EMERGENCY PROFESSIONAL SERVICES AGREEMENT

TEMPORARY STAFFING SERVICES

BETWEEN

COOK COUNTY GOVERNMENT

COOK COUNTY OFFICE OF THE COMPTROLLER

AND

KELLY SERVICES, INC.

CONTRACT NO. 2313-07280
PURCHASE ORDER NO. 70000277381

PROFESSIONAL SERVICES AGREEMENT

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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 Kelly Services, Inc., doing business as a corporation of the State of Delaware hereinafter referred to as "Consultant", pursuant to authorization by the Cook County Chief Procurement Officer.

BACKGROUND

This Agreement is being entered into in accordance with Section 34-141, Emergency Procurements, of the Cook County Procurement Code.

Consultant 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 Consultant 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 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 Consultant 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.

"**Assigned Employees**" means the employees of the Consultant assigned to County on a temporary basis to work under the County's operational supervision. For the avoidance of doubt, Assigned Employees are solely employees of the Consultant. Consultant will

perform human resources administration of the Assigned Employees (e.g., administering discipline and other non-operational matters).

"**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, the temporary staffing services where Consultant will assign Assigned Employees, with the skills County requires to do County's work under County's operational supervision.

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

"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	Statement of Work
Exhibit 2	Schedule of Compensation
Exhibit 3	Evidence of Insurance
Exhibit 4	Execution Page

d) Order of Precedence

In the event there is a conflict between or among any of the documents specified in subsection (c) Incorporation of Exhibits, the terms of the Professional Services Agreement shall control. This Agreement shall be interpreted and construed based upon the following Order of Precedence. Such order of precedence shall govern to resolve all cases of conflict, ambiguity or inconsistency between Exhibits:

Exhibit 1	Statement of Work
Exhibit 2	Schedule of Compensation
Exhibit 3	Evidence of Insurance
Exhibit 4	Execution Page

ARTICLE 3) DUTIES AND RESPONSIBILITIES OF CONSULTANT

a) Scope of Services

Consultant must provide the Services in accordance with the standards of performance set forth in Section 3c. The Services that Consultant must provide are limited to those described in Exhibit 1 Statement of Work, which is attached to this Agreement and incorporated by reference as if fully set forth here.

b) Deliverables

The provision of the Services in accordance with an applicable Statement of Work are the deliverables ("**Deliverables**") under this Agreement. Deliverables include the hours worked by an Assigned Employee, but do not include the work product of the Assigned Employee. All Deliverables must be provided in accordance with the standards of performance set forth in Section 3c.

c) Standard of Performance

Consultant must perform all Services required of it under this Agreement with that degree of skill, care and diligence normally shown by a consultant performing services of a scope and purpose and magnitude comparable with the nature of the Services to be provided under this Agreement. Consultant 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, Consultant agrees to be held to the standard of care of a fiduciary.

Consultant 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. Consultant must provide copies of any such licenses. Consultant remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Consultant or its Subconsultants 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.

d) Personnel

i) **Adequate Staffing**

Consultant 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. Consultant must include among its staff the Key Personnel to manage and oversee administrative supervision of Assigned Employees.

ii) **Key Personnel**

Consultant 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 Consultant that the County will no longer accept performance of Services under this Agreement by one or more Key Personnel listed. Upon that notice Consultant 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**

Consultant and Subconsultants must pay all salaries and wages due to all personnel 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

e) Intentionally Omitted

f) Insurance Requirements

The Consultant, 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

Consultant's responsibility for payment of damages resulting from its operations under this Contract.

The Consultant shall require all Subcontractors to provide the insurance required in this Contract, or Consultant may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Consultant

except paragraph (d) Excess/Umbrella Liability or unless 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

$1,000,000 each Accident

$1,000,000 each Employee

$1,000,000 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 $1,000,000

Completed Operations Aggregate $2,000,000

The General Liability policy shall include the following coverages:

(1) All premises and operations;

(2) Contractual Liability;

(3) Products/Completed Operations;

(4) Severability of interest/separation of insureds clause

(c) Commercial Automobile Liability Insurance

When any vehicles are used in the performance of this contract, Consultant 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 $2,000,000 per accident.

(d) Excess/Umbrella Liability

Such policy shall be excess over 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 (Errors & Omissions)

The Consultant shall secure insurance appropriate to the Consultant's profession covering all claims arising out of the performance or nonperformance of professional services for the County under this Contract. This insurance shall remain in force for the life of the Consultant's obligations under this Contract 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:

(1) The retroactive coverage date shall be no later than the effective date of this contract.

(2) If coverage is canceled or non-renewed, and not replaced with another claims-made

policy form with a retroactive date on or before this contract effective date, the Consultant must maintain "extended reporting" coverage for a minimum of three (3) year after completion of services.

(f) Network Security & Privacy Liability (Cyber)

The Consultant shall secure coverage for first and third-party claims with limits not less than $1,000,000 per occurrence or claim, $1,000,000 aggregate.

If any such policy is written on a claims-made form:

(1) The retroactive coverage date shall be no later than the effective date of this contract.

(2) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date on or before this contract effective date, the Consultant must maintain "extended reporting" coverage for a minimum of three (3) year after completion of services.

Additional requirements

(a) Additional Insured

The required insurance policies, with the exception of Workers Compensation and Errors & Omissions, shall name Cook County, its officials, employees, and agents as additional insureds with respect to operations performed on a primary and non-contributory basis. Any insurance or self-insurance maintained by Cook County shall be excess of the Consultant'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 requirements specified herein.

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.

(b) Insurance Notices

The Consultant 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. The Consultant 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 the Consultant commences performance of its part of the work, the Consultant shall furnish to the Office of the Chief Procurement Officer certificates of insurance maintained by Consultant. The receipt of any certificate of insurance does not constitute Contract 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 the Consultant's obligations to obtain insurance pursuant to these insurance requirements.

(c) Waiver of Subrogation Endorsements

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

g) Indemnification

(i) The Consultant 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 from or attributable to any claims arising out of or incident to the performance of the Services or breach of the Agreement by the Consultant, or the acts or omissions of the officers, agents, employees (excluding all Assigned Employees), consultants, subconsultants, licensees or invitees of the Consultant. or violation of applicable law by the Consultant.

(ii) The County covenants and agrees to hold harmless the Consultant and its directors, officials, employees, agents, and representatives, from and against any costs, expenses, attorney's fees, losses, damages and labilities incurred from any claims of Assigned Employees under this Agreement related solely to instances where Assigned Employee was under the exclusive control of the County, however County shall not be liable for third party claims due to County's negligent direction or intentional misconduct resulting solely from the County's breach of Agreement or violation of law.

(iii) The Consultant expressly understands and agrees that any Performance Bond or insurance protection required of the Consultant, or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

h) Confidentiality and Ownership of Documents

Consultant acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Consultant in any way, whether during the term of this Contract or at any time thereafter, except solely as required in the course of Consultant's performance hereunder. Consultant 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. Consultant 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 Consultant 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 Consultant 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 Consultant's own purposes or for those of any third party. During the performance of the Contract Consultant shall be responsible of any loss or damage to the Documents while they are in Consultant's possession, and any such loss or damage shall be restored at the expense of the Consultant. The County and its designees shall be afforded full access to the Documents and the work at all times.

i) Patents and Copyrights

If applicable, Consultant shall require Assigned Employees to furnish and to assign to the Chief Procurement Officer all the rights in work product, including, without limitation, all finished product(s) and other documents and materials (including, but not limited to, reports, data, drawings, plans, prints, articles, software, information and records) created, developed and/or prepared by Assigned Employees pursuant to their assignment with County.

j) Examination of Records and Audits

The Consultant 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 (which shall not include any payroll, benefits or other personnel documents or records pertaining solely to the employment relationship between Consultant and Assigned Employees) of the Consultant related to the Agreement, or to Consultant's compliance with any term, condition or provision thereof once per year unless otherwise required by law or Administrative Order. All audits will be conducted remotely (from County or any of its duly authorized representatives' location) and at the County's expense. To the extent expenses, wages, or invoices were previously approved in accordance with the Agreement during the course of business by County such expenses, wages, or other costs will not be subject to recoupment. The Consultant shall be responsible for establishing and maintaining records sufficient to

document the costs associated with performance under the terms of this Agreement.

The Consultant further represents that it includes in all of its subcontracts hereunder a provision the effect that the Subcontractor agrees to the provisions in each assigned Agreement, and as such, to the provisions above.

In the event the Consultant receives payment under the Agreement which is disallowed by the County, the Consultant shall promptly refund the disallowed amount to the County on request.

