

PROFESSIONAL SERVICES AGREEMENT

RECIDIVISM REDUCTION DEMONSTRATION GRANTS (\$40,000)

BETWEEN



COOK COUNTY GOVERNMENT

JUSTICE ADVISORY COUNCIL

AND

CHICAGO URBAN LEAGUE

CONTRACT NO. 1653-15275F

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 Chicago Urban League, 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 (\$40,000). Proposals were evaluated in accordance with the evaluation criteria published in the RFP. The Contractor was selected based on the proposal submitted and evaluated by the County representatives.

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

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

TERMS AND CONDITIONS

ARTICLE 1) INCORPORATION OF BACKGROUND

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

ARTICLE 2) DEFINITIONS

a) Definitions

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

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

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

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

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

"Subcontractor" 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.

I) Professional Social Services

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

For purposes of this Section, a Professional Social Service Contract or Professional Social Service Agreement shall mean any contract or agreement with a social service provider, including other governmental agencies, nonprofit organizations, or for profit business enterprises engaged in the field of and providing social services, juvenile justice, mental health treatment, alternative sentencing, offender rehabilitation, recidivism reduction, foster care, substance abuse treatment, domestic violence services, community transition 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: Chicago Urban League
4510 South Michigan Avenue
Chicago, Illinois 60653
Attention: Shari E. Runner, President

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. 1653-15275F
Recidivism Reduction Demonstration Grants (\$40,000)

EXHIBIT 1

SCOPE OF SERVICES

Cook County Recidivism Reduction Grants - Chicago Urban League Response

Section B: Executive Summary & Agency Organization Chart

CUL's Workforce Development Department aims to increase personal economic activity and stability by creating a pipeline of prepared, industry-qualified workforce ready individuals to secure employment in the region's high-growth industries. Through the *Training to Work* program, CUL provides comprehensive workforce preparation to clients with criminal backgrounds through employment placement, coaching, retention and career advancement services. Clients are paired with employment and retention specialists who assist them with problem solving, improving interpersonal skills, and developing career pathway opportunities. Upon placement into training and/or employment opportunities, individuals are assigned to peer groups based on industry/occupations. These groups serve as a support base throughout placement and retention periods as a form of group accountability. Retention and career advancement services are provided for at least nine (9) months after permanent employment.

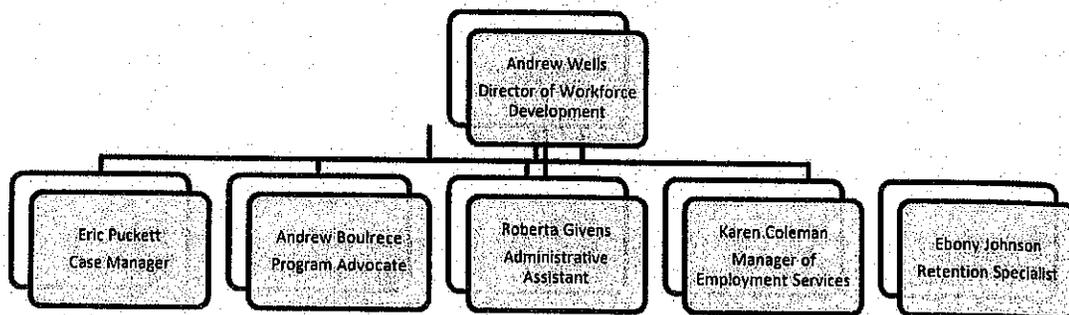
CUL's Training to Work (T2W) program takes a "skills-based" training approach tailored to the needs of employers and clients, supporting individuals through the attainment of industry-recognized credentials, graduate equivalency diploma, and the pursuit of higher education. The result is rapid attachment to long-term jobs and careers in core employment sectors such as construction, manufacturing, and food services. Throughout the program, our services include intensive job readiness workshops, career and education support, case management, mentoring, and assistance with job placement or enrollment in an industry-recognized certification program or post-secondary education.

Key Workforce Development Department staff include: (1) Andrew Wells, Director of Workforce Development. Wells is a Master of Business Administration candidate and has more

Cook County Recidivism Reduction Grants - Chicago Urban League Response

than 10 years of Workforce Development experience; (2) Karen Coleman, Manager of Employment Services. Coleman holds a Bachelor of Arts in Business Administration and more than 10 years of experience in recruitment and placement services; (3) Ebony Johnson, Retention Specialist. Johnson holds a Master's degree in Social work and six (6) years' experience with customer service, personnel and counseling; (4) Eric Puckett, Case Manager. Puckett holds a B.S. in Political Science and more than 16 years of workforce development experience, centered on employment placement relations and industry-recognized training programs; (5) Andre Boulrege, Program Advocate. Boulrege has a Bachelor of Science and more than 13 years of experience in direct service and mentoring; and (6) Roberta Givens, Administrative Assistant. Givens holds a Master of Business Administration with more than 15 years of administrative and executive service experience.

Workforce Development Department Organization Chart



Cook County Recidivism Reduction Grants - Chicago Urban League Response

Section C: Description of Problem and Target Population

At a time of high unemployment, slipping educational achievement, and continued community violence, generous investments made in some of our most vulnerable populations can make a significant difference. CUL has a number of strengths that allow us to serve as effective change agents to facilitate growth among our program participants and the communities we serve. Due to our long history, we have established deep roots in the community and are recognized by name and reputation. Residents look to CUL not only provide resources, but guidance and perspective on issues confronting African-Americans in Chicago.

African American adult males are disproportionately affected by factors leading to mass incarceration, including poverty, education and employment disparities, and residence in neighborhoods that lack a strong economic base and job network, ultimately providing greater opportunities for involvement in illegal drug and criminal markets¹. These interactions with the criminal justice system lead to the development of a criminal background that can impact employment. Of the more than 38,000 legal statutes that impose collateral consequences on people convicted of crimes, more than 80% can result in the denial of employment opportunities.² Even without these legal restrictions, the majority of employers indicates that they would probably or definitely not hire an applicant with a criminal record³. The impact of having a criminal record is exacerbated among African Americans, who may already experience racial discrimination in the labor market and are more likely than whites to have a criminal record⁴. Above and beyond the specific needs of this population, the employment situation for African Americans overall is quite bleak. The 2010 Census reports unemployment rates as high

¹ Source: <http://www.aecf.org/upload/publicationfiles/ir2980d32.pdf>

² Source: <https://www.ncjrs.gov/pdffiles1/nij/238488.pdf>

³ Source: [ibid.](#)

⁴ Source: <https://www.ncjrs.gov/pdffiles1/nij/238488.pdf>

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as 32% in some of the neighborhoods that CUL services, compared to Chicago's overall unemployment rate of 8.2%. Unemployment has significant impacts on individuals and families. Spillover effects in the community include residential and neighborhood disinvestment as well as increases in criminal and underground activity. These factors make CUL's Workforce Development programs a vital necessity in these communities.

According to a study done by the Justice Policy Center in Washington, D.C., more than half of the 24,000 ex-offenders released in Illinois will move or return to Chicago. According to the Illinois Department of Corrections, Cook County received 13,389 (54.2%) of the statewide parolee population in 2011. The majority of individuals will return to the following communities in Chicago: Austin, North Lawndale, East Garfield Park, West Englewood, Humboldt Park, Roseland, and Auburn Gresham.⁵ CUL currently serves the Englewood/West Englewood, Auburn Gresham, Humboldt Park and Austin neighborhoods. Reports from the Community Support Advisory Councils (CSAC), which are funded by the Illinois Department of Corrections to provide support services to ex-offenders, also confirm that considerable service need exists in Englewood and West Englewood.⁶ Illinois currently has 26 correctional facilities and with significant prison closures and mandatory sentence releases due to overcrowding, so the number of ex-offenders seeking employment should increase drastically. Gainful employment after incarceration is one of the critical elements necessary to achieve successful reentry, as employment has been shown to reduce recidivism⁷. CUL has developed targeted programming for ex-offenders and has an exceptional staff that has provided effective mentoring and career readiness training.

⁵ Source: <http://www.icjia.state.il.us/public/pdf/ResearchReports/IERTF%20Final%20Report.pdf>

⁶ Source: http://www.illinois.gov/publicincludes/documents/Governor_Reentry_Commission_Report_FINAL.pdf

⁷ Source: [Ibid.](#)

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CUL's target area has a total poverty rate of 41%. Communities in 11 of our target area census tracts suffer from poverty rates of 50% or higher. Approximately 80% of CUL clients have household incomes at the 100% Federal Poverty Level, or between 100-133%. Our client population is primarily low-income, with only 12% having a high school diploma, 11% reporting income from wages, and many possessing little to no work experience. Our communities represent Chicago's top 10 highest crime areas. Compared to its fellow Midwestern counterparts, Chicago is home to one of the largest populations of ex-offenders.

While CUL provides training and employment services to adults who are reintegrating into Chicago from across the entire city, targeted communities include West Englewood, Auburn Gresham, Englewood, Austin, Woodlawn, Greater Grand Crossing, Pullman, Roseland, South Shore and Humboldt Park. Using the most recent community-area data available, it is clear that the Workforce Development Center's target communities experience unemployment rates considerably higher than the city as a whole: West Englewood (35.9%), Auburn Gresham (26.3%), Englewood (23.6%), Austin (22.1%), Woodlawn (21.7%), Greater Grand Crossing (20.7%), Pullman (19.4%), Roseland (18.7%), South Shore (18.6%), and Humboldt Park (15%). We know that Chicago has a large population of ex-offenders returning to their communities post-incarceration, justifying the need for the re-entry focused programming.

Designed as a "second chance" program for adults reentering the community, the T2W program is dedicated to positive motivation and guidance to recently released ex-offenders who want change in their lives. Participants are equipped with the knowledge, skills and education necessary to meet the expectations of these jobs and to plan for continued advancement in their fields.

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Section D: Proposed Program and Implementation Schedule

T2W seeks to break the cycle of incarceration through employment. CUL offers guided career exploration and planning, mentoring, supportive services, education, training, and job placement. Key services include: Intake and assessment; Job Preparation; *Success Strategies* career readiness seminars, test preparation and career exploration; Industry-Specific/Sector Based Training; One-on-one career coaching; Job Placement; Retention Services; and Career Advancement Counseling. Funding support from the Cook County Justice Advisory Council will allow CUL to serve an additional 35 participants the proposed contract period.

CUL has forged strong partnerships with the City Colleges of Chicago (CCC), Operating Engineers Local #150, The Chicagoland Laborers' Union and other organizations to offer vocational and technical training to program participants. Dawson Technical Institute (DTI), which is a part of CCC, has been recognized for providing top quality vocational and apprenticeship programming in construction industries including cement masonry, plumbing, carpentry, bricklaying, and welding. Additionally, DTI offers federally-approved programs in electrical and elevator construction technologies, in partnership with the labor unions. Program staff have also identified other certification opportunities, including but, not limited to: Forklift Operation, Commercial Drivers Licensing (CDL), Food & Safety Sanitation and Security. Industry Recognized Trainings and Certification Programs include:

- ***Commercial Driver's License Permit Program (CDL)*** is a five-week program providing job training and opportunities to low- to middle-skilled job seekers. Through this career pathway, clients are equipped with the skills to not only enter into the workforce, but also advance in an industry. The program also provides basic study material and instruction

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for the CDL course in preparation for clients to obtain their Class A or B license. By providing an array of services to assist job seekers with accessing much needed career development resources, they have a greater chance of securing employment, acquiring a long-term career industry, and sustaining a career while in pursuit of higher education or self-employment.

- **CONSTRUCT**, in collaboration with ComEd, is an 11-week training program committed to providing equal employment opportunities for construction jobs in Illinois and increasing the pool of qualified minority candidates for these jobs throughout the industry and the Chicagoland region. Candidates are also exposed to other federally-approved programs in construction technologies, in partnership with the unions.
- **Chicago Transit Authority (CTA)/ 95th Street & Wilson Project**, is a Community Jobs program designed to pre-screen and refer skilled individuals in the construction and transportation trades (e.g., electricians, cement masons, bus operators, traffic control aides, etc.).

The Tables that follow provide a program schedule of activities:

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<u>PROJECT</u>	<u>DELIVERABLES</u>	<u>METHOD OF ACHIEVEMENT</u>	<u>TARGET START</u>	<u>PROJECT DURATION</u>	<u>PERFORMANCE MEASURES</u>
<u>RECRUITMENT</u>	Recruit 100 adults for enrollment	<ul style="list-style-type: none"> Current partnership with halfway houses and work-release centers Establish referral partnership with Adult Probation 	May 1, 2016	Completion Date: August 31, 2016	<ul style="list-style-type: none"> # of Clients Recruited: 100 # of New Clients Enrolled: 35
<u>ORIENTATION</u>	Plan and Administer 3 participant Orientation Sessions	Utilize existing ex-offender Orientation as a guide for the updated orientation outline	June 1, 2016	Completion Dates: June 30, 2016 July 31, 2016 August 31, 2016	<ul style="list-style-type: none"> # of orientations: 3 # attending each: 35 per session (as a part of the recruitment strategy)
<u>MENTORING</u>	Will serve the participants connected to this program	Utilize current partnerships and professional affiliations to recruit mentors	June 30, 2017	Completion Date: June 30, 2017	<ul style="list-style-type: none"> 1 mentor serving 25 program participants Commitment of 4 hours per month per program participant
<u>TRAINING</u>	Provide participants with education and job-readiness training to increase individual employability.	<ul style="list-style-type: none"> On-site GED Program Job Readiness Training Industry Recognized Credentialing Linkage with City Colleges 	July 1, 2016	Ongoing	<ul style="list-style-type: none"> 27 adults complete at least one WFD training program

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<p><u>EMPLOYMENT</u></p>	<p>Provide Job Placement and Retention services to program participants</p>	<ul style="list-style-type: none"> ▪ Linkage of participants to internal Success Strategies course ▪ Linkage to Industry-Recognized Credentialing as appropriate ▪ Job Placement Assistance ▪ Retention/ Supportive Services Assistance 	<p>July 1, 2016</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> ▪ 65% of participants placed in jobs or advanced training.
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Proposed Program Schedule

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<ul style="list-style-type: none"> ▪ Mentoring/Life Skills Training Group ▪ Success Strategies Job Readiness Training ▪ GED Class 	<ul style="list-style-type: none"> ▪ Program Informational Session ▪ Mentoring/Life Skills Training Group ▪ Success Strategies Job Readiness Training 	<ul style="list-style-type: none"> ▪ Mentoring/Life Skills Training Group ▪ Success Strategies Job Readiness Training ▪ GED Class 	<ul style="list-style-type: none"> ▪ Case Management Office Hours ▪ Individual Counseling ▪ Program Enrollment ▪ Success Strategies Job Readiness Training 	<ul style="list-style-type: none"> ▪ Program Informational Session/Orientation ▪ Community Level Recruitment ▪ Success Strategies Job Readiness Training

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Section E: Expected Outcomes

T2W will achieve at less than 20% recidivism rate by reaching the following goals and objectives:

- **Outcome 1:** Adult participants will identify personal and educational barriers to their career development and ability to secure and retain employment.
 - *Indicator 1:* 80% of participants completing an Individual Career Employment Plan will identify and establish a plan to address personal and educational barriers to employment.
 - *Indicator 2:* 70% of participants will reduce the number of personal and educational barriers within one year of assessment.
- **Outcome 2:** Adult participants will secure gainful employment.
 - *Indicator:* 50 % of high barrier adult participants will secure gainful employment, defined as employment equivalent to or exceeding the Cook County living wage by family status (Range: \$10.48-\$23.46).
- **Outcome 3:** Adult participants will retain their gainful employment.
 - *Indicator:* 60% of high barrier adult participants will maintain their employment for a minimum of 90 days.

Continuous Quality Improvement (CQI) procedures have been implemented in the Workforce Development Department. This process provides a system for assessing, monitoring and improving the quality and appropriateness of program services and individual client services. The Department Director has outlined programmatic metrics, as required by each grantor and CUL goals for obtainment. These metrics will be reviewed monthly with the Executive

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Management Team to ensure compliance. Participant data is collected at intake and at the conclusion of the program period to measure program impact. Curriculum-based pre- and post-knowledge tests are administered by the program staff to gauge participants' grasp of the program's key job readiness educational concepts and important skills. Workforce Development Department staff will record the following program data on a weekly basis: (1) number of participants served, (2) number of hours of programming provided, (3) number and type of activities provided, (4) number of participants failing to participate in any required sessions, (5) number of participants placed in employment, (6) number of participants that retain their employment, and (7) the number of employer partners that are hiring by industry.

Additionally, an internal program evaluation will examine the performance of the program as a whole, using feedback from staff and participants to identify programmatic strengths and areas of improvement. This information will be used by Workforce Center's Director to ensure that the program is relevant to the participants, attentive to the concerns of staff and program partners and responsive to the recommendations for improvement. Weekly department meetings are held with program leadership and staff to discuss upcoming program events, track and monitor participant progress and brainstorm techniques for keeping participants engaged and active within the program. CUL's Research and Evaluation Director conducts quarterly meetings with program leadership and staff to review outcomes performance, program operation issues, feedback from participants, key stakeholders and available program data. Baseline data will be reported in the Mid-Year Progress Report (December 2016). Baseline and follow-up data with statistical analyses of the changes in responses will be reported in the Year-end Program Evaluation (July 2017).

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Section G: Qualifications of the Proposer

CUL is an affiliate of the National Urban League, the nation's oldest and largest community-based movement devoted to empowering African Americans to enter the economic and social mainstream. CUL has been at the forefront of advocacy and service provision on behalf of African-Americans in Chicago for nearly 100 years. Due to our long history, we have established deep roots in the community and are recognized by name and reputation. A direct result of our legacy and hard work is that CUL is seen as a credible, trusted, and irreplaceable voice and leader at decision-making tables to build a stronger African American community and Chicago. We work hard every day to honor that legacy.

CUL has an extensive history of providing successful programs in workforce development, including programs targeting high barrier populations. For the past three years, CUL has partnered with the National Urban League to provide pre- and post-release education and job training services to 50 male and female ex-offenders involved in the adult criminal justice system through our T2W program. Additionally, CUL's Male Involvement Program (MIP) provided supportive services to 250 men annually, ages 18 to 40, for over 22 years before the program was closed out. MIP participants were non-custodial or custodial fathers, many of whom had criminal backgrounds.

In FY 2015, over 1,700 Workforce Development Department clients were reached through community outreach, job fairs, workshops, hiring events and/or other workforce services; 1,645 clients received on-site services from the Workforce Development Department; 71% of clients participating in the Workforce Development Department's *Success Strategies* course were hired, 681 clients received specialized training for placement in jobs, and 416 clients

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were placed in unsubsidized jobs (many of these clients facing high barriers to employment). Moreover, 358 clients obtained industry-recognized certifications in high growth industries including construction trades, commercial driving and forklift operation. In partnership with the Illinois Department of Transportation (IDOT), CUL completed its second year of the Transportation Construction Apprenticeship Readiness Training program. The \$6.3 million program was designed to increase participation of minority and women workers in highway construction. This past year, there were 340 placements and a 57% program placement rate (the contract goal is a 25% placement rate). The average hourly wage for placed participants was \$16.59 per hour with over 41% earning between \$16 to \$38 per hour.

CUL also has wide-ranging experience administering government contracts and grants. We have successfully administered federal grants including the Department of Labor Training to Work Program; state contracts with IDOT for a highway apprenticeship program and the Department of Commerce and Economic Opportunity for a Commercial Driver's License training program; and city grants including CDBG; and CPS Mentoring and Advocacy funds. CUL has never lost a grant due to poor performance or mismanagement. CUL has closed the previous three fiscal years with a balanced budget and currently forecasts a balanced outcome for FY 2016. CUL currently has an operating budget of over \$7 million which includes federal grants, state and municipal contracts, and foundation, corporate, and individual giving.

CUL references include the following:

1. Chicago Transit Authority (CTA) Dollar Value: \$180,000

Gerald Nichols

Government & Community Relations

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Chicago Transit Authority

567 West Lake Street

312-681-2807, 312-520-1022 (cell)

gnichols@transitchicago.com

2. Illinois Department of Transportation (IDOT) Dollar Value: \$6,335,538

Erwin Lee Acox, Jr.

Chief of Diversity Recruitment and Outreach

100 West Randolph, Suite 6-600

Chicago, IL 60601

312-793-3517

2300 South Dirksen Parkway, Room 339A

Springfield, IL 62764

217-782-3030

3. Department of Family and Support Services (DFSS) Dollar Value: \$89,291

Lisa Davis

Assistant Director, Youth Division

1615 West Chicago Ave

Chicago, IL 60620

312-743-1287

Lisa.Davis@cityofchicago.org

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Section H: Key Personnel

The Workforce Development Department is headed by Andrew Wells, who has managed and developed programs serving low-income communities and diverse populations for over 10 years. One of his most notable accomplishments included helping more than 250 Hurricane Katrina victims find sustainable living solutions as they resettled in Chicago. He was also instrumental in implementing the new Transitional Jobs (TJ) effort sweeping the city and led multiple TJ projects that employed more than 700 re-entry, public housing, and homeless job seekers. Over the span of his career, Andrew helped more than 1,600 at-risk youth through various educational, mentoring, and employment and training initiatives. A Chicago native, Andrew received his undergraduate degree from Roosevelt University. He is also an M.B.A candidate at Walden University.

CUL will ensure the efficient administration of the T2W through effective human resources administration. Key Workforce Development Department staff include: (1) Karen Coleman, Manager of Employment Services. Coleman holds a Bachelor of Arts in Business Administration and more than 10 years of experience in recruitment and placement services; (2) Ebony Johnson, Retention Specialist. Johnson holds a Master's degree in Social work and six (6) years' experience with customer service, personnel and counseling; (3) Eric Puckett, Case Manager. Puckett holds a B.S. in Political Science and more than 16 years of workforce development experience, centered on employment placement relations and industry-recognized training programs; (4) Andre Boulrege, Program Advocate. Boulrege has a Bachelor of Science and more than 13 years of experience in direct service and mentoring; and (5) Roberta Givens,

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Administrative Assistant. Givens holds a Master of Business Administration with more than 15 years of administrative and executive service experience.

CUL has a wealth of resources and employs an informed, highly skilled staff that is passionate about the work they do and the programs they deliver. CUL Directors and Program Managers are expected to enhance service delivery through external collaborations and partnerships. Staff are also expected to be well-versed in the research and best practices of their service area. All Workforce Development Department staff positions require a Bachelor's degree from an accredited institution and a minimum of five (5) years' experience working with youth or for a social service agency. Additionally, all Workforce Development Department staff have completed the Illinois WorkNet Career Advisor certification and attend periodic Workforce Development trainings from development partners such as the Chicago Jobs Council (CJC). Staff will also take advantage of trainings offered by the National Urban League at the Annual Conference or Whitney M. Young Leadership Conference and Society of Human Resources Management (SHRM).

Andrew J. Wells

Summary of Qualifications

Highly motivated and results-driven professional with a background in the following competencies:

**PROGRAM/PROJECT MANAGEMENT
STAFF MANAGEMENT
FINANCIAL MANAGEMENT**

**BUDGET OVERSIGHT
PROPOSAL WRITING
COMPLIANCE MANAGEMENT**

**DATA ANALYSIS
COMMUNICATIONS
STRATEGIC PLANNING**

Employment History

SENIOR MANAGER OF WORKFORCE DEVELOPMENT

Chicago Urban League | Chicago, Illinois, 2013 - Present.

Operations/Administrative/Program Management

- Oversee the day to day implementation of the organization's workforce programs.
- Prepare workforce schedules, reports and design and implement short-term and long-term strategic performance plans.
- Ensure compliance with state, city and federal regulations.
- Support a professional staff of 18, providing technical assistance, data collection, and document management.
- Project Lead for the Illinois Department of Transportation's Transportation Construction Apprenticeship Readiness Training Program (T.C.A.R.T), which has a mandate to train over 800 state residents for highway construction jobs.
- Perform internal audits to determine areas where improvements could be made.
- Compile and submit weekly metrics and activity reports to the Workforce Director in effort to track contractual performance.
- Serve as community liaison and provide external leadership for the organization through participation on various community collaborations, initiatives and advisory teams.
- Promote programs to build successful community partnerships with employers, business leaders and organizations.

WORKFORCE DEVELOPMENT MANAGER

Centers for New Horizons | Chicago, Illinois, 2011 - 2013.

Program Management

- Established and cultivated relationships with private and public entities, local economic development councils, area and regional employers and community leaders.
- Managed all departmental operational and administrative functions including, contracts, performance, strategic planning, staff development and evaluation, grant reporting and programs evaluation.
- Ensured compliance with state, city and federal regulations.

- Provided direction, development, management and execution of action and communication plans to successfully meet and exceed program goals and outcomes.
- Supervised and evaluated program staff's success in assessing the needs of and implementing individualized service plans for 250+ clients annually made up of low – income families and unemployed individuals.
- Assured smooth day-to-day operations and scheduling of workforce development services.
- Reviewed and submitted supportive reports to the Program Director in effort to meet overall reporting deadlines.
- Served as community liaison and provided external leadership for the organization through participation on various community collaborations, initiatives and advisory teams.
- Promoted programs to build successful community partnerships with employers, business leaders and organizations.

MANAGER OF EMPLOYMENT AND TRAINING

ABJ Community Services | Chicago, Illinois, 2009 - 2011.

Administrative/Operational/Program Management

- Established and cultivated relationships with private and public entities, local economic development councils, area and regional employers and community leaders.
- Planned and organized employment and training activities including career fairs, seminars, recruitment fairs, and all other employment-related activities and events.
- Managed all departmental operational and administrative functions including, contracts, performance, strategic planning, staff development and evaluation, grant reporting and programs evaluation.
- Ensure compliance with state regulations on all Department of Human Services contracts.
- Reviewed and submitted supportive reports to the Program Director in effort to meet overall reporting deadlines.
- Support a professional staff of 12, providing technical assistance, data collection, and document management.
- Researched, identified, and developed new projects and revenue streams.
- Created a Standard Operating Procedures Manual (SOP) for the department.
- Implemented cost controls in the department that saved the agency \$5,000 in 2010.
- Generated \$12,500 in request from US Bank, fundraising and city empowerment zone funds.

BUSINESS SERVICES REPRESENTATIVE

Garfield Workforce Center | Chicago, Illinois, 2006 - 2009.

Business Development

- Identified area and regional workforce needs, targeting high growth sectors in order to create strategic partnerships with employers and provide meaningful job opportunities to WIA participants.
- Developed and implemented effective recruiting strategies in order to attract, screen, recruit, and select high quality candidates including referral generation, ad placement, position postings, direct sourcing, cold calling and networking to develop a qualified pool of candidates.
- Helped job seekers identify personal goals, develop leadership skills, plan career moves and strategize for a successful job interview.

- Coordinated and hosted networking and roundtable events for businesses in growth sectors to ascertain the skills and competencies required for entry level.
- Created advisory boards consisting of partners, stakeholders, employers and beneficiaries of our services.
- Developed and managed a portfolio of accounts that included: Chase Bank, Wal-Mart, Rush Hospital, CTA, Shedd Aquarium, Sport Services and Albertson, Inc.
- Administered \$200,000 in tax incentives to Chicagoland companies through the Business Hiring Incentive Program (BHIP) via the Mayor's Office of Workforce Development.

EMPLOYMENT PLACEMENT COORDINATOR

Heartland Human Care Services | Chicago, Illinois, 2005 - 2006.

Business Development

- Developed and cultivated strong relationships with various levels of management, employers, candidates, and external recruiting sources.
- Assisted job seekers with developing their employment goals and career action plans and goals.
- Helped job seekers make realistic career choices and adaptation to job market demands and/or changing lifestyles important to successful career development.
- Conducted research to identify employment and workforce trends and assess shortages and potential recruitment or retention vulnerabilities.

Education and Training

Walden University - MBA, Chicago, IL – Degree expected summer 2015

Roosevelt University - B.A. Social Science/Psychology, Chicago, IL - 2000

University of Illinois - Workforce Models and Economic Development Seminars, Champaign, IL - 2006

Software and Database Proficiencies

Excel, MS Word, PowerPoint, MS Outlook, MPowr, TWVS, Salesforce, Basecamp, Mobius

References:

1. Dr. Sokoni Karanja, Founder of Centers for New Horizons - (773) 373-5700
2. Karen Youngblood, Founder/President & CEO of Giraffe Marketing – (312) 593-0297
3. Samantha Oliver-Mitchell, Chief Administrative Officer of Christian Community Health Center - (708) 868-9457

Andre D. Boulrece



OBJECTIVE:

EMPLOYMENT HISTORY

Chicago Urban League, Chicago, IL, April 2003- Present

Male Involvement Specialist

- Administer bi-level case management.
- Develop processes to reconnect estranged fathers to their families.
- Conduct individual and group counseling sessions focusing on family life issues.
- Design and implement processes for determining client needs.
- Conduct Life Skills/GED classes to prepare students for the GED test

Kismet Family Services, Chicago, IL, May 2003- Present

Mentor

- Responsible for serving as a positive male role model to boys ages 8 - 18
- Motivate and encourage participants to reach their full potential and change their outlook on life
- Assist in helping participants to see the value in school and the importance of putting forth their best effort
- Prepare and submit monthly progress reports on each participant
- Expose participants to multi-cultural and educational activities and events

National Center for Violence Prevention, Chicago, IL, January 2002-April 2003

Educator Trainer/Mentor

- Responsible for supervising children ages 7-17 in sports and team building activities.
- Assist students with homework, ensuring their comprehension of subject matter.
- Conduct drug, alcohol, gang, and violence prevention training.
- Prepare and submit monthly program report to President/CEO.

School District 428, Galesburg, IL, June 1995-January 1999

Teacher's Assistant,

- Assisted academically deficient students by preparing them for standardized tests.
- Empowered students to have confidence in their own ability to succeed academically.

EDUCATION

- Roosevelt University, Chicago, IL, Bachelor of Arts, General Studies 1998
- Certificate - Effective Black Parenting Program Instructor
- Certificate - Business Management and Computer Technology

Karen Coleman

PROFESSIONAL PROFILE

I am seeking a position in the Employment Development and Talent Acquisition field, where I can use the skills and experiences I have obtained through my extensive background in Support Management, Sales, Career Development, Project Management and Community Outreach. My objective is to provide premier leadership and service, while exceeding organizational goals to maximize results.

PROFESSIONAL HISTORY

Sanford Brown College, Tinley Park IL

Employer Development Specialist

May 2012- Current

- Responsible for developing new Employment opportunities to facilitate Career placement for graduates from the Medical Assistant, Medical Billing and Dialysis programs.
- Oversee, coordinate and manage Career Fairs and Volunteer Fairs to aid the hiring process and to encourage the spirit of volunteering prior to graduation.
- Act as primary point of contact for Career Services and Community Outreach Department.
- Provide ongoing training and leadership to Career Services staff and students as needed.
- Generate a minimum of 10 new Job Orders per week to support ACICS Accreditation requirements.
- Provide weekly reporting detailing employment development activity to upper management.
- Assist the Director of Career Services and Campus President as needed.

Sr. Admissions Representative

November 2010- April 2012

- Responsible for prospecting, setting appointments and conducting personal interviews to qualify students for enrollment. Assesses prospective students to ensure they have the potential traits, characteristics and financial worthiness to complete the program through graduation.
- Completes projects as needed to assist management team in achieving daily, weekly and monthly campus goals and objectives. Screens potential applicants by phone and set campus interviews Advises and counsels students in program selection, test counseling, registration, ect. Network and develop professional relationships to generate personally generated inquiries.

DeVry University, Tinley Park IL

April 2006- September 2010

Mentor/Sr. Admissions Representative

January 2008- September 2010

- Under General Supervision oversees and manages a team of advisors. Responsible for the recruitment of student recruitment strategies and the management of resources in order to meet performance expectations. Provides leadership in the execution of the business plan, training and other managerial functions as needed to assist the Director of Admissions.

- Responsible for coaching, individualized training and mentoring advisors and resolving complex enrollment questions and problems. Networks and develops professional relationships to generate personally developed inquiries. Leads Advisor team activities to ensure that department objectives and budgets are met or exceeded. Assists the Director of Admissions in all areas of enrollment management to ensure that departmental sales objectives are achieved or exceeded.

Senior Admissions Representative

November 2007- January 2008

- Leads Advisor team activities in accomplishing it's collective team goals and objectives. Ensures that team objectives, goals, plans and budgets and practices produce desired student recruitment results, consistent with the overall mission and strategic plan for the Admissions Group. Assist management with the coaching and training of new advisors and responsible for managing one advisor per term.
- Provide excellent customer service to students through application and enrollment process, while acting as a liaison to coordinate all enrollment requirements with other departments. Performs consistently to exceed personal and team budget objectives. Awards include two time recipient of the prestigious **PRIDE** award for outstanding sales and sales support performance, Advisor of the year and **Top Hitter** award from 2006- 2008.
- Completes projects as needed to assist management team in achieving daily, weekly and monthly campus goals and objectives.

Admissions Representative

April 2006- November 2007

- Responsible for prospecting, setting appointments and conducting personal interviews to qualify students for enrollment. Assesses prospective students to ensure they have the potential traits, characteristics and financial worthiness to complete the program through graduation.
- Completes projects as needed to assist management team in achieving daily, weekly and monthly campus goals and objectives. Screens potential applicants by phone and set campus interviews Advises and counsils students in program selection, test counseling, registration, ect. Network and develop professional relationships to generate personally generated inquiries.

MCI, Chicago, IL

May 1985 – April 2006

Carrier Agreements/Contract Management-Senior Project Manager

May 2004 – April-2006

- Act as Senior Project Manager in support of MCI's contract management team, responsible for overseeing all interconnection Agreements for Sprint Inc., Bell South and Cincinnati Bell Contract negotiations.
- Act as an internal liaison between Product Marketing, Network, Engineering, Sales Support, Operations and Executive management to coordinate Contract requirements and maintain Corporate Governance. Two time recipient of MCI's prestigious **Local Hero and National Ovation awards**.
- Facilitate pre and post-cut meeting with customer, vendor and MCI operations.

Carrier Management Project Manager

December 1999 – April 2004

- Provide overall project management support for MCI's Operations and Support systems along with Performance Metrics for the Ameritech Region.
- Responsible for coordinating internal resources in support of regional collaborative and arbitrations.
- Act as a liaison between SBC/Ameritech and MCI Business units in support of MCI Corporate Initiatives.

Senior Support Manager

October 1996 – December 1999

- Provide overall leadership, vision and guidance to a staff of **42** telecom professionals, in a **12 million-dollar multi state region**. Primary responsibilities include Performance Management, Installation forecasting, coaching and development. Manage four service support managers responsible for local and long distance service implementation, post-implementation maintenance and project management.
- Manage interdepartmental relationships to ensure superior, seamless service support. Accomplishments include developing and implementing an order tracking systems and service training course for the Great Lakes region to ensure timely order installation and post maintenance. National tracings systems and training classes were developed and deployed from this initiative.

Corporate National Accounts Support Manager

May 1994 – October 1996

- Managed twelve support consultants and one supervisor, Responsible for a customer base of **\$57,000,000**. Key area of focus included ensuring customer satisfaction relative to sales and support activities.
- Served as communications liaison for key issues among a wide range of internal managers in addition to vendor and customer management. Responsible for management and control of budgets. Development training programs to increase efficiency and reduce errors.
- Accomplishments included developing and implementing an accounts receivable tracking system which reduced overall receivables from **24% to 5%**.
- Received MCI's prestigious **Masters Award** for outstanding support management.

National Accounts Support Manager

September 1989 – April 1993

- Responsible for ensuring customer satisfaction through timely, seamless service. Developed and implemented operational efficiencies and processes to enhance corporate image and market perceptions. Responsible for all internal and external escalations. Position involved extensive communication with all levels of internal and external executive-level management.
- Supervised a staff of eight Support Consultants. Accomplishments included reducing response time by revising internal procedures and schedules to increase efficiency. Identified skill deficiencies within the Support Consultant group and addressed them by implementing cross-training programs. Identified and focused the department on mission- critical function.

Strategic Communications Consultant

February 1988- August 1989

- Territory included a Midwest account base of over **\$17,000,000**. Responsible for coordinating all post- sales activity. Provided liaison between customer and all internal departments. Provided customer consulting services which identified add on voice and data services.
- Provided customer consulting services which identified add on data and voice services to increase revenues. Position involved extensive communication with all levels of internal and external executive-level management. Supervised a staff of eight Support Consultants. Accomplishments included reducing response time by revising internal procedures and schedules to increase efficiency.
- Identified skill deficiencies within the Support Consultant group and addressed them by implementing cross-training programs. Identified and focused the department on mission- critical function. Served as project manager for disaster recovery and alternate routing plans. Coordinated with outside vendors and support manager in troubleshooting network outages. Cross-trained marketing staff to improve technical competence and literacy. Accomplishments include the President's Club, Premier Performance and Excellence in Service Awards.

Network Coordination Analyst

May 1985- February 1988

- Responsible for managing installation process of national accounts in the Midwest region. This area of responsibility represented a revenue base of over **\$46,000,000**. Provided liaison between customers, vendors and internal departmental resources. Performed problem analysis and suggested solution strategies.
- Provided customer service analysis and reporting. Supervised eight network coordinators in a five- state region. Accomplishments include developing an internal network to provide seamless customer service.

ALLNET COMMUNICATION, Chicago, IL

September 1981- April 1985

Network Coordination Analyst

- Managed internal networks and performed studies to facilitate traffic engineering requests and network traffic analysis. Cross-trained marketing staff to improve technical competence and literacy. Accomplishments include the President's Club, Premier Performance and Excellence in Service Awards.
- Accomplishments include developing an internal network to provide seamless customer service.

Telemarketing Representative

September 1981- March 1983

- Responsible for a five state area. Marketed a wide range of services including 800 service and residential dial I service. Handled quote requests and billing problems. Reporting included weekly sales, customer sales and sales projections. Functioned as a group leader supervising five telemarketers. Responsible for training new employees. Earned Most Valuable Performer Award.

EDUCATION

Governors State University, University Park, IL
Interdisciplinary Studies- August 2011

Columbia College, Chicago, Illinois

Business Administration and Communications -May 1981-1984 (BA Degree pending transfer of 6 credits from GSU)
formal BA completion projected- 10-31-13

Areas of study included Communications and Project Management

University of Colorado, Boulder, Colorado

Business Administration, Pre-Law and Communications, September 1980-81

Professional References

- **Lawrence McGhee-** Director of Financial Services- Chicago School of Psychology- 708-522-6855
- **Charity Goodman Grosch-** Director of Career Services- Sanford Brown College- 815-822-0309
- **Angela Howard-** Sr. Director of Admissions- DeVry University- 708-334-9870

ROBERTA GIVENS, MBA

PROFESSIONAL HIGHLIGHTS

- Administrative/Executive Services • Education Services • Healthcare Management
- Customer Service • Project Management

PROFESSIONAL EXPERIENCE

Administrative Assistant
Chicago Urban League

08/14 - Present
Chicago, Illinois

- Serve as first point of contact for anyone entering or calling the Workforce Development Center
- Provide general office support services in order to ensure efficiency and effectiveness of the office
- Manage all other administrative operations of the office
- Set appointments for Employment Specialists
- Explain intake process, program information and requirements to interested participants
- Enter data into salesforce and CUL tracking system
- Assist in the planning and preparation of meetings, events, and conferences
- Manage the supply inventory, order supplies and create purchase requisitions and expenditure requests
- Assist participants in the reference \ computer lab with computer inquires, resumes and job search assistance
- Process Purchase Requisitions and Expenditure Reports
- Complete weekly expense and demographical reports
- Review orientation files and place clients in designated workshop

Consultant
University of Illinois at Chicago

01/14 - 08/14
Chicago, Illinois

- Provided executive administration and grant writing services
- Worked with various businesses to provide typing, format grant applications and other documents
- Developed charts for grant applications, organize electronic files and databases
- Worked with senior management staff and other business professionals

Project Coordinator/Executive Assistant/Interim Associate Director
University of Illinois at Chicago

07/01 - 08/13
Chicago, Illinois

- Managed all administrative operations of the main office, while scheduling and managing room reservations
- Acted as Interim Associate Director, as needed
- Answered the main office phone and transferred calls to their designated person
- Registered students for bi annual conferences and four yearly programs in which we sponsored
- Processed checks, stipends, contracts and other human resource documentation
- Implemented the payroll process of collecting documentation, improving how stipends were processed and distributed
- Performed data entry and developed then maintained electronic databases
- Wrote, typed and distributed weekly staff minutes
- Developed charts, typed and formatted grant applications for the Associate Dean

- Typed business correspondences for the Fiscal Budget Manager, Associate Directors and Research & Data Specialist
- Maintained the calendar and made travel arrangements for senior management staff
- Produced mass mailings, received and sorted incoming/outgoing mail projects
- Managed the supply inventory, ordered supplies and paid bills
- Explained the program requirements and guidelines to the general public
- Provided event planning services and assisted with the production of resource materials for programs and conferences
- Placed catering orders for large groups of people for conferences, programs and meetings
- Received, reviewed and processed applications, while providing correspondences for 4 different programs
- Developed classroom schedules for students participating in our programs
- Managed confidential spreadsheets/records for programs and other personal information
- Served as a liaison for elementary and high school students, graduate students, parents, teachers, coordinators, and other senior level management business professionals

**Administrative Assistant
Contemporary Services**

**01/01 – 07/01
Schaumburg, Illinois**

- Answered phones and maintained files and other confidential information
- Developed and maintained personal information databases
- Typed letters, staff minutes, other documents to be distributed and produced mass mailings
- Set-up conference calls

**Secretary IV
University of Illinois at Chicago**

**05/00 – 01/01
Chicago, Illinois**

- Answered phones, maintained files, confidential information and prepared documents to be distributed
- Developed spreadsheets to organize and maintain personal information
- Provided supply inventory, ordered supplies and distributed mail
- Ordered food for large groups of people/conferences
- Typed documents/letters, pulled and copied journals, scanned documents and ran errands for doctors
- Entered and calculated resident/fellow evaluations on excel
- Managed calendar and set appointments
- Prepared presentations and slides on PowerPoint

EDUCATION

**Master's in Business Administration
University of Phoenix
Concentration: Healthcare Management**

**Bachelor of Science in Business Management
University of Phoenix**

SKILLS

- Microsoft Office Suite, SmartDraw, and Outlook skills

Carbondale, Illinois

Carbondale Middle School - Social Work Assistant August, 2010- June, 2011

- Provided direct support service to individual students, small groups, and classrooms
- Conducted assessments, referrals, and therapeutic services to students and families
- Provided consultative services with other professional staff members, outside agencies, and various community organizations

Education

Masters in Human Resource Management-Roosevelt University-Chicago *Current Student*

Masters in Social Work- Southern Illinois University-Carbondale *June, 2008-May, 2009*

Bachelors in Social Work- Southern Illinois University-Carbondale *August, 2004-May, 2008*

Skills

<u>Skill Name</u>	<u>Skill Level</u>	<u>Last Used/Experience</u>
Client Advocacy	Expert	1 year ago /4years
Life Skills Counsel	Intermediate	Currently used/3years
Community Outreach	Intermediate	Currently used/2 years

ERIC PUCKETT



PROFESSIONAL PROFILE

Professional Executive with fifteen years of workforce development experience, center around employment placement relations. Proven track record of providing careful attention to detail, possessing analytical and problem-solving skills. Support services specializing in project management and leadership development, offering strong written and verbal communication skills to enhance the performance and success of any organization.

EXPERIENCE

2012- Present

CHICAGO URBAN LEAGUE

WIA Case Manager

- Assist WIA customers with the appropriate post-secondary education and skills training selection, when needed, including guidance and assistance with payment options for these programs, including but not limited to, Individual Training Account Vouchers, and financial aid programs.
 - Ensure all potential students meet Workforce Investment Act (WIA) income and eligibility guidelines.
 - Provide mentoring to clients as they develop and work to achieve an Individual Employment and Education Plan.
 - Develop dropout prevention strategies of training programs.
- Develop and maintain files for all WIA customers as required by WIA contract
 - Record all customer information in the Workforce Investment System.
 - Counseling regarding paid and unpaid work experiences, including internships and job shadowing, and employment opportunities directly linked to academic and occupational learning.
 - Ensures all Customer activities are within program budget.

2004-2012

WOODLAWN PRESERVATION & INVESTMENT CORPORATION

Chicago, IL

Director of Employment Services

- Manage the Woodlawn Employment Center (Workforce Development Program)
 - Researches and develop employment strategies designed to build relationships with employers.
 - Supervises staff of three professionals and one student intern.
 - Management of caseload 330 clients, with focus on ensuring that clients receive quality level of care in a timely manner, and ongoing assistance with their employment search.
 - Develops and manage relationships with employers.
- Supported growth to help enhance the quality of life in the Community.
 - Develops linkages with social service agencies, government agencies, and community-based organizations.
 - Works with New Community Program Director to manage program resources, including assisting in fundraising as needed.
 - Supervise and coordinate Job Fairs, Resource Fairs, and (WIA) Youth Employment Programs.
- Controlled and monitored internal program budgets and financial needs.
 - Perform pre-audit financial and program review of funded programs.
 - Prepare and submit annual budget.
 - Ensure compliance with foundations / government reports, payments, and follow-ups.
 - Voucher for and process reports related to Department Family and Support Services.

2001-2004

GENESIS HOUSING DEVELOPMENT CORPORATION
YouthBuild Program Director

Chicago, IL

- *Managed Genesis Housing Development Corporation's YouthBuild HUD program.*
 - *Responsible for \$900,000.00 budget.*
 - *Ensure compliance with foundations /government reports, payments, and follow-ups.*
 - *Provide leadership development and counseling services to YouthBuild participants.*
 - *Interview, counsel and job develop for YouthBuild Graduates.*
 - *Manage consultants and partners in implementing the Genesis YouthBuild contract.*
 - *Voucher for and process reports related to Federal YouthBuild process.*
- *Supported growth, stability, and effectiveness of the Agency*
 - *Developed and implemented financial literacy program.*
 - *Pursue funding opportunities by monitoring RFP request and developing proposals.*
 - *Work with Board and volunteer professional to develop personnel procedures.*
- *Assisted Executive Director with budgeting, internal accounting, and reporting.*
 - *Assist in preparation of Annual Budget and cash flow projections.*
 - *Assist outside accountant with year-end financial audit.*
 - *Process accounts receivables and prepares vouchers.*
 - *Oversee bi-weekly payroll submittal to ADP and monitor/record staff benefits.*
 - *Use QuickBooks to monthly reconcile bank accounts.*
 - *Interact with outside financial concerns for the safeguarding of agency assets.*

EDUCATION

BETHUNE-COOKMAN UNIVERSITY
Bachelor of Science Degree, Political Science

Daytona Beach, FL

REFERENCES

Donnie Brown
Executive Director
Genesis Housing Development Corporation
7735 S. Vernon
Chicago, IL 60619
(773) 994-6670
dbrown@genesishdc.org

Greg Brown
President/CEO
South Side Community Federal Credit Union
5401 S. Wentworth, Suite 25
Chicago, IL 60609
(773)548-5500
(773)548-5533 fax
www.Southsidecommunityfcu.org

Joan Archie
Executive Director, Construction Compliance
The University of Chicago Medical Center
5841 S. Maryland
Chicago, IL 60637
773.834.9728
joan.archie@uchospitals.edu

Cook County Recidivism Reduction Grants - Chicago Urban League Response

Section I: Subcontracting or Teaming

CUL will not utilize subcontractors or form a team for the delivery of this program.

Contract No. 1653-15275F
Recidivism Reduction Demonstration Grants (\$40,000)

EXHIBIT 2

SCHEDULE OF COMPENSATION

Appendix I - Budget Form

		Total Fringe Benefits	\$3,800.00	\$3,800.00	\$1,400.00
TRAVEL					
Local Travel					
Purpose	Staff Name	Mileage Rate	No. Miles	Line Item Cost	Requested JAC Grant Funds
Meetings/Presentations/Resource Development		0.54	1500.00	\$810.00	\$810.00
Job Development/Meetings/ Presentations		0.54	1500.00	\$810.00	\$810.00
Out of Town Travel					
Purpose and Person(s) Traveling	Airfare	Lodging	Per Diem	Line Item Cost	Requested JAC Grant Funds
Total Travel				\$1,620.00	\$1,620.00
EQUIPMENT					
Item	Purpose	Unit Cost	Quantity	Line Item Cost	Requested JAC Grant Funds
Total Equipment				\$0.00	\$0.00
MATERIALS & SUPPLIES					
Item	Purpose	Unit Cost	Quantity	Line Item Cost	Requested JAC Grant Funds
TABE Test	Assess basic literacy level			\$374.00	\$374.00
Program/Office Supplies	supplies for the program			\$1,250.00	\$1,250.00
Total Materials & Supplies				\$1,624.00	\$1,624.00

Appendix I - 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
Total Consultants/Contracts				\$0.00	\$0.00	\$0.00

Item	Purpose	Unit Cost	Quantity	Line Item Cost	Requested JAC Grant Funds	Applicant Share
Participant Incentives	Reward for meeting key programmatic benchmarks	\$25.00	25	\$625.00	\$625.00	
Client Assistance	Transit cards; clothing, emergency food, acquiring I.D.s, etc.			\$1,500.00	\$1,500.00	
Workforce Training	Skills training for participants	\$250.00	25	\$7,264.25	\$7,264.25	
Info./Promotional Material	Marketing/presentation of project			\$250.00	\$250.00	
Printing and publication	Printing, publication, etc.			\$316.75	\$316.75	
Total Other Direct Costs				\$9,956.00	\$9,956.00	\$0.00
TOTAL DIRECT COSTS				\$106,000.00	\$36,000.00	\$8,400.00

Indirect Cost Elements	Explanation of How Costs are Calculated	Line Item Cost	Requested JAC Grant Funds	Applicant Share
General and Administration	10% of total fund award	\$4,000.00	\$4,000.00	
TOTAL INDIRECT COSTS		\$4,000.00	\$4,000.00	\$0.00

GRAND TOTAL		Requested JAC Grant Funds	Applicant Share
		\$40,000.00	\$8,400.00

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.

