keep the doors of the agency open. The formula used to determine the allocating charged to JAC is calculated at approximately 10% of the costs associated with the program.

Contract No. 1653-15275B  
Recidivism Reduction Demonstration Grants (\$1 00,000)

**EXHIBIT 3**

**EVIDENCE OF INSURANCE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/14/2016

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).

<b>PRODUCER</b> S. Wolf and Associates, Inc. 2338 W. Morse Chicago, IL 60645 Polly Kosyla	<b>CONTACT NAME:</b> Polly Kosyla <b>PHONE (A/C, No, Ext):</b> 773-754-0849 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> <b>INSURER A :</b> Great American <b>INSURER B :</b> NY Marine / Proslight Specialty <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>
<b>INSURED</b> South Suburban PADS Viviann Jones 414 W. Lincoln Hwy Chicago Heights, IL 60411	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

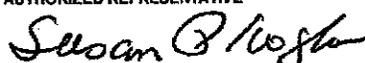
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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:	X		PAC4146369	09/20/2015	09/20/2016	EACH OCCURRENCE	\$ 1,000,000	
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
							MED EXP (Any one person)	\$ 5,000	
							PERSONAL & ADV INJURY	\$ 1,000,000	
							GENERAL AGGREGATE	\$ 3,000,000	
							PRODUCTS - COMP/OP AGG	\$ 3,000,000	
	<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS  <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$	
								BODILY INJURY (Per person)	\$
								BODILY INJURY (Per accident)	\$
								PROPERTY DAMAGE (Per accident)	\$
									\$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$	
							AGGREGATE	\$	
								\$	
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC201600010532	01/30/2016	01/30/2017	<input 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)

County of Cook, Cook County Office of the Chief Procurement Officer is an additional insured with respects to General Liability when required by written contract or agreement, but solely with respect to that organizations liability arising out of the named insured's operations or premises owned by the named insured.

**CERTIFICATE HOLDER**      **CANCELLATION**

<b>County of Cook</b> <b>Cook County Office of the Chief Procurement Officer</b> 118 N Clark St. Room 1018 Chicago, IL 60602	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> 

Contract No. 1653-15275B  
Recidivism Reduction Demonstration Grants (\$100,000)

**EXHIBIT 4**

**IDENTIFICATION OF SUBCONTRACTOR/SUPPLIER/SUBCONSULTANT FORM**



Contract No. 1653-15275B  
Recidivism Reduction Demonstration Grants (\$100,000)

EXHIBIT 5

MBE/WBE UTILIZATION PLAN

**CONTRACT NO. 1653-15275B**  
**Vendor: South Suburban PADS**

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.



**TONI PRECKWINKLE**

PRESIDENT

**Cook County Board  
of Commissioners**

RICHARD R. BOYKIN  
1st District

ROBERT STEELE  
2nd District

JERRY BUTLER  
3rd District

STANLEY MOORE  
4th District

DEBORAH SIMS  
5th District

JOAN PATRICIA MURPHY  
6th District

JESUS G. GARCIA  
7th District

LUIS ARROYO, JR  
8th District

PETER N. SILVESTRI  
9th District

BRIDGET GAINER  
10th District

JOHN P. DALEY  
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JOHN A. FRITCHEY  
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16th District

SEAN M. MORRISON  
17th District

OFFICE OF CONTRACT COMPLIANCE

**JACQUELINE GOMEZ**

DIRECTOR

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

June 24, 2016

Ms. Shannon E. Andrews  
Chief Procurement Officer  
118 N. Clark Street  
County Building-Room 1018  
Chicago, IL 60602

Re: South Suburban PADS  
Contract No. 1653-15275B  
Recidivism Reduction Demonstration Grants  
Justice Advisory Council

Dear Ms. Andrews:

The Office of Contract Compliance is in receipt of the above-referenced contract and has determined a 0% MBE/WBE participation goal was recommended and does not require the Office of Contract Compliance to review for MBE/WBE compliance with the Minority- and Women- owned Business Enterprises (MBE/WBE) Ordinance.

Sincerely,

Jacqueline Gomez  
Contract Compliance Director  
JG/ate

Cc: Kevin Casey, OCPO  
Patrick McPhilly, JAC

EXHIBIT 6

ECONOMIC DISCLOSURE STATEMENT

1653-15275B

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

*South Suburban Pads*

<b>Section</b>	<b>Description</b>	<b>Pages</b>
1	Instructions for Completion of EDS	EDS i - ii
2	Certifications	EDS 1- 2
3	Economic and Other Disclosures, Affidavit of Child Support Obligations, Disclosure of Ownership Interest and Familial Relationship Disclosure Form	EDS 3 - 12
4	Cook County Affidavit for Wage Theft Ordinance	EDS 13-14
5	Contract and EDS Execution Page	EDS 15-17
6	Cook County Signature Page	EDS 18

**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](http://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 subparagraphs (1) through (6) above.

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

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

#### B. BID-RIGGING OR BID ROTATING

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

#### C. DRUG FREE WORKPLACE ACT

**THE APPLICANT HEREBY CERTIFIES THAT:** The Applicant will provide a drug free workplace, as required by (30 ILCS 580/3).

**D. DELINQUENCY IN PAYMENT OF TAXES**

**THE APPLICANT HEREBY CERTIFIES THAT:** *The Applicant is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, by a local municipality, or by the Illinois Department of Revenue, which such tax or fee is delinquent, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-171.*

**E. HUMAN RIGHTS ORDINANCE**

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

**F. ILLINOIS HUMAN RIGHTS ACT**

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

**G. INSPECTOR GENERAL (COOK COUNTY CODE, CHAPTER 34, SECTION 34-174 and Section 34-250)**

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

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

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

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

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

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

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

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

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

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

SECTION 3

**REQUIRED DISCLOSURES**

**1. DISCLOSURE OF LOBBYIST CONTACTS**

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

Name Address

N/A

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

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

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

X

Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

414 W. Lincoln Highway, Chicago Heights, IL 60411

4411 W. Gatling Blvd., Country Club Hills, IL 60478

10037 S. Ridgeland Ave., Oak Lawn, IL 60453

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

X

Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

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

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

4. REAL ESTATE OWNERSHIP DISCLOSURES.

The Applicant must indicate by checking the appropriate provision below and providing all required information that either:

- a) The following is a complete list of all real estate owned by the Applicant in Cook County:

PERMANENT INDEX NUMBER(S): 29-21-308-047-0000

32-19-401-009-0000

24-17-201-026-0000; 24-25-081-0000 *MISSING 3#*

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

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

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

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

---

---

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

**COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT**

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

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

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

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

"Person" "Entity" or "Legal Entity" means a sole proprietorship, corporation, partnership, association, business trust, estate, two or more persons having a joint or common interest, trustee of a land trust, other commercial or legal entity or any beneficiary or beneficiaries thereof.

This Disclosure of Ownership Interest Statement must be submitted by:

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

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

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

This Statement is an:  Original Statement or  Amended Statement

**Identifying Information:**

Name South Suburban PADS

D/B/A: \_\_\_\_\_ FEIN NO.: 36-3744405

Street Address: 414 W. Lincoln Highway,

Chicago Heights City: \_\_\_\_\_ State: IL Zip Code: 60411 Phone No.: 7

708-550-4411 ext 100 Fax Number: (877) 695-0193 Email: gpalmer@sspads.org

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

Corporate File Number (if applicable): \_\_\_\_\_

**Form of Legal Entity:**

Sole Proprietor  Partnership  Corporation  Trustee of Land Trust

Business Trust  Estate  Association  Joint Venture

Other (describe) Non-profit corporation

**Ownership Interest Declaration:**

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

Name	Address	Percentage Interest in Applicant/Holder
N/A		

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

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

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

Name	Address	Percentage of Beneficial Interest	Relationship
N/A			

**Corporate Officers, Members and Partners Information:**

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

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office
Rev. Henry Roberts,	414 W. Lincoln Highway,	Chicago Heights, IL 60411	President, June 2016
Pamela Ward,	414 W. Lincoln Highway,	Chicago Heights, IL 60411,	Vice President, June 2017
Nancy T. Mast,	414 W. Lincoln Highway,	Chicago Heights, IL 60411,	Sec/Treasurer, June 2016