If Consultant 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, Consultant 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

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 Consultant from its obligations or change the terms of the Contract. The Consultant 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 Consultant shall have no effect on the County and are null and void.

Prior to the commencement of the Agreement, the Consultant 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 Agreement. The Chief Procurement Officer shall have the right to disapprove any Subcontractor. All Subcontractors shall be subject to the terms of this Agreement. Consultant shall incorporate into all subcontracts all of the provisions of this Agreement which affect such subcontract. Copies of subcontracts shall be provided to the Chief Procurement Officer upon request.

The Consultant must disclose the name and business address of each Subcontractor, attorney, lobbyist, accountant, consultant and any other person or entity whom the Consultant 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 Consultant is not required to disclose employees who are paid or estimated to be paid. The Consultant is not required to disclose employees who are paid solely through the Consultant'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 Consultant is uncertain whether a disclosure is required under this Section, the Consultant 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 Consultants and Subcontractor of the Consultant shall be accountable to the Chief Procurement Officer or his designee while on any County property and shall abide by all rules and regulations imposed by the County.

l) Professional Social Services

In accordance with 34-146, of the Cook County Procurement Code, all Consultants 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 Consultant 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 Consultant or provider to provide an annual performance report will be considered a breach of contract or agreement by the Consultant or provider and may result in termination of the contract or Agreement.

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

ARTICLE 4) TERM OF PERFORMANCE

a) Term of Performance

This Agreement takes effect when executed by the Cook County Chief Procurement Officer and its term shall begin on **August 7, 2023** ("**Effective Date**") and continue until **August 6, 2024,** or until this Agreement is terminated in accordance with its terms, whichever occurs first.

b) Timeliness of Performance

i) Consultant 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.

ii) Neither Consultant nor Consultant'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 Consultant by reason of delays or hindrances in the performance of the Services, to the extent not caused by the County.

c) Intentionally Omitted

ARTICLE 5) COMPENSATION

a) Basis of Payment

The County will pay Consultant 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 Consultant shall be in accordance with the cost provisions contained in the Agreement and shall contain a detailed description of all 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 Consultant 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. Consultant 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 Consultant to the County.

The Consultant acknowledges its duty to ensure the accuracy of all invoices submitted to the County for payment. By submitting the invoices, the Consultant certifies that all itemized entries set forth in the invoices are true and correct. The Consultant acknowledges that by submitting the invoices, it certifies 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 Consultant 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 Consultant, and reporting the matter to the Cook County Office of the Independent Inspector General.

When a Consultant receives any payment from the County for any Services, it has provided to the County pursuant to its Agreement, the Consultant must make payment to its Subcontractors within 15 days after receipt of payment from the County, provided that such Subcontractor has satisfactorily provided the Services in accordance with the Agreement and provided the Consultant with all of the documents and information required of the Consultant. The Consultant may delay or postpone payment to a Subcontractor when the Subcontractor's Services do not comply with the requirements of the Agreement, the Consultant 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 Consultant 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 termination will be made to Consultant. Payments for Services accepted by the County beyond the date of termination will be made to Consultant as notified to the Consultant by the County

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 Adjustments

County agrees that pricing will be adjusted by Consultant annually and, additionally, following any wage, tax, benefit, or other cost increase as the result of any legislative change or agency action (including but not limited to, increases in costs for Consultant to comply with the provisions of recent laws or related guidance). Consultant will provide thirty (30) days' prior written notice of any adjustment. Adjustments will be applied as of the effective date of the increased tax, benefit, or cost. Consultant will also adjust pricing for changes in sales, use, or gross receipts taxes.

g) Consultant Credits

To the extent the Consultant 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 Agreement, such credits belong to the County and not any specific Using Agency. Consultant shall reflect any such credits on its invoices and in the amounts it invoices the County.

ARTICLE 6) DISPUTES

Any dispute arising under this Agreement between the County and Consultant shall be decided by the Chief Procurement Officer. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant provision(s) of the Agreement 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 (5) days of such request. The Chief Procurement Officer will reduce his decision to writing and mail or otherwise furnish a copy thereof to the Consultant. 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, but shall not preclude Consultant from seeking such relief. 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, Consultant 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 Consultant, 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 Consultant shall observe and comply with the applicable 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 Agreement 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 Consultant's employees (excluding Assigned Employees), agents or Subcontractor shall be the responsibility of the Consultant. Consultant shall also require Assigned Employees to comply with the requirements mentioned here.

The Consultant 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, Consultant:

i) warrants that Consultant 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 Consultant 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 Consultant 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 consultant or Subcontractor for any purpose in the performance of its Services under this Agreement;

iv) warrants that Consultant 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 Consultant 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 Consultant and, to the best of its knowledge, its Subcontractors are not in violation of the provisions of the Illinois Criminal Code, 720 ILCS 5/33E as amended; and

vii) acknowledges that any certification, affidavit or acknowledgment made under oath in connection with this Agreement is made under penalty of perjury and, if false, is also cause for termination under Sections 9.a and 9.c.

b) Ethics

i) In addition to the foregoing warranties and representations, Consultant warrants:

(1) no officer, agent or employee of the County is employed by Consultant or has a financial interest directly or indirectly in this Agreement or the compensation to be paid under this Agreement except as may be permitted in writing by the Board of Ethics.

(2) no payment, gratuity or offer of employment will be made in connection with this Agreement by or on behalf of any Subcontractors to the prime Consultant 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 Consultant, 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 Consultant 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, Consultant 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) Consultant 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)Consultant agrees at the onset of this agreement and continuously thereafter, to review its client list and inform the County of any potential conflicts or actual conflicts within seven (7) business days of its discovery . If Consultant 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 Consultant 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 Consultant's Services for others conflict with the Services Consultant is to render for the County under this Agreement County reserves the right to terminate this Agreement.

vi) Furthermore, if any federal funds are to be used to compensate or reimburse Consultant under this Agreement, Consultant 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, Consultant 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

Consultant and any assignee or Subcontractor of Consultant 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, AND SUSPENSION

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 Consultant to the County.

ii) Consultant's material failure to perform any of its obligations under this Agreement including the following:

(a) Failure due to a reason or circumstances within Consultant'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) Intentionally Omitted;

(d) Discontinuance of the Services for reasons within Consultant'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 Consultant without the prior written approval of the Chief Procurement Officer, which approval the Chief Procurement Officer will not unreasonably withhold.

iv) Consultant's default under any other agreement it may presently have or may enter into with the County during the life of this Agreement. Consultant 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) Consultant'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 Consultant in default. The Chief Procurement Officer may in his sole discretion give Consultant 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 Consultant 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 Consultant 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 Consultant 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, Consultant must discontinue any Services, unless otherwise directed in the notice, and require Assigned Employees to deliver all materials accumulated during their 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) Intentionally Omitted;

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 Consultant's compensation under this Agreement;

vi) The right to consider Consultant 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 Consultant to continue to provide the Services despite one or more events of default, Consultant 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 Consultant. The County will give notice to Consultant in accordance with the provisions of Article 11. The effective date of termination will be the date the notice is received by Consultant 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, Consultant 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 Consultant must attempt to agree on the amount of compensation to be paid to Consultant, but if not agreed on, the dispute must be settled in accordance with Article 6 of this Agreement. The payment so made to Consultant is in full settlement for all Services satisfactorily performed under this Agreement.

Consultant 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. Consultant will not be entitled to make any early termination claims against the County

resulting from any Subcontractor's claims against Consultant 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 Consultant suspend its Services, or any part of them, by giving 15 days prior written notice to Consultant 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. Consultant 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 Consultant when necessary for continuation or completion of Services. Consultant agrees to make reasonable efforts to resuming services with the same assigned employees for purposes of continuity. County acknowledges that due to the nature of the Agreement, previously placed assigned employees may not be available to resume Services at the time Consultant resumes performance and accepts placement of new assigned employees under the terms of this Agreement.

e) Intentionally Omitted

f) Delays

Consultant agrees that no charges or claims for damages shall be made by Consultant for any delays or hindrances from any cause whatsoever during the progress of any portion of this Agreement.

g) Prepaid Fees

In the event this Agreement is terminated by either party, for cause or otherwise, and the County has prepaid for any Services, Consultant shall refund to the County, on a prorated basis to the effective date of termination, all amounts prepaid for Services 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**

Consultant 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 Consultant to enter into this Agreement or has been relied upon by Consultant, 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**

Consultant acknowledges that Consultant 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. Consultant did so review those documents, and either every such statement, representation, promise or provision has been included in this Agreement or else, if omitted, Consultant 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 Agreement make amendments to the Agreement but only as provided in this section. Such amendments shall only be made by mutual agreement in writing.