Applicant Organization Name:	Chicago Urban League		
Project Name:	Cook County Recidivism Reduction Grant		
Budget Contact Person:	Andrew Wells	Phone:	773-451-3593
Contact Person's Email:	awells@thechicagourbanleague.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.

- 1. Director, Workforce Development: Andrew Wells** - Five percent (10%) of the existing Director's time will be leveraged to this project and will cover the total project period of 12 months. The Director's annual salary is \$70,000. The Director will oversee the strategic programmatic decisions and day-to-day operations of the Cook County Recidivism Reduction Grant.
- 2. Training and Development Specialist: Ebony Johnson** – Ten percent (30%) of the existing Training and Development Specialist's time will be allocated to this project and will cover the total project period of 12 months. The Training and Development Specialist annual salary is \$40,000. This person develops and implements curriculums for Success Strategies (Job Readiness) training. The Training and Development Specialist develops individual employment service plan with participants, identifying goals and steps for achieving them.
- 3. Administrative Assistant: Roberta Givens** – Ten percent (20%) of the existing Administrative Assistant's time will be allocated to this project and will cover the total project period of 12 months. This position performs administrative duties for all WFD programs. Responsibilities include screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data; and customer relations.

CUL is requesting this grant cover **\$19,000.00**.

Appendix II – Budget Narrative Form

BUDGET CATEGORY – FRINGE BENEFITS

Fringe benefits should be based on actual known costs or an established formula. Please explain which budgeted positions in the Personnel line will be receive fringe benefits.

Fringe for allocated staff:

Ebony Johnson: 20% of \$12,000.00 = **\$2,400.00**

Roberta Given: 20% of \$7,000.00 = **\$1,400.00**

CUL is requesting this grant cover the total cost of **\$3,800.00**.

BUDGET CATEGORY – TRAVEL

List travel expenses by project personnel and explain the purpose of the travel. Also indicate whether the travel is local or out-of-town and explain how costs were determined.

The staff is expected to travel around the city to develop jobs, visit sites, attend meetings and meet with employer partners, visit participants etc. The agency reimbursable rate is 0.54.

Meetings/presentations/resource development – 1500 miles x 0.54 rate= \$810.00.

Job Development/ presentations/ sit visits/ participant home visits – 1500 miles x 0.54 rate= \$810.00.

CUL is requesting this grant cover the total cost of **\$1,620.00**.

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.

No expenses in this category.

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.

Program Supplies

Assessment to ascertain the literacy levels of participants:

1. TABE Test Levels A and B: Booklets (4 packs of 10) @ \$67.35 each= \$269.40. Answer Sheets (2 packs of 25) @ \$52.30 each = \$104.60. Total cost for TABE Test materials **\$374.00**

Office Supplies

Includes binders, file folders, printer paper, toner, staples, pens, pencils, etc.:

- 2 HP 53A (Q7553A) Black Original LaserJet Toner Cartridge - \$100.99/ea.
- 2 Dell BR 5230N, STD, BLK - \$149.13/ea.
- 2 HP 80A, (CF280A) Black Original LaserJet Toner Cartridge – 103.99/ea.
- 3 Copy Paper, 92 Brightness, 20 lb., 8-1/2 x11, White, 5000 Sheets/Carton – 39.90/CT
- 2 C-Line Name Badge Kits, Top Load, 4 x 3, Clear, Clip Style, 96/Box
- 2 Epson T252120 (252) DURABrite Ultra Ink, Black - \$19.99/ea.
- 2 Epson T252520 (252) DURABrite Ultra Ink, Cyan/Magenta/Yellow – 36.09/ea.
- 10 Deflecto Unbreakable Docupocket Single Pocket Wall File - \$10.35/ea.

Appendix II – Budget Narrative Form

- 1 Rolodex – Combination Sorter, Five Section – 38.95/ea.
 - 26 Writing Pens – 1.39/ea.
- Total cost of office supplies: **\$1,250.00**

CUL is requesting this grant cover the total cost of **\$1,624.00**.

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.

No expenses in this category.

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.

- 1) **Participant Incentives:** CUL will incentivize participants who meet certain key programmatic milestones such as job retention, attainment of an industry recognized credential, license or certification. We anticipate providing \$25 gift cards to 25 program participants at a total cost of **\$625.00**
- 2) **Client Assistance:** CUL will provide program participants with transit cards, clothing, funds to obtain state identification and emergency gift cards for groceries.
 - Transit Cards: \$28.50 per weekly transit card x 35 = \$997.50. Single fare cards \$2.50 each x 101 = \$252.50. Total cost for transit cards **\$1,250**
 - State Identification: \$30 per I.D. x 5 = **\$150.00**
 - Grocery Gift Cards: \$10 per card x 10 = **\$100.00**
- 3) **Workforce Training:** CUL will provide access to occupational skills training for a minimum of 15 in the following areas:
 - **Forklift:** Ten (10) trainees at an average cost of \$200 per participant= **\$2,000**.
 - **Carpenters Union Apprenticeship Program:** Five (5) trainees at an average cost of \$151.65 per participant= **\$758.25**.
 - **Commercial Driver's License (CDL):** Two (2) trainees at an average cost of \$1,753 per participant= **\$3,506.00**.
 - **Food Service:** Five (5) trainees at an average cost of \$200 per participant= **\$1,000**
- 4) **Information/Promotional Materials:** CUL will create and distribute program flyers, brochures, etc., \$125 per template x 2 = **\$250.00**
- 5) **Printing and Publication:** to include flyers, registration forms, handouts, workshop information, binding etc., **\$316.75**

CUL is requesting this grant cover the total cost of **\$9,956.00**.

Appendix II – Budget Narrative Form

BUDGET CATEGORY – INDIRECT COSTS

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

General and Administration is 10% of the total grant award: **\$4,000**

Contract No. 1653-15275F
Recidivism Reduction Demonstration Grants (\$40,000)

EXHIBIT 3

EVIDENCE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/14/2016

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).

PRODUCER CS Insurance Strategies, Inc. 542 S. Dearborn St, Ste. 800 Chicago IL 60605	CONTACT NAME: Denise Brinson PHONE (A/C, No, Ext): (312) 566-9700 E-MAIL ADDRESS: dbrinson@csstrategy.com	FAX (A/C, No): (312) 566-0965
	INSURER(S) AFFORDING COVERAGE	
INSURED Chicago Urban League 4510 S. Michigan Ave Chicago IL 606533816	INSURER A: West Bend Mutual Insurance NAIC # 15350	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** Cert ID 1277 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	A086823	11/1/2015	11/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			A086823	11/1/2015	11/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			A086823	11/1/2015	11/1/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Employee Theft			A086823	11/1/2015	11/1/2016	Each Theft \$ 120,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Cook County, its officials, employees and agents are named as additional insureds as respects liability as required by written contract or agreement. Primary and Non-contributory wording applies. Waiver of Subrogation applies.

Professional Social Service Liability: \$2,000,000 Aggregate

CERTIFICATE HOLDER

Cook County
Department of Risk Management
118 North Clark Street

Chicago IL

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Contract No. 1653-15275F
Recidivism Reduction Demonstration Grants (\$40,000)

EXHIBIT 4

IDENTIFICATION OF SUBCONTRACTOR/SUPPLIER/SUBCONSULTANT FORM

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

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

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

Bid/RFP/RFQ No.: 1553-15275	Date: June 15, 2016
Total Bid or Proposal Amount: \$40,000	Contract Title: Recidivism Reduction Grant
Contractor: Chicago Urban League	Subcontractor/Supplier/ Subconsultant to be added or substitute: Not Applicable
Authorized Contact for Contractor: Shari Runner	Authorized Contact for Subcontractor/Supplier/ Subconsultant: Not Applicable
Email Address (Contractor): srunner@thechicagourbanleague.org	Email Address (Subcontractor): Not Applicable
Company Address (Contractor): 4510 S. Michigan Ave	Company Address (Subcontractor): Not Applicable
City, State and Zip (Contractor): Chicago, IL 60653	City, State and Zip (Subcontractor): Not Applicable
Telephone and Fax (Contractor): 773 285-5800	Telephone and Fax (Subcontractor): Not Applicable
Estimated Start and Completion Dates (Contractor): July 1, 2016 to June 30, 2017	Estimated Start and Completion Dates (Subcontractor): Not Applicable

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

<u>Description of Services or Supplies</u>	<u>Total Price of Subcontract for Services or Supplies</u>
Not Applicable	Not Applicable

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

Contractor **Chicago Urban League**
Not Applicable

Name

Title

Prime Contractor Signature

June 13, 2016

Date

Contract No. 1653-15275F
Recidivism Reduction Demonstration Grants (\$40,000)

EXHIBIT 5

MBE/WBE UTILIZATION PLAN

CONTRACT NO. 1653-15275F
Vendor: Chicago Urban League

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.



OFFICE OF CONTRACT COMPLIANCE

JACQUELINE GOMEZ

DIRECTOR

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

TONI PRECKWINKLE

PRESIDENT

**Cook County Board
of Commissioners**

RICHARD R. BOYKIN
1st District

ROBERT STEELE
2nd District

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3rd District

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JEFFREY R. TOBOLSKI
16th District

SEAN M. MORRISON
17th District

June 24, 2016

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

Re: Chicago Urban League
Contract No. 1653-15275F
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

Contract No. 1653-15275F
Recidivism Reduction Demonstration Grants (\$40,000)

EXHIBIT 6

ECONOMIC DISCLOSURE STATEMENT

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

Section	Description	Pages
1	Instructions for Completion of EDS	EDS i - ii
2	Certifications	EDS 1- 2
3	Economic and Other Disclosures, Affidavit of Child Support Obligations, 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 cookcountyl.gov/ethics-board-of.

Authorized Signers of Contract and EDS Execution Page. If the Applicant is a corporation, the President and Secretary must execute the EDS. In the event that this EDS is executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation, satisfactory to the County that permits the person to execute EDS for said corporation. If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

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

If the Applicant is a member-managed LLC all members must execute the EDS, unless otherwise provided in the operating agreement, resolution or other corporate documents. If the Applicant is a manager-managed LLC, the manager(s) must execute the EDS. The Applicant must attach either a certified copy of the operating agreement, resolution or other authorization, satisfactory to the County, demonstrating such person has the authority to execute the EDS on behalf of the LLC. If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

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

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

SECTION 2

CERTIFICATIONS

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE APPLICANT IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE APPLICANT THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE APPLICANT IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE APPLICANT SHALL BE SUBJECT TO TERMINATION.

A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

- 1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;
- 2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 *et seq.*;
- 3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;
- 4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1, *et seq.*;
- 5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;
- 6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;
- 7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or
- 8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in subparagraphs (1) through (6) above.

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

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

B. BID-RIGGING OR BID ROTATING

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

C. DRUG FREE WORKPLACE ACT

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

D. DELINQUENCY IN PAYMENT OF TAXES

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

E. HUMAN RIGHTS ORDINANCE

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

F. ILLINOIS HUMAN RIGHTS ACT

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

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

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

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

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

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

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

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

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

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

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

- 1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United States 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

Not Applicable

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

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

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

Yes: X No: _____

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

4510 S. Michigan Avenue Chicago, IL 60653

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

Yes: X No: _____

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

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

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

4. REAL ESTATE OWNERSHIP DISCLOSURES.

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

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

PERMANENT INDEX NUMBER(S): 20-03-313-049000, 20-03-313-001-000, 20-03-313-002-000,
20-03-313-003-000, 20-03-313-004-000, 20-03-313-005-000

(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 Chicago Urban League

D/B/A: Chicago Urban League

FEIN NO.: 36-2225483

Street Address: 4510 S. Michigan Avenue

City: Chicago

State: Illinois

Zip Code: 60653

Phone No.: (773)285-5800

Fax Number: (773)285-0234

Email: president@thechicagourbanteague.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) _____

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
Not Applicable		

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
Not Applicable		

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

Name	Address	Percentage of Beneficial Interest	Relationship
Not Applicable			

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
Maria Green Davidson,	North Carolina 28036	Board Chairman	2 Years
Shari E. Runner,	4510 S. Michigan Ave. Chicago, IL 60653	President & CEO	No Term Limit
Joseph A. Gregoire,	Chicago, Illinois 60654	Vice Chair	2 Years

Declaration (check the applicable box):

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

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT SIGNATURE PAGE

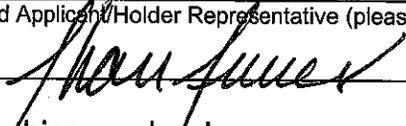
Shari E. Runner

President & CEO

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

Title

Signature



March 1, 2016

Date

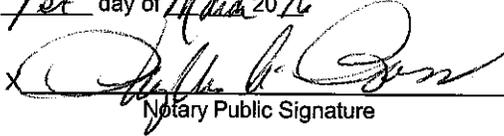
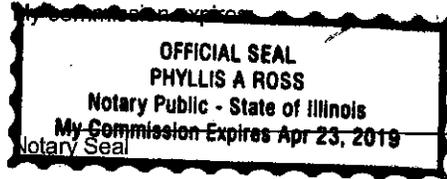
srunner@thechicagourbanleague.org

(773)451-3509

E-mail address

Phone Number

Subscribed to and sworn before me
this 1st day of March 2016


Notary Public Signature



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

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION

Nepotism Disclosure Requirement:

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

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

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

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

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

Additional Definitions:

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

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

COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM

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

Name of Person Doing Business with the County: Chicago Urban League

Address of Person Doing Business with the County: 4510 S. Michigan Avenue Chicago, IL 60653

Phone number of Person Doing Business with the County: 773-285-5800

Email address of Person Doing Business with the County: srunner@thechicagourbanleague.com

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

B. **DESCRIPTION OF BUSINESS WITH THE COUNTY**

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

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

1653-15275

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

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

Kevin Casey

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

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

Check the box that applies and provide related information where needed

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

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

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

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

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

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

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

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

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

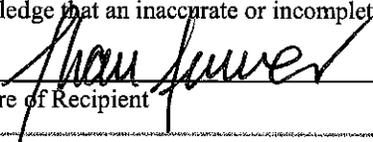
Name of Person Responsible for the General Administration of the Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial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

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

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

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

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

Signature of Recipient 

Date March 1, 2016

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 any kind.

"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: 1653-15275
County Using Agency (requesting Procurement): Justice Advisory Council

II. Person/Substantial Owner Information:

Person (Corporate Entity Name): Chicago Urban League
Substantial Owner Complete Name: Chicago Urban League

FEIN# 36-2225483

Date of Birth: _____ E-mail address: president@thechicagourbanleague.org

Street Address: 4510 S. Michigan Avenue

City: Chicago State: IL Zip: 60653

Home Phone: (773) 285 - 5800 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

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

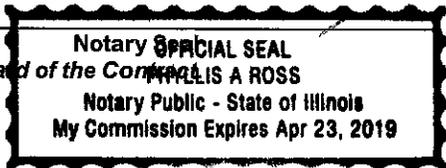
The Person/Substantial Owner affirms that all statements contained in the Affidavit are true, accurate and complete.

Signature: Shari E. Runner Date: March 1, 2016

Name of Person signing (Print): Shari E. Runner Title: President & CEO

Subscribed and sworn to before me this 1st day of March, 2016

[Signature]
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.

Execution by Corporation

Chicago Urban League

Corporation's Name

(773)285-5800

Telephone

Suffany Johnson

Secretary Signature

Shari Runner
President's Printed Name and Signature

srunner@thechicagourbanleague.org

Email

March 1, 2016

Date

Execution by LLC

LLC Name

*Member/Manager Printed Name and Signature

Date

Telephone and Email

Execution by Partnership/Joint Venture

Partnership/Joint Venture Name

*Partner/Joint Venturer Printed Name and Signature

Date

Telephone and Email

Execution by Sole Proprietorship

Printed Name Signature

Assumed Name (if applicable)

Date

Telephone and Email

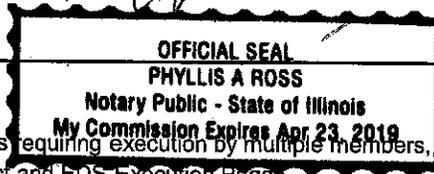
Subscribed and sworn to before me this

1st day of March, 2016.

Phyllis A. Ross
Notary Public Signature

My commission expires: April 23, 2019

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:

John E. M.

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 1 DAY OF July, 20 16

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

1653-15275F

OR

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

TOTAL AMOUNT OF CONTRACT: \$ 40,000⁰⁰

(DOLLARS AND CENTS)

FUND CHARGEABLE: _____

APPROVED AS TO FORM:

Not required

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

Date