**Declaration (check the applicable box):**

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

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT SIGNATURE PAGE

Dr. Geraldine L. Palmer

Executive Director

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

*Geraldine Palmer*

Signature

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

E-mail address

Title

2/28/2016

Date

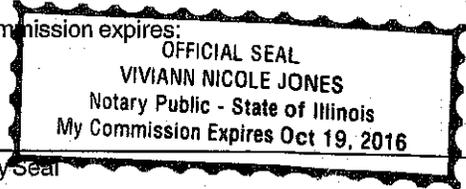
(708) 550-4411 ext. 100

Phone Number

Subscribed to and sworn before me  
this 28<sup>th</sup> day of March, 2016

x *Vivian Nicole Jones*  
Notary Public Signature

My commission expires:



Notary Seal



**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"/> -in-law         | <input type="checkbox"/> Stepson      |
| <input type="checkbox"/> Sister  | <input type="checkbox"/> Father -in-law  | <input type="checkbox"/> Stepdaughter |
| <input type="checkbox"/> Aunt    | <input type="checkbox"/> Mother-in-law   | <input type="checkbox"/> Stepbrother  |
| <input type="checkbox"/> Uncle   | <input type="checkbox"/> Son -in-law     | <input type="checkbox"/> Stepsister   |
| <input type="checkbox"/> Niece   | <input type="checkbox"/> Daughter-in-law | <input type="checkbox"/> -brother     |
| <input type="checkbox"/> Nephew  | <input type="checkbox"/> Sister-in-law   | <input type="checkbox"/> Half-sister  |
|                                  |  | <input type="checkbox"/> Half         |

**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: South Suburban PADS

Address of Person Doing Business with the County: 414 W. Lincoln Highway, Chicago Heights, IL 60411

Phone number of Person Doing Business with the County: 877 695-0193

Email address of Person Doing Business with the County: gpalmer@sspads.org

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:

Geraldine Palmer

**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: \_\_\_\_\_

1653-15275

The aggregate dollar value of the business you are doing or seeking to do with the County: \$ 100,000

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, Office of the Chief Procurement Officer

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, Justice Advisory Council

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

*Check the box that applies and provide related information where needed*

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

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

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

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

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

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

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

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

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

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

N/A

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

N/A

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

N/A

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

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

*Guadalupe L. Palmer*

2/28/16

Signature of Recipient

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

**COOK COUNTY AFFIDAVIT FOR WAGE THEFT ORDINANCE**

Effective May 1, 2015, every Person, **including Substantial Owners**, seeking a Contract with Cook County must comply with the Cook County Wage Theft Ordinance set forth in Chapter 34, Article IV, Section 179. Any Person/Substantial Owner, who fails to comply with Cook County Wage Theft Ordinance, may request that the Chief Procurement Officer grant a reduction or waiver in accordance with Section 34-179(d).

"Contract" means any written document to make Procurements by or on behalf of Cook County.

"Person" means any individual, corporation, partnership, Joint Venture, trust, association, limited liability company, sole proprietorship or other legal entity.

"Procurement" means obtaining supplies, equipment, goods, or services of anykind.

"Substantial Owner" means any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole proprietorship, Substantial Owner means that individual or sole proprietor.

All Persons/Substantial Owners are required to complete this affidavit and comply with the Cook County Wage Theft Ordinance before any Contract is awarded. Signature of this form constitutes a certification the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information.

**I. Contract Information:**

Contract Number: \_\_\_\_\_

County Using Agency (requesting Procurement): \_\_\_\_\_

**II. Person/Substantial Owner Information:**

**South Suburban PADS**

Person (Corporate Entity Name): \_\_\_\_\_

Substantial Owner Complete Name: SAME AS ABOVE

FEIN# 36-744405

Date of Birth: \_\_\_\_\_

E-mail address: gpalmer@sspads.org

Street Address: 414 W. Lincoln Highway

City: Chicago

State: IL Zip: 60478

Home Phone: (708) 550 - 4411 ext 101

Driver's License No: \_\_\_\_\_

**III. Compliance with Wage Laws:**

Within the past five years has the Person/Substantial Owner, in any judicial or administrative proceeding, been convicted of, entered a plea, made an admission of guilt or liability, or had an administrative finding made for committing a repeated or willful violation of any of the following laws:

*Illinois Wage Payment and Collection Act, 820 ILCS 115/1 et seq.,* **YES or NO**

*Illinois Minimum Wage Act, 820 ILCS 105/1 et seq.,* **YES or NO**

*Illinois Worker Adjustment and Retraining Notification Act, 820 ILCS 65/1 et seq.,* **YES or NO**

*Employee Classification Act, 820 ILCS 185/1 et seq.,* **YES or NO**

*Fair Labor Standards Act of 1938, 29 U.S.C. 201, et seq.,* **YES or NO**

*Any comparable state statute or regulation of any state, which governs the payment of wages* **YES or NO**

If the Person/Substantial Owner answered "Yes" to any of the questions above, it is ineligible to enter into a Contract with Cook County, but can request a reduction or waiver under **Section IV**.

IV. Request for Waiver or Reduction

n/a

If Person/Substantial Owner answered "Yes" to any of the questions above, it may request a reduction or waiver in accordance with Section 34-179(d), provided that the request for reduction of waiver is made on the basis of one or more of the following actions that have taken place:

There has been a bona fide change in ownership or Control of the ineligible Person or Substantial Owner  
YES or NO

Disciplinary action has been taken against the individual(s) responsible for the acts giving rise to the violation  
YES or NO

Remedial action has been taken to prevent a recurrence of the acts giving rise to the disqualification or default  
YES or NO

Other factors that the Person or Substantial Owner believe are relevant.  
YES or NO

The Person/Substantial Owner must submit documentation to support the basis of its request for a reduction or waiver. The Chief Procurement Officer reserves the right to make additional inquiries and request additional documentation.

V. Affirmation

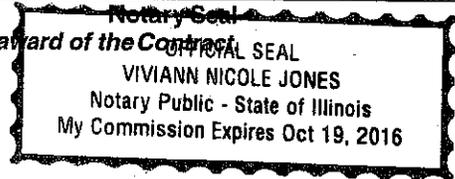
The Person/Substantial Owner affirms that all statements contained in the Affidavit are true, accurate and complete.

Signature: Geraldine L. Palmer Date: 2/28/2016

Name of Person signing (Print): Dr. Geraldine L. Palmer Title: Executive Director

Subscribed and sworn to before me this 28<sup>th</sup> day of March, 2016

x Vivian Nicole Jones  
Notary Public Signature



Note: The above information is subject to verification prior to the award of the Contract.

SECTION 5

CONTRACT AND EDS EXECUTION PAGE  
**PLEASE EXECUTE THREE ORIGINAL PAGES OF EDS**

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.

**South Suburban PADS**

**Execution by Corporation**

Henry Roberts

*Henry Roberts*

Corporation's Name

President's Printed Name and Signature

(708) 550-4411 ext. 100  
Telephone

gpalmer@sspads.org

Email

Secretary Signature

*Pamela Ward*

Date

3/3/16

**Execution by LLC**

LLC Name

\*Member/Manager Printed Name and Signature

Date

Telephone and Email

**Execution by Partnership/Joint Venture**

Partnership/Joint Venture Name

\*Partner/Joint Venturer Printed Name and Signature

Date

Telephone and Email

**Execution by Sole Proprietorship**

Printed Name Signature

Assumed Name (if applicable)

Date

Telephone and Email

Subscribed and sworn to before me this  
2<sup>nd</sup> day of MARCH, 2016.

*Vivian Nicole Jones*  
Notary Public Signature



Notary Seal

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

SECTION 6  
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:

*Sam E. K.*

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 1 DAY OF July, 2016

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

1653-15275B

OR

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

TOTAL AMOUNT OF CONTRACT: \$ 100,000<sup>00</sup>

(DOLLARS AND CENTS)

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

APPROVED AS TO FORM:

*Not required*

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

\_\_\_\_\_  
Date