In the case of Agreement not approved by the Board, the Chief Procurement Officer may amend an agreement provided that any such amendment does not extend the Agreement 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 Agreement beyond $150,000. Such action may only be made with the advance written approval of the Chief Procurement Officer. If the amendment extends the Agreement 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 Agreement. Any amendments to this Agreement made without the express written approval of the Chief Procurement Officer is void and unenforceable.

Consultant is hereby notified that, except for amendments which are made in accordance with this Section10.c. Contract Amendments, no Using Agency or employee thereof has authority to make any amendment to this Agreement.

d) Governing Law and Jurisdiction

This Agreement shall be governed by and construed under the laws of the State of Illinois. The Consultant 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 Agreement, or arising from any dispute or controversy arising in connection with or related to the Agreement, shall be litigated only in courts within the Circuit Court of Cook County, State of Illinois, and the Consultant consents and submits to the jurisdiction thereof. In accordance with these provisions, Consultant waives any right it may have to transfer or change the venue of any litigation brought against it by the County pursuant to this Agreement.

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 permitted assigns.

g) Cooperation

Consultant 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, Consultant must, in accordance with the agreed pay rate in Schedule 1 herein,, 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 Consultant's performance in any respect or waives a requirement or condition to either the County's or Consultant'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 Consultant in writing.

i) Independent Consultant

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 Consultant and the County. The rights and the obligations of the parties are only those expressly set forth in this Agreement. Consultant must perform under this Agreement as an independent Consultant and not as a representative, employee, agent, or partner of the County.

This Agreement is between the County and an independent Consultant and, if Consultant 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 Consultant performing the Services required under this Agreement.

ii) Consultant and/or its Employees are 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 Consultant.

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 Agreement.

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 Agreement (i.e., comparable government procurement). Each entity wishing to reference this Agreement must have prior authorization from the County of Cook and the Consultant. 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 Agreement.

l) Force Majeure

Neither Consultant nor County shall be liable for failing to fulfill any obligation under this Agreement 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.

m) Federal Clauses

The following provisions apply to all Agreements which are funded in whole or in part with federal funds including without limitation the following.

1. Interest of Members of or Delegates to the United States Congress
In accordance with 41 U.S.C. § 22, the Contractor agrees that it will not admit any member of or delegate to the United States Congress to any share or part of the Contract or any benefit derived therefrom.

2. False or Fraudulent Statements and Claims
(a) The Contractor recognizes that the requirements of the Program Fraud Civil Remedies Act of 1986, as amended, 49 U.S.C. §§ 3081 et seq and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to the Contract. Accordingly, by signing the Contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, or it may make pertaining to the Contract, including without limitation any invoice for its services. In addition to other penalties that may be applicable, the Contractor also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986, as amended, on the Contractor to the extent the Federal Government deems appropriate.

(b) The Contractor also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the County or Federal Government in connection with an urbanized area formula project financed with Federal assistance authorized by 49 U.S.C. § 5307, the Government reserves the right to impose on the Contractor the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1), to the extent the Federal Government deems appropriate.

3. Federal Interest in Patents
(a) General. If any invention, improvement, or discovery of the Contractor is conceived or first actually reduced to practice in the course of or under the Contract, and that invention, improvement, or discovery is patentable under the laws of the Unites States of America or any foreign country, the Contractor agrees to notify County immediately and provide a detailed report.
(b) Federal Rights. Unless the Federal Government later makes a contrary determination in writing, the rights and responsibilities of the County, Contractor, and the Federal Government pertaining to that invention, improvement, or discovery will be determined in accordance with applicable Federal laws and regulations, including any waiver thereof. Unless the Federal Government later makes a contrary determination in writing, the Contractor agrees that, irrespective of its status or the status of any subcontractor at any tier (e.g., a large business, small business, non profit organization, institution of higher education, individual), the Contractor agrees it will transmit to the Federal Government those rights due the Federal Government in any invention resulting from the contract.

4. Federal Interest in Data and Copyrights

(a) Definition. The term "subject data" used in this section means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the Contract. Examples include, but are not limited, to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to Contract administration.

(b) Federal Restrictions. The following restrictions apply to all subject data first produced in the performance of the Contract. Except as provided in the Contract and except for its own internal use, the Contractor may not publish or publicly reproduce subject data in whole or in part, or in any manner or form, nor may the Contractor authorize others to do so, without the written consent of the County and the Federal Government, until such time as the Federal Government may have either released or approved the release of such data to the public.

(c) Federal Rights in Data and Copyrights. In accordance with subparts 34 and 36 of the Common Rule, the County and the Federal Government reserve a royalty free, non exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for County or Federal Government purposes, the types of subject data described below. Without the copyright owner's consent, the County and Federal Government may not extend their license to other parties.

(1) Any subject data developed under the contract or subagreement financed by a federal Grant Agreement or Cooperative Agreement, whether or not a copyright has been obtained; and

(2) Any rights of copyright which the Contractor purchases ownership with Federal assistance.

(d) Special Federal Rights for Planning Research and Development Projects. When the Federal Government provides financial assistance for a planning, research, development, or demonstration project, its general intention is to increase public knowledge, rather than limit the benefits of the project to participants in the project. Therefore, unless the Federal Government determines otherwise, the Contractor on a planning, research, development, or demonstration project agrees that, in addition to the rights in data and copyrights set forth above, the County or Federal Government may make available to any third party either a license in the copyright to the subject data or a copy of the subject data. If the project is not completed for any reason whatsoever, all data developed under the project will become subject data and will be delivered as the County or Federal Government may direct. This subsection, however, does not apply to adaptions of automatic data processing equipment or previously existing software programs for the County's use whose costs are financed with Federal transportation funds for capital projects.

(e) Hold Harmless. Unless prohibited by state law, upon request by the County or the Federal Government, the Contractor agrees to indemnify, save, and hold harmless the County and the Federal Government and their officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Contractor of proprietary rights,

copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Contract. The Contractor will not be required to indemnify the County or Federal Government for any such liability arising out of the wrongful acts of employees or agents of the County or Federal Government.

(f) Restrictions on Access to Patent Rights. Nothing contained in this section on rights in data will imply a license to the County or Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the County or Federal Government under any patent.

(g) Application on Materials Incorporated into Project. The requirements of Subsections 2, 3, and 4 of this Section do not apply to material furnished by the County and incorporated into the work.

5. Records and Audits

Contractor will deliver or cause to be delivered all documents (including but not limited to all Deliverables and supporting data, records, graphs, charts and notes) prepared by or for the County under the terms of this Agreement to the County promptly in accordance with the time limits prescribed in this Contract, and if no time limit is specified, then upon reasonable demand therefor or upon termination or completion of the Services hereunder. In the event of the failure by the Contractor to make such delivery, then and in that event, the Contractor will pay to County reasonable damages the County may sustain by reason thereof.

The County and the Federal Government will have the right to audit all payments made to the Contractor under this Agreement. Any payments to the Contractor which exceed the amount to which the Contractor is entitled under the terms of this Agreement will be subject to set off.

The Contractor will keep and retain records relating to this Agreement and will make such records available to representatives of the County and the Federal Government, including without limitation the sponsoring federal agency, other participating agencies, and the Comptroller General of the United States, at reasonable times during the performance of this Agreement and for at least five years after termination of this Agreement for purposes of audit, inspection, copying, transcribing and abstracting.

No provision in this Agreement granting the County or the Federal Government a right of access to records is intended to impair, limit or affect any right of access to such records which the County or the Federal Government would have had in the absence of such provisions.

6. Environmental Requirements

The Contractor recognizes that many Federal and state laws imposing environmental and resource conservation requirements may apply to the Contract. Some, but not all, of the major Federal Laws that may affect the Contract include: the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq.; the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. and scattered sections of 29 U.S.C.; the Clean Water Act, as amended, scattered sections of 33 U.S.C. and 12 U.S.C.; the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §§ 6901 et seq.; and the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, 42 U.S.C. §§

9601 et seq. The Contractor also recognizes that U.S. EPA, U.S. DOT and other agencies of the Federal Government have issued and are expected in the future to issue regulations, guidelines, standards, orders, directives, or other requirements that may affect the Contract. Thus, the Contractor agrees to adhere to, and impose on its subcontractors, any such Federal requirements as the Federal Government may now or in the future promulgate. Listed below are requirements of particular concern.

The Contractor acknowledges that this list does not constitute the Contractor's entire obligation to meet all Federal environmental and resource conservation requirements. The Contractor will include these provisions in all subcontracts.

(a) Environmental Protection. The Contractor agrees to comply with the applicable requirements of the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq. in accordance with Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations," 59 Fed. Reg. 7629, Feb. 16, 1994; U.S. DOT statutory requirements on environmental matters at 49 U.S.C. § 5324(b); Council on Environmental Quality regulations on compliance with the National Environmental Policy Act of 1969, as amended, 40 C.F.R. Part 1500 et seq.; and U.S. DOT regulations, "Environmental Impact and Related Procedures," 23 C.F.R. Part 771 and 49 C.F.R. Part 622.

(b) Air Quality. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. Specifically, the Contractor agrees to comply with applicable requirements of U.S. EPA regulations, "Conformity to State of Federal Implementation Plans of Transportation Plans, Programs, and Projects Developed, Funded or Approved Under Title 23 U.S.C. or the Federal Transit Act," 40 C.F.R. Part 51, Subpart T; and "Determining Conformity of Federal Actions to State or Federal Implementation Plans," 40 C.F.R. Part 93. The Contractor further agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the County and the appropriate U.S. EPA Regional Office.

(c) Clean Water. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 et seq. The Contractor further agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the County and the appropriate U.S. EPA Regional Office.

(d) List of Violating Facilities. The Contractor agrees that any facility to be used in the performance of the Contract or to benefit from the Contract will not be listed on the U.S. EPA List of Violating Facilities ("List"), and the Contractor will promptly notify the County if the Contractor receives any communication from the U.S. EPA that such a facility is under consideration for inclusion on the List.

(e) Preference for Recycled Products. To the extent practicable and economically feasible and to the extent that it does not reduce or impair the quality of the work, the Contractor agrees to use recycled products in performance of the Contract pursuant to U.S. Environment Protection Agency (U.S. EPA) guidelines at 40 C.F.R. Parts 247 253, which implement section 6002 of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. § 6962.

7. No Exclusionary or Discriminatory Specifications

Apart from inconsistent requirements imposed by Federal statute or regulations, the Contractor agrees that it will comply with the requirements of 49 U.S.C. § 5323(h)(2) by refraining from using any Federal assistance to support subcontracts procured using exclusionary or discriminatory specifications.

8. No Federal Government Obligations to Third Parties

The Contractor agrees that, absent the Federal Government's express written consent, the Federal Government will not be subject to any obligations or liabilities to any contractor or any other person not a party to the Grant Agreement or Cooperative Agreement between the County and the Federal Government which is a source of funds for this Contract. Notwithstanding any concurrence provided by the Federal Government in or approval of any solicitation, agreement, or contract, the Federal Government continues to have no obligations or liabilities to any party, including the Contractor.

9. Allowable Costs

Notwithstanding any compensation provision to the contrary, the Contractor's compensation under this Contract will be limited to those amounts which are allowable and allocable to the Contract in accordance with OMB Circular A 87 and the regulations in 49 C.F.R. Part 18. To the extent that an audit reveals that the Contractor has received payment in excess of such amounts, the County may offset such excess payments against any future payments due to the Contractor and, if no future payments are due or if future payments are less than such excess, the Contractor will promptly refund the amount of the excess payments to the County.

10. Trade Restrictions

Contractor certifies that neither it nor any Subcontractor:

(a) is owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);

(b) has knowingly entered into any contract or subcontract with a person that is a citizen or national of a foreign country on said list, nor is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;

(c) will procure, subcontract for, or recommend any product that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no Notice to Proceed will be issued to an entity who is unable to certify to the above. If Contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the USDOT may direct, through the County, cancellation of the Contract at no cost to the Government.

Further, Contractor agrees that it will incorporate this provision for certification without modification in each subcontract. Contractor may rely on the certification of a prospective Subcontractor unless it has knowledge that the certification is erroneous. Contractor will provide immediate written notice to the County if it learns that its certification or that of a Subcontractor was erroneous when submitted or has become erroneous by reason of

changed circumstances. Each Subcontractor must agree to provide written notice to Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances. Nothing contained in the foregoing will be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision.
The knowledge and information of the Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 100.

11. Contract Work Hours and Safety Standards Act
If applicable according to their terms, the Contractor agrees to comply and assures compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. §§ 327 through 333, and implementing U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. Part 5; and U.S. DOL regulations, "Safety and Health Regulations for Construction," 29 C.F.R. Part 1926. In addition to other requirements that may apply:
(a) In accordance with section of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. §§ 327 through 332, the Contractor agrees and assures that, for the Contract, the wages of every mechanic and laborer will be computed on the basis of a standard work week of 40 hours, and that each worker will be compensated for work exceeding the standard work week at a rate of not less than 1.5 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The Contractor agrees that determinations pertaining to these requirements will be made in accordance with applicable U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. Part 5.
(b) In accordance with section 107 of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. § 333, the contractor agrees and assures that no laborer or mechanic working on a construction contract will be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to his or her health and safety, as determined in accordance with U.S. DOL regulations, "Safety and Health Regulations for Construction," 29 C.F.R. Part 1926.

12. Copyright Ownership
Consultant and the County intend that, to the extent permitted by law, the Deliverables to be produced by Consultant at the County's instance and expense pursuant to this Agreement are conclusively deemed "works made for hire" within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. §101 et seq. (the "Copyright Act"), and that the County will be the copyright owner of the Deliverables and of all aspects, elements and components of them in which copyright can subsist.

To the extent that any Deliverable does not qualify as a "work made for hire," Consultant irrevocably grants, conveys, bargains, sells, assigns, transfers and delivers to the County, its successors and assigns, all right, title and interest in and to the copyrights and all U.S. and foreign copyright registrations, copyright applications and copyright renewals for them, and other intangible, intellectual property embodied in or pertaining to the Deliverables prepared for the County under this Agreement, free and clear of any liens, claims or other encumbrances, to the fullest extent permitted by law. Consultant will execute all documents and perform all acts that the County may reasonably request in order to assist the County in perfecting its rights in and to the copyrights relating to the Deliverables, at the sole expense of the County.

Consultant warrants to County, its successors and assigns, that on the date of transfer Consultant is the lawful owner of good and marketable title in and to the copyrights for the Deliverables and has the legal rights to fully assign them. Consultant further warrants that it has not assigned any copyrights nor granted any licenses, exclusive or nonexclusive, to any other party, and that it is not a party to any other agreements or subject to any other restrictions with respect to the Deliverables. Consultant warrants and represents that the Deliverables are complete and comprehensive, and the Deliverables are a work of original authorship.

13. Visual Rights Act Waiver

The Consultant/Contractor waives any and all rights that may be granted or conferred under Section 106A and Section 113 of the United States Copyright Act, (17 U.S.C. § 101 et seq.) (the "Copyright Act") in any work of visual art that may be provided pursuant to this Agreement. Also, the Consultant/Contractor represents and warrants that the Consultant/Contractor has obtained a waiver of Section 106A and Section 113 of the Copyright Act as necessary from any employees and subcontractors, if any.

14. Equal Employment Opportunity

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired

about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency,

instrumentality or subdivision of such government which does not participate in work on or under the contract.
The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.
The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

15. Copeland "Anti-Kickback" Act (40 U.S.C. 3145))
All contracts and subgrants in excess of $2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

16. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)
Where applicable, all contracts awarded by recipients in excess of $100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provides that no laborer or mechanic shall be required to work in

surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

17. Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

18. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended

Contracts and subgrants of amounts in excess of $150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

19. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

20. Debarment and Suspension (E.O.s 12549 and 12689)

No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

ARTICLE 11) NOTICES

All notices required pursuant to this Agreement 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:

Cook County Office of the Comptroller
161 N. Clark Street, Suite 1900
Chicago, Illinois 60601
Attention: Department Director

and

Cook County Chief Procurement Officer
161 N. Clark Street, Suite 2300
Chicago, Illinois 60601
(Include County Contract Number on all notices)

If to Consultant: Kelly Services, Inc.
999. West Big Beaver Rd., Troy, MI 48084
Attention: Lisa Green, Senior Account Executive

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 Consultant 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 Consultant have been made with complete and full authority to commit Consultant to all terms and conditions of this Agreement, including each and every representation, certification and warranty contained in it, including the representations, certifications and warranties collectively incorporated by reference in it.

EXHIBIT 1

Statement of Work

TEMPORARY STAFFING SERVICES

A. Placement Requirements

i. Request for Placement

a. Cook County Office of the Comptroller shall notify the Consultant (via email) of temporary staff assignments as requirements arise and provide the following information for each assignment:

- Summary of duties and/or job description;
- Assignment start date;
- Estimated assignment end date;
- Daily work schedule hours;
- Point of contact

b. Upon receipt of an assignment notification, the Consultant shall propose a selection of employees who have the appropriate level of experience, knowledge, and ability suitable for the specific assignment.

c. The Consultant shall provide the COMPTROLLER with a proposal including confirmation of completed reference checks, background checks, and appropriate screenings no later than one (1) business day after receipt of notification of assignment from COMPTROLLER unless COMPTROLLER agrees to extend the timeframe.

d. COMPTROLLER reserves the right to interview the candidates by phone, virtually, or in-person at its sole discretion and to select the proposed Assigned Employee best suited for the position based upon the Assigned Employee's qualifications and hourly rates.

e. COMPTROLLER reserves the right to reject any proposed Assigned Employee.

f. COMPTROLLER reserves the right to terminate any Assigned Employee's assignment at any time.

g. Responses to requests should clearly state if an Assigned Employee can or cannot be provided. Lack of any response by the deadline of one (1) business day will be considered as an inability to provide an Assigned Employee.

ii. Time Requirements for Placement

Unless COMPTROLLER permits a longer response time, the Consultant shall have two (2) business days to fill a request. COMPTROLLER acknowledges that some positions may take longer to fill due to current challenges in the labor market and the impact of COVID-19. As such, requests for a longer response time will not be unreasonably denied. A business day is defined as Monday through Friday, except state holidays, between the hours of 8:00 a.m. local time and 5:00 p.m. local time.

iii. Effect of Termination of Assigned Employee
Upon written notice from County to Consultant of unsatisfactory performance during an Assigned Employee's first sixteen (16) working hours, Consultant will credit charges for up to 16 hours of such Assigned Employee's work and furnish a replacement as soon as practicable. Notice of unsatisfactory performance after an Assigned Employee's initial 16 hours will be addressed by the parties when an Assigned Employee leaves, at any time or his/her assignment is terminated, the Consultant shall require Assigned Employees to return any unreturned keys, ID badges, etc. Consultant shall notify COMPTROLLER within 24 hours of any Assigned Employee leaving (not returning to work for) the County.

B. Hours of Work

i. Standard Hours of Work
Standard work hours are a 7-hour day, Monday through Friday, scheduled in coordination with COMPTROLLER. COMPTROLLER may utilize Assigned Employee as much as 40 hours per week. Any hours worked beyond the 40 hours (in a work week) requires written prior approval by COMPTROLLER. The Consultant shall not be paid for any hours worked outside of the approved time frame, unless specifically requested, in writing by COMPTROLLER. Overtime billing rates for hours worked in a work week would be at 1 ½ times the hourly rate for the position.
Full-time Assigned Employee will have a one-hour unpaid meal period at the discretion of the County. This unpaid one-hour period is in addition to the standard 7 work hours.

ii. Shortened Workdays
COMPTROLLER reserves the right to shorten the workday of any Assigned Employee to no less than four (4) hours at any time. COMPTROLLER shall provide the Consultant with at least four (4) hours advance notice when an Assigned Employee's workday is shortened. The Consultant shall be responsible for notifying the Assigned Employee of

the shortened workday in advance. COMPTROLLER may notify the Assigned Employee but must contact the Consultant advising them of an Assigned Employee's shortened workday.

iii. Calculation of Daily Time

COMPTROLLER will pay the Consultant for the hours the Assigned Employee has worked within their scheduled hours. Rounding of time on a daily basis will be acceptable in accordance with the "Rule of 7":

- If 7 minutes or less, then round down to the nearest quarter hour;
- If 8 minutes or more, then round up to the nearest quarter hour providing rounding does not exceed the number of hours requested.

iv. Time Cards

The Consultant must maintain complete accurate accounting records to substantiate all charges and must provide each Assigned Employee with weekly timesheets. Timesheets shall be maintained by each Assigned Employee on a daily basis. It is the Consultant's responsibility to instruct Assigned Employee on how to complete the timesheets. Hours worked will be signed on a daily or weekly basis by the designated supervisor/manager at the worksite.

COMPTROLLER will pay only for actual hours worked at the designated location. No other expenses or allowances will be paid by COMPTROLLER.

C. Background Checks

The Consultant shall conduct a criminal history background check on all potential Assigned Employees prior to placing the Assigned Employee with COMPTROLLER. The Consultant shall be responsible for the cost of conducting criminal background checks.

The Contractor shall not propose any Assigned Employee with a criminal background.

D. Assignments

Assigned Employees shall arrive on-site at the time requested and in proper attire. COMPTROLLER will provide on-site training to Assigned Employees, inclusive of equipment, to ensure successful completion of duties. Access to necessary equipment, facilities, and supplies needed to perform the work assigned will be provided. COMPTROLLER will oversee the work performed by Assigned Employees within business operations to ensure a suitable place of work that complies with all applicable Federal, State and local health and safety laws to include, but not be limited to:

- Title VII of the Civil Rights Act
- Fair Labor Standards Act
- Age Discrimination in Employment Act
- Americans With Disabilities Act
- Uniformed Services Employment and Reemployment Rights Act
- Affordable Care Act
- Pregnancy Discrimination Act
- Family Medical Leave Act
- Fair Credit Reporting Act

E. Supervision of Assigned Employees
Assigned Employees shall be supervised by County. County shall have direct control over the daily activities of the Assigned Employees. Work policies, procedures, and standards established by COMPTROLLER shall be followed at all times.
Assigned Employees shall conform in all respects with regard to physical, fire and security/safety regulations while on the County's premises. Contractor shall be responsible for obtaining all rules, regulations, policies, etc. from COMPTROLLER, as needed.

F. Invoicing
Consultant shall remit invoices on weekly basis to the following email address: Kimberly.McEwen@cookcountyil.gov;
Payment for such invoices shall be due upon receipt (Consultant acknowledges that County's processing of the invoice may take up to thirty (30) days).
Questions pertaining to the payment of invoices, shall be directed to COMPTROLLER's Executive Assistant at (312)603-5601 or kimberly.mcewen@cookcountyil.gov

G. County's Responsibilities
As the recipient of the Services, County is responsible for:

i) controlling the environment in which Assigned Employees perform their work, the details of their work, and their work product;

ii) providing Assigned Employees with a safe and suitable workplace and provide Consultant with prompt notice of any injury suffered by any Assigned Employee;

iii) using Assigned Employees only in placements that match the job descriptions for which Consultant assigns them;

iv) providing adequate internal controls, supervision, and instructions for Assigned Employees, and be responsible for their conduct when they are required to handle cash, confidential or credit card information, trade secrets, valuables, or similar property;

v) the use of any vehicle (including vehicle contents), powered mobile equipment or County issued property by Assigned Employees in connection with an order, except for workers' compensation claims of Assigned Employees;

vi) provide a DD254 (Contract Security Classification Specification form) to Consultant for any orders in which a security clearance is required for Assigned Employees to perform job duties and a new DD254 in the event any job duties change or Assigned Employee is required to work on a different project; and

vii) comply with duties imposed on the recipient of staffing services by law, rule, or regulation, including providing Consultant with adequate information regarding work by any Assigned Employee that is subject to the Service Contract Act.

EXHIBIT 2

Maximum Compensation: Compensation under this agreement shall not exceed $840,000.00 during the Agreement's Term without prior authorization as per Article 10 Section C.

Position Title/Payroll & Garnishment	Responsabilities/Sumary	Minimum Qualifications	Preferred Qualifications	Salary	May Pay Rate	Max Hourly Bill Rate
Payroll Supervisor	Under the general direction of the Comptroller, functions in the capacity of full time payroll manager, relative to reviewing, releasing and processing all payroll materials from all departments and agencies of the County, except the Cook County Health & Hospitals System, on a bi-weekly basis. Supervises six staff members in the processing of appointments, promotions, employment separations, anniversary increases, changes in name, address, federal and state withholding taxes and other changes to the payroll master information. Prepares and distributes Time and Attendance reports on a bi-weekly basis and completes all other procedures relevant to payroll, i.e. balancing, deposit of all amounts deducted for payroll taxes, preparation and distribution of W-2 forms, etc. Maintains confidential records on behalf of the Comptroller relative to the bi-weekly payroll consisting of 19,000 employees.	(1) Bachelor's Degree or higher. (2) Five years management experience supervising payroll functions and related payroll delivery/audit/processing systems.	Experience with (1) Oracle EBS or other ERP payroll module; (2) Workforce or other time and attendance systems; (3) payroll tax reporting; (4) Excel; (5) Ability to document procedures and identify opportunities for process improvements.	$ 107,772	$ 51.81	$ 85.49
ASSISTANT PAYROLL	Under the direction of the Payroll Supervisor, assists with functions of a full time payroll manager, relative to reviewing, releasing and processing payroll materials from all departments and agencies of the County on a bi-weekly basis. Manages all aspects of payroll processes and supervises the Comptroller's payroll team to ensure payroll compliance and accuracy, oversees the administration of payment for regular wages, overtime wages, payouts, payment awards and other. compensation related distributions. Provides technical assistance and support with systems payroll, Cook County Time (CCT) and Attendance Systems and Enterprise Resource Planning (ERP) system implementations. Works collaboratively with Human Resources and County technical teams to ensure accurate payroll processing and to resolve/prevent payroll system glitches. Maintains payroll policies and procedures. Responsible for the preparation /review and submission of the quarterly payroll taxes, W-2 process and payroll reporting. May perform other duties as assigned.	(1) Bachelor Degree or higher. (2) Four years payroll experience utilizing an ERP system; (3) One year supervisory experience.	Experience with (1) Oracle EBS or other ERP payroll module; (2) Workforce or other time and attendance systems; (3) payroll tax reporting; (4) Excel; (5) Ability to document procedures and identify opportunities for process improvements.	$ 96,579	$ 46.43	$ 76.61

PAYROLL SYSTEMS COORDINATOR	Under the direction of the Payroll Supervisor/ Assistant Payroll Supervisor, performs the time and attendance system payroll administrative functions for the Offices Under The President (UTP) on a biweekly basis. Provides technical assistance and support with systems payroll, Work Force time and attendance systems, and future enterprise resource system implementations. Provides assistance to the Payroll Supervisor/ Assistant Payroll Supervisor with the management of the bi-weekly payroll process, submission and preparation of the quarterly payroll taxes, W-2 process, and payroll reporting. Leverages staff expertise in Payroll to develop and deliver maximum efficiency with payroll processes. Recommends technical and non-technical solutions including potential modification of existing payroll business processes, enhancement of existing payroll application systems, implementation of purchased software solutions or the development of a new payroll application system. Performs other duties as assigned.	(1)H igh School Diploma; (2) Five (5) years of full time work experience utilizing a payroll and time attendance applications and software system.-or- (3)B achelor's Degree.; (4) One year experience utilizing a payroll and time attendance applications and software system.	(1) Bachelors Degree in Computer Science or Information Technology and Experience with (2) Oracle EBS payroll; (3) Workforce time and attendance systems; (4) payroll tax reporting; (5) Excel	$ 858,123	$ 41.26	$ 68.07

PAYROLL ANALYST	Functions as a Payroll Analyst under the general direction of the Payroll Supervisor and Assistant Payroll Supervisor of the Payroll Department of the office. Processes the direct deposit (NACHA) and check (positive pay) transmission files in the EBS Payroll System. Responsible for handling direct deposits paid in error, to review and analyze overpayments and automated clearing house returns (ACH). Perform and maintain the collection processes to resolve overpayments and payments made in error. Coordinates the processing of payments received and ACH returns with the General Accounting team Provides assistance with bi-weekly payroll, payroll costing and journal entry, payroll tax, W-2 and yearend processes. Prepares and maintains procedures and policies as well as support files. Performs other duties as assigned.	(1) Bachelor's Degree in Accounting, Finance, or Business Administration; (2) Experience: (a) Five years as an analyst, auditor, accountant, collection manager, or banker; (b) utilizing ERP systems.	(1) Masters in Accounting, Finance or Business Administration; and (2) CPA; (3) Ability to document procedures and identify opportunities for process improvements.	$ 84,414.00	$ 40.58	$ 66.96

CENTRAL PAYROLL PROCESSOR II	Under the direction of the Payroll Supervisor/Assistant Payroll Supervisor, performs a variety of payroll functions including reviewing and reconciling timesheet and payroll reports from the respective County Departments. Enters payroll data into the enterprise resource planning system (ERP). Ensures balances are accurate in the ERP. Process the bi-weekly payroll for assigned payroll groups. Verify the calculation of settlements and CBA agreements for the assigned payroll group. Calculate Military Leave pay for employees serving in the Armed Forces. Assists with the payroll costing journal process, the payroll tax process, yearend process and the maintaining of payroll policies and procedures, perform other duties as assigned.	(1) High School Diploma and six years' payroll experience; OR Associate Degree and four years payroll experience; OR Bachelors Degree and two years payroll experience;	Experience; OR Bachelors Degree and two years payroll experience;	$ 64,828.0	$ 31.17	$ 51.43
CENTRAL PAYROLL PROCESSOR III	Under the direction of the Payroll Supervisor/ Assistant Payroll Supervisor, verifies and analyzes timesheet and payroll reports from various county departments. Analyzes and enters, t data into the enterprise resource planning p system (ERP). Ensures the payroll data that is contained in the ERP is reconciled and balanced. Processes the payroll costing journals for general ledger processing. Verify information by running journals, checking Deduction Benefit Accrual (DBA) and Personnel Action Forms (PAFs) and running reports. Maintains the Federal and State withholding W-4 card files, bond files and bond deduction cards for the Corporate payroll system including, union fee deductions, Universal Life Insurance deductions, pre-pay legal files and tax deductions. Manage the union dues deduction master list for both the Corporate and Health and Hospital payroll processes. Prepares ad hoc reports. Assist with the processing of the payroll costing journals for general ledger processing. Assists with the payroll tax reconciliation and filing and year-end processes as well as with the maintaining of payroll policies and procedures. Perform other duties as assigned.	(1) High School Diploma and seven years' payroll work experience; OR Bachelors Degree and Four years payroll experience; (3) Word and Excel experience	Experience: Oracle EBS or other ERP system; Time and Attendance system	$ 71,106.00	$ 34.19	$ 56.41

WAGE GARNISHMENT PROCESSOR I	Under the supervision of the Payroll Supervisor and/or Assistant Payroll Supervisor, responds to inquiries on citation and/or affidavits for wage deductions for both Corporate and Cook County Health (CCH). Reviews, researches and performs data entry of garnishment case data into Oracle EBS; calculates deductions; creates file cards; file folders; and prepares documentation for each new case. Maintains legal garnishment paperwork, submits copies of completed forms to attorneys and designated courts via fax. Submits garnishment information to the supervisor to obtain approval for wage garnishment payments. Maintains the master turnover listing. Receives, sorts, and mails all third-party checks. Performs other duties as assigned.	(1) High School Diploma and six years wage garnishment payroll experience, OR (2) Associate's Degree and four years wage garnishment payroll experience, OR (3) Bachelor's Degree and two years wage garnishment payroll experience	Experience: (1) Oracle EBS or other ERP system; (2) Excel and Word	56395	$ 27.11	$ 44.74
WAGE GARNISHMENT PROCESSOR II	Under the management of the Payroll Supervisor or Assistant Payroll Supervisor processes bankruptcy, child support, citations Internal Revenue Service (IRS) levies, Illinois Department of Revenue levies, student loans and other wage garnishments. Performs tasks to establish. and maintain confidential employee records regarding court orders, child support matters and bankruptcies. Serves as a liaison between attorneys, trustees, employees, State Disbursement Unit (SDU) agents, Family Health Care Services (FHCS) agents and other agencies. Updates, verifies, confirms and processes child support orders which come directly from the electronic Income Withholding Orders System (eIWO) court order and legal documents from authorized trustees. Verifies and processes balances and releases of child support orders, bankruptcies, audit trail reports and other garnishments. Performs data entry into the Oracle E-Business Suite (EBS) System, maintains data, statistics and metrics utilizing Microsoft Office Suite and prepares letters as required. Provides assistance with the bi-weekly payroll process. Performs other duties as assigned.	(1) High School Diploma and eight years wage garnishment payroll experience, OR (2) Associate's Degree and six years wage garnishment payroll experience, OR (3) Bachelor's Degree and four years wage garnishment payroll experience	Experience: (1) Oracle EBS or other ERP system; (2) Excel and Word	$ 64,828.00	$ 31.17	$ 51.43

WAGE GARNISHMENT PROCESSOR III	Provides assistance to the Wage Garnishment Supervisor to coordinate Corporate and process Cook County Health and Hospital System (CCHHS) bankruptcy/child support and citations for levies and student loans. Performs all tasks in establishing and maintaining confidential employee records such as court ordered garnishments, child support, tax levies, state levies, student loans, State Disbursement Unit (SDU) agents, Family Health Care Service (FHCS) agents and other entities. Updates, verifies, confirms and processes child support orders coming directly from the electronic Income Withholding Orders System (e-IWOS) for all CCHHS and maintaining Corporate and CCHHS wage garnishments. Verifies and processes balances payroll reports and releases of garnishments and inputs general ledger warrants into Oracle JD Edwards System and prepares letters as required. In the absence of the Wage Garnishment Supervisor, oversees the operations of the Wage Garnishment department. Performs other duties as assigned.	(1) High School Diploma and ten years wage garnishment payroll experience, OR (2) Associate's Degree and eight years wage garnishment payroll experience, OR (3) Bachelor's Degree and six years wage garnishment payroll experience	Experience: (1) Oracle EBS or other ERP system; (2) Excel and Word	$ 78,085.00	$ 37.54	$ 61.94
CAPITAL ASSETS MANAGER	Under the direction of the Director of Financial Reporting, responsible for the accounting and tracking of Cook County capital assets in the Enterprise Resource Planning (ERP). Reviews quarterly year end assessment of additions and/or disposals of capital assets. As custodian of the Master Capital Assets Listing, serves as the primary contact relative to assisting in the on-going development of the department's utilization of the Enterprise Resource Planning (ERP) system to compute accurate depreciation of capital assets. Maintains and updates Capital Asset module and analyzes data received from departments for accuracy. Prepares special reports relative to statistics, depreciation and other accounting items. Confers with management on the status of audit, quarterly data receipts and financial reporting. Assist in the supervision of staff assigned to the annual audit of financial statements. May perform other individual or specialized accounting work as assigned.	(1) Bachelor Degree. (2) Five years experience as Accountant, Auditor, or Financial Administration in governmental; (3) one year government supervision; (4) One year Microsoft Office and utilizing an ERP system	Experience: (1) Oracle EBS or other ERP system; (2) Advanced Excel and Word experience	$ 83,159.00	$ 39.98	$ 65.97

SENIOR ACCOUNTING SYSTEMS ANALYST	Under the supervision of the Director of Financial Control / Director of Financial Reporting within the General Accounting-Financial Reporting (GAFR) area prepares and submits comprehensive reports, account reconciliations, schedules and support documentation for each assignment and keeps the director informed of all irregular findings. Establishes and maintains controls over the rate of expenditures, allocates funds to grant programs and verifies grant expenditures in terms of availability and appropriate fund accounts. Assists with the monthly and annual financial system closing process. Analyzes data received from various departments for accuracy and corresponds with/assists auditors during the annual audit of financial statements. Performs accounting tasks and prepares audit schedules in connection with various functions and operations of the Comptroller. Performs reconciliations of bank accounts; maintains ERP cash management module; prepares property tax reconciliations and schedules; and supervises/trains GAFR staff. Prepares and maintains accounting and financial reporting policies and procedures. Performs other duties as assigned.	(1) Bachelor's Degree in Accounting. (2)Five years' experience as an Accountant or Auditor. (3) Enterprise Resource Planning (ERP) system experience.	(1) Master's Degree in Accounting.(2) CPA; (3) Ability to document procedures and identify opportunities for process improvements.	$ 84,414.00	$ 40.58	$ 66.96
ACCOUNTING SYSTEMS ANALYST	Under the supervision of the Director of Financial Control/Director of Financial Reporting within the General Accounting-Finance Reporting (GAFR) area oversees all professional accounting systems services for the Comptroller's Office. Assumes responsibility for the full and comprehensive reporting of financial transactions. Responsible for cash receipts, cash disbursements, internal changes and fixed assets. Maintains computerized accounting systems and monitors/evaluates internal accounting control systems and external auditing processes. Confers with the Comptroller on policy issues and oversees the development and installation of new or revised accounting systems ensuring established departmental procedures are implemented. Assists in the preparation of monthly and Annual Comprehensive Financial Reports (ACFR); conducts periodic payroll analysis; and performs cash analysis/reconciliation of balance sheet items. Creates forms and prepares manuals required to train accounting and bookkeeping personnel. May perform other duties as assigned.	(1) Bachelor's degree in Accounting, Mathematics or Finance. (2) Three years' experience in government accounting or auditing (4) Enterprise Resource Planning (ERP) system experience. (5) Microsoft Word, Excel, PowerPoint and Access.	Experience utilizing Oracle EBS	$ 84,414.00	40.58	$ 66.96

ACCOUNTING ANALYST	Under the supervision of the Director of Financial Control / Director of Financial Reporting within the General Accounting-Financial Reporting area, performs complex comprehensive accounting for the Cook County Comptroller's Office. Prepares bank statement and financial system reconciliations. Originates and prepares general ledger account analyses and financial reports for the use of administrators and the organization. Assists with the monthly and annual financial system closing process. Assists with the annual external audit for the Comprehensive Annual Financial Report and Single Audit Report. Assists with cash flow analysis and the payroll tax reporting process. Prepares and maintains accounting and financial reporting policies and procedures. Performs other duties as assigned.	(1) Bachelor's Degree in Accounting.(2) Four years experience as an	(1)Master's Degree in Accounting. (2) CPA.	$ 65,482.0	$ 31.48	$ 51.94
GRANT ANALYST	Under the supervision of the Grant Management Director / Grant Manager within the General Accounting-Financial Reporting-Grants section, performs a variety of specialized and independent tasks surrounding the fiscal management of various federal, state, and private grants awarded to various Cook County Departments. Ensures adherence to grant guidance and established policies. Responsible for communicating with various County Departments to review grant award budgets and grant data setups in the County's financial system. Communicating with grantors and municipal partners regarding compliance with various grant related fiscal requirements.	(1) Bachelor's degree in Public Administration, Accounting, or Finance. (2) Three years experience in finance, general accounting, or grants. (3) Experience utilizing an Enterprise Resource Planning (ERP) system and Microsoft Office Suite.	(1) Master's degree in Finance, Business Management or Public Administration; OR (2) Five years experience in Finance, Business Management or Public Administration.(3) Ability to document procedures and identify opportunities for process improvements.	$ 71,957.00	$ 34.59	$ 57.08

ACCOUNTS PAYABLE SUPERVISOR	Under the general direction of Deputy Comptroller (Accounts Payable), oversees and supervises activities of Accounts Payable staff, including, but not limited to, vendor set-up and maintenance, vendor payments, employee reimbursements, monthly and annual reporting, and financial system closing process. Performs highly complex, confidential, and responsible financial work involving the operation and control of financial matters. Works with the Deputy Comptroller with the formulation and implementation of policies, rules, and regulations affecting financial control and management of the Office of the Comptroller. Works in tandem with the County's leadership to provide Accounts Payable information needed for the annual external audit process and compilation of Annual Comprehensive Financial Report (ACFR). Performs other duties as assigned.	(1)Bachelor's degree. (2) Five (5) years of full-time work experience supervising accounts payable functions or processes. (3) Two (2) years of supervisory or managerial experience.	Experience utilizing financial ERP systems, preferably Oracle EBS.(5) Ability to document procedures and identify opportunities for process improvements.	$ 83,159.00	$ 39.98	$ 65.97
ACCOUNTS PAYABLE COORDINATOR	Under the general direction of the Director of Financial Control IV–AP or designee, coordinates the daily activities of the Accounts Payable (AP) Division of the Comptroller's Office. Trains, supervises and organizes the work of AP Specialists and support staff engaged in a variety of highly responsible tasks related to the review, verification and processing of County wide vendor payments. Ensures the most efficient means by which to process vendor payments and maintain supporting documentation for these payments via automated system work flow process. Confers with management/personnel on County-wide policies and procedures relative to AP activities. Institutes and maintains processes designed to ensure the accuracy of items prepared for payment and posting to the financial system. Prepares AP reports and coordinates month end and year end activities related to the Department. Performs other duties as assigned.	(1) Bachelor's Degree in Business, Accounting, or Finance. (2) Four(4) years of work experience in financial management or accounts payable field. (3) One (1) year of supervisory experience in financial management or accounts payable field. OR (1) Master's Degree in Business, Accounting, or Finance. (2) Two(2) years of work experience in financial management or accounts payable field.(3) Supervisory experience in financial management or accounts payable field.	Experience utilizing financial ERP systems, preferably Oracle EBS.	$ 65,452.0	$ 31.47	$ 51.92

ACCOUNTS PAYABLE SPECIALIST III	Under the direction of the Director of Financial Control IV or designee, provides financial, accounting, and administrative services for the Accounts Payable (AP) Division of the Comptroller's Office. Engaged in variety of tasks related to the review, verification and processing of County wide vendor payments. Trains, supervises and organizes the work of support staff who perform key tasks related to the review, verification and processing of County wide vendor payments. Confers with management/personnel on County wide policies and procedures relative to AP activities. Prepares AP reports and participates in month-end and year-end activities related to AP. Assumes responsibility for following-up with internal and external customers in an efficient manner. Assists management with working on special projects and identifying and implementing process enhancements. Performs other duties as assigned.	(1) Associate's Degree in Accounting or Business SUPPLEMENTED WITH five 5 years' full-time work experience in an accounting or bookkeeping position in a finance department. OR (1) Bachelor's Degree in Accounting or Finance SUPPLEMENTED WITH one (1) year full-time work experience in an accounting or bookkeeping position in a finance department. Experience supervising staff.	Experience utilizing financial ERP systems, preferably Oracle EBS.	$ 71,106.00	$ 34.19	$ 56.41
ACCOUNTS PAYABLE SPECIALIST II	Under the direction of the Director of Financial Control IV or designee, provides financial, accounting and administrative services for the Accounts Payable (AP) Division of the Comptroller's Office. Engages in a variety of tasks related to the review, verification and processing of County wide vendor payments. Verifies transactions are in compliance with County's financial policies and procedures relative to AP activities. Assumes responsibility for following-up with internal and external customers in an efficient manner. Performs other duties as assigned.	(1) High School Diploma or General Education Development (GED) certificate. (2) Five(5) years' full-time work experience in an accounting or bookkeeping position in a finance department. OR (1) Associate's Degree in Accounting or Finance. (2) Three 3 year0s' full-time work experience in an accounting or bookkeeping position in a finance department. OR (1) Bachelor's Degree in Accounting or Finance. (2) One 1 year of full-time work experience in an accounting or bookkeeping position in a finance department. (3) One(1) year of experience utilizing financial ERP systems.	Experience utilizing Oracle EBS Financial ERP system. and Microsoft Office Suite.	$ 60,520.0	$ 29.10	$ 48.01

ACCOUNTS PAYABLE CLERK	Under the direction of the Comptroller / Deputy Comptroller, works directly with the Comptroller's business process owners to analyze and document processes and procedures from start to finish. Collaborates with the Comptroller's management team/staff to assist on ways to efficiently utilize the Enterprise Resource Planning System (ERP) and advance the adoption of System Development Life Cycle (SDLC) best practices. Collaborates with business process owners to analyze the current-state of accounting, accounts payable, financial reporting and payroll - garnishment and ERP processes; develops reports and data queries to promote office wide efficiencies. Develops and maintains comprehensive business process narrative documentation ; process workflows; sequence diagrams; activity descriptions; trigger points; end points; system interfaces; business rules; system users; and reports. Participates in the review and evaluation of solutions to identify and minimize gaps. May perform other duties as assigned.	(1) Bachelor's Degree. (2) Five(5) years' full-time work experience implementing or supporting an ERP system including two (2) (G.E.D.) Certificate. (2) Two(2) years' full-time professional work experience in accounting, bookkeeping, clerical or administrative assistant position. (3)One1 year of experience utilizing financial ERP systems.	Experience utilizing Oracle EBS Financial ERP system.	$ 42,437.00	$ 20.40	$ 33.66

ERP BUSINESS ANALSYT/PROJECT MANAGER	Under the direction of the Comptroller / Deputy Comptroller, works directly with the Comptroller's business process owners to analyze and document processes and procedures from start to finish. Collaborates with the Comptroller's management team/staff to assist on ways to efficiently utilize the Enterprise Resource Planning System (ERP) and advance the adoption of System Development Life Cycle (SDLC) best practices. Collaborates with business process owners to analyze the current-state of accounting, accounts payable, financial reporting and payroll - garnishment and ERP processes; develops reports and data queries to promote office wide efficiencies. Develops and maintains comprehensive business process narrative documentation ; process workflows; sequence diagrams; activity descriptions; trigger points; end points; system interfaces; business rules; system users; and reports. Participates in the review and evaluation of solutions to identify and minimize gaps. May perform other duties as assigned.	(1) Bachelor's Degree. (2) Five(5) years' full-time work experience implementing or supporting an ERP system including two (2) years' full-time work experience documenting business processes, identifying requirements, evaluating solutions, developing test scripts, and providing hands-on user training. (3)Two(2) years' of full-time work experience in project management.	Three years of experience implementing, supporting or utilizing Oracle EBS EBusiness Suite. Ability to document procedures and identify opportunities for process improvements.	$ 83,159.00	$ 39.98	$ 65.97

BUSINESS MANAGER III	Plans, directs, and coordinates all activities of a large technical and clerical staff. Helps Director of the department establish policies and procedures relevant to all units within the department. Reviews and evaluates all facets of departmental operations, acts in an advisory capacity, and provides technical assistance to other major administrative officials in preparation of budgets and implementation of new policies and procedures. Oversees all procurement, payment, and employee timekeeping activity for the department. Assists Director in hiring, and identifying, selecting, and arranging training for department staff. Serves in a confidential role to the department's Director.	(1) Bachelor's Degree. (2) Four (4) years experience in public administration, business, purchasing, or corporate transactions. or (3) equivalent combination of professional experience, training and education.	(1) Master's degree (2) supervisory or managerial experience. (3) Ability to document procedures and identify opportunities for process improvements.	$ 79,113.00	$ 38.04	$ 62.76

ACCOUNTANT V	Under the supervision of the Director of Financial Control/Director of Financial Reporting within the General Accounting-Financial Reporting area, performs comprehensive accounting for the Cook County Comptroller's Office. Responsible to perform daily bank activity, revenue, expense, account analyses and reconciliations. Prepares and enters journal entries into the financial enterprise resource planning (ERP) system. Assists with various monthly accounting and financial reporting processes such as closing analyses and reconciliations, bank reconciliations, fixed asset and grant reconciliations, financial statement preparation and analysis. Assists with the annual ERP system closing, annual external audit, comprehensive annual financial report (CAFR) and the single audit report processes. Assists with maintaining policies and procedures for accounting and financial reporting. Originates and prepares performance metric, statistical and corrective action plans for management. Performs other duties as assigned.	(1) Bachelor's Degree in Accounting, Finance or Business Administration. (2) Three(3) years' of fulltime work experience as an Accountant, Auditor or Financial Analyst.	(1) Master's Degree in Accounting, Finance or Business Administration. (2) A Certified Public Accountant (CPA) certificate.	$ 59,534.0	$ 28.62	$ 47.23
					Total Estimated Cost	$840,00.00

EXHIBIT 3

Evidence of Insurance

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/01/2023

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 have ADDITIONAL INSURED provisions or 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
McGriff Insurance Services, LLC
3400 Overton Park Drive SE
Suite 300
Atlanta, GA 30339

CONTACT NAME: Keri Devine
PHONE (A/C, No, Ext): 404 497-7500 **FAX (A/C, No):**
E-MAIL ADDRESS: kdevine@mcgriff.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : ACE American Insurance Company	22667
INSURER B : ACE Fire Underwriters Insurance Company	20702
INSURER C : Indemnity Insurance Company of North America	43575
INSURER D : ACE Property and Casualty Insurance Company	20699
INSURER E : Federal Insurance Company	20281
INSURER F :	

INSURED
Kelly Services Inc. and it's Subsidiaries
999 West Big Beaver Road
Troy, MI 48084
Branch/Dept:0052

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR X Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:			HDO G47300915	01/01/2023	01/01/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	2,000,000 2,000,000 5,000 2,000,000 2,000,000 3,000,000
A	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			ISA H10692210	01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $	2,000,000
D	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED [ ] RETENTION $			XEU G2792413A 008	01/01/2023	01/01/2024	EACH OCCURRENCE AGGREGATE	$ $	15,000,000 15,000,000
A B C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WCU C50678271 (MI, OH, WA) SCF C50678180 (WI) WLR C50678222 (AOS)	01/01/2023	01/01/2024	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $	 1,000,000 1,000,000 1,000,000
E	CRIME			J05980161 Covers Employee Dishonesty (Theft) & Customer Protection ($USD)	01/01/2023	01/01/2024	Each Loss	$ $ $ $ $	3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Any provisions referenced on this Certificate of Insurance apply only as required by written contract. In the event of cancellation by the insurance company (ies) the General Liability, Workers Compensation, and Automobile Liability policy (ies) have been endorsed to provide 30 days' Notice of Cancellation to the certificate holder shown below. Evidence of Coverage

Branch/Dept:

CERTIFICATE HOLDER

Name: Cook County Office of the Comptroller
Address 1: 161 N Clark St.
Address 2:
City: Chicago State: IL Zip: 60602

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

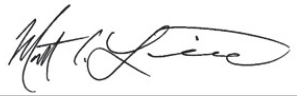

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EXHIBIT 4

Execution Page

Office of the Chief Procurement Officer

Raffi Sarrafian Digitally signed by Raffi Sarrafian Date: 2023.08.09 09:46:58 -05'00'

Raffi Sarrafian, Chief Procurement Officer — Date

Kelly Services

Lisa Green — August 4, 2023

Authorized Signature — Date

Printed Name: Lisa Green

Title: Sr. Account Executive III