

**AMENDMENT NO. 1**

This Amendment modifies Contract No. 1518-14681, for Integrated Home Rule Tax Processing System by and between the County of Cook, Illinois, herein referred to as "County" and Revenue Solutions, Inc., authorized to do business in the State of Illinois hereinafter referred to as "Contractor":

**RECITALS**

Whereas, the County and Contractor have entered into a Contract approved by the County Board on September 9, 2015, (hereinafter referred to as the "Contract"), wherein the Contractor is to provide Integrated Home Rule Tax Processing System (hereinafter referred to as the "Services") from October 1, 2015 thru September 30, 2020, with five (5) one-year renewal options, in an amount not to exceed \$10,971,946.00; and

Whereas, the County and Contractor desire to include additional scope of services to the Contract; and

Whereas, an increase in the amount of \$692,000.00 is required for the additional scope of services; and

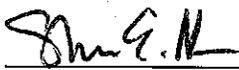
Now therefore, in consideration of mutual covenants contained herein, it is agreed by and between the parties to amend the Contract as follows:

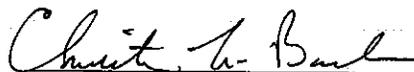
1. The Contract is increased by \$692,000.00 and the Total Contract Amount is revised to \$11,663,946.00.
2. The Contract is hereby amended to revise Exhibit 1, Statement of Work, as per Attachment A.
3. The Economic Disclosures Statement, Identification of Sub-Contractors/Suppliers/Sub-Consultants Form and MBE/WBE Utilization Plan forms in Attachment B are incorporated and made a part of this Contract.
4. All other terms and conditions remain as stated in the Contract.

In witness whereof, the County and Contractor have caused this Amendment No. 1 to be executed on the date and year last written below.

County of Cook, Illinois

Revenue Solutions, Inc.

By:   
Chief Procurement Officer

  
Signed

By:   
State's Attorney (if applicable)

**Christopher L. Barlow, CFO**  
Type or print name

Title

Date: 26 August 2016

Date: 5/25/16

ATTACHMENT A

REVISIONS TO EXHIBIT 1, STATEMENT OF WORK, OF THE CONTRACT

**Contract # 1518-14681**

**Integrated Tax Processing System**

**Amendment 1 – Hotel Tax & Related Changes**

**Cook County Department of Revenue**

**ITPS Project**

The Contract's Exhibit 1, Statement of Work, is hereby revised as follows:

### **SOW Section 1.2 Project Overview**

The Project Overview section is amended to add the following scope:

- Add a Release 0 to implement basic tax processing functions for the new Hotel Tax Type
- Incorporate the new Hotel tax type into ITPS Release 1 for (full) tax processing
- Incorporate Hotel Tax non-filer work, and audit work into ITPS Release 2
- Incorporate Titled Property Use Tax processing as part of Release 2

### **SOW Section 2.3.2 Release 1**

The Goals is stricken in its entirety and replaced with the following:

As the foundation for County's taxes and functions, the goals of Release 1 are to:

- Retire the mainframe-based taxes
- Pilot the initial full-functionality implementation on small number of tax types using all Revenue Premier Modules
- Limit functionality to existing Revenue Premier functions, with County-specific configurations, and exclude modifications to core software

### **SOW Section 2.3.3 Release 1**

The Scope is stricken in its entirety and replaced with the following:

Release 1 scope includes five (5) tax types that will implement Revenue Premier end-to-end functionality. These include:

- Gasoline & Diesel Tax
- Parking Lot & Garage Owners Tax
- Amusement Tax
- Alcoholic Beverage Tax
- Hotel Tax (full processing)

Release 1 will include Compliance program work for Hotel Tax to include:

- Building a Non-filer program, based on one additional data load (e.g., a file from the City)

Release 1 is planned for production implementation in January 2017.

**Interfaces**

This release will include the following interfaces:

- Receipt and processing of payments from iNovah (batch, one-way to RPE)
- Receipt and processing of EFT Lockbox files (batch, one-way to RPE)
- ACH direct debit communications and processing (batch, one-way to RPE)
- Receipt and processing of files from the current online (credit card) Payment System (batch, one-way to RPE)

This release will include up to ten (10) tailored reports. These reports may be modifications of reports in the RPE Report Repository (see Appendix E).

RSI will use its COTS Software Implementation Methodology, as described in Section 4, to manage the services to implement the tax types.

**SOW Section 2.3.4 Deliverables**

The Deliverables is stricken in its entirety and replaced with the following:

Table 2-1 below lists the deliverables for each Release.

**Table 2-1: Release Deliverables**

RSI Methodology Deliverable	Description	Project Release
Data Conversion Plan/Design	The Data Conversion Plan defines the approach for converting the legacy data to Revenue Premier and includes an inventory of data to be converted, assessment of legacy data and conversion specifications.	Created in Release 1 and Updated for Release 2
Configuration Specifications & Design Specifications	RSI will conduct the necessary design familiarization sessions to confirm the necessary site-specific configurations to the application and perform the configurations in the application. The County will validate that the site-specific configurations are acceptable through hands-on demonstrations in the functioning application. In areas that require development (e.g., interface, report, notice, etc.), these will be defined at the general system design level in a Design Specification document that will be produced by RSI as part of this deliverable.	Created for Releases 0 and 1, then updated for Release 2

RSI Methodology Deliverable	Description	Project Release
Start System Test	Start of the System Test for the release.	Started in Release 0 and again for Releases 1 & 2
Start Model Office Test	Start of the Model Office Test for the release.	Started in Release 0 and again for Releases 1 & 2
End User Training Complete	RSI will complete the delivery of End User training courses agreed to by RSI and the County inclusive of delivering the user guides. Training content and schedule are defined within the Training Plan artifact.	Conducted in Release 0 and again for Releases 1 & 2
System Deployment	RSI will perform the deployment of the release-specific system to the production environment. System deployment is the date the County begins using the system in the production environment. The system deployment date is the day on which the Release conversion occurs and County begins administering taxes on Revenue Premier rather than on the Legacy system. This will include Release-specific configurations (business rules, tax types, reports, correspondence/notices, etc.), and custom developed components.	Created in Release 0 and Updated for Releases 1 & 2
Software, Hardware and Maintenance	RSI will provide the County with a bill of materials outlining the software and hardware that must be purchased to meet the requirements of the contract. RSI will obtain approval by the County prior to procuring the hardware or software.	As provided by RSI

**SOW Section 2.4.3 Release 2**

The Scope is stricken in its entirety and replaced with the following:

Release 2 will follow the same COTS Software Implementation Methodology used in Release 1 and will include the following tax types.

- Gambling Machine Tax
- Tobacco Tax
- Wheel Tax
- Firearm Tax
- New Motor Vehicle Tax

- Use Tax (Titled Personal Property)

Release 2 will include Compliance program work for Hotel Tax to include:

- Configuring Audit work papers
- Defining one audit selection program, based on expert heuristics (not decision analytics)

**SOW Section 2.4.4 Release 2**

The Deliverables are modified as follows:

The Deliverables for Release 2 are listed in Table 2-2 below:

**Table 2-2: Release 2 Deliverables**

RSI Methodology Deliverable	Description	Project Release
Data Conversion Plan/Design	The Data Conversion Plan defines the approach for converting the legacy data to Revenue Premier and includes an inventory of data to be converted, assessment of legacy data and conversion specifications.	Created in Release 1 and Updated for Release 2
Configuration Specifications & Design Specifications	RSI will conduct the necessary design familiarization sessions to confirm the necessary site-specific configurations to the application and perform the configurations in the application. The County will validate that the site-specific configurations are acceptable through hands-on demonstrations in the functioning application. In areas that require development (e.g., interface, report, notice, etc.), these will be defined at the general system design level in a Design Specification document that will be produced by RSI as part of this deliverable.	Created in Release 1 and Updated for Release 2
Start System Test	Start of the System Test for the release.	Started in Release 1 and again for Release 2
Start Model Office Test	Start of the Model Office Test for the release.	Started in Release 1 and again for Release 2
End User Training Complete	RSI will complete the delivery of end user training courses agreed to by RSI and the County inclusive of delivering the user guides.	Conducted in Release 1 and again for Release 2

RSI Methodology Deliverable	Description	Project Release
System Deployment	RSI will perform the deployment of the release-specific system to the production environment. System deployment is the date the County begins using the system in the production environment.	Executed in Release 1 and again for Release 2
Software, Hardware and Maintenance	RSI will provide the County with a bill of materials outlining the software and hardware that must be purchased to meet the requirements of the contract. RSI will obtain approval by the County prior to procuring the hardware or software.	As provided by RSI

The following Section is hereby incorporated as Section 2.5.0 into Exhibit 1, Statement of Work, of the Contract:

**SOW Section 2.5.0 Release 0**

Section 2.5.0 and its subsections are added to detail additional Release 0

**2.5.0 Release 0**

Release 0 component of SOW Scope

**2.5.1 Release 0 Overview**

This Release is intended to provide a pilot implementation of Revenue Premier, and to support the newly mandated Hotel Tax, with simplified functionality, in Cook County. This release builds the foundational processes and technology upon which the ITPS is based. RSI will be responsible for installing, configuring and testing of the proposed software necessary to support the business functionality included within this release. RSI will also provide training and implementation support services to ready the County for production use.

Release 0 will be implemented in July 2016.

**2.5.2 Release 0 Goals**

As the foundation for the ITPS solution, the goals of Release 0 are to:

- Enable the new Hotel Tax in Revenue Premier
- Pilot the internal business processes & procedures related to the ITPS solution in a controlled way and with a small number of taxpayers impacted

**2.5.3 Release 0 Scope**

Release 0 scope includes simplified processing for Hotel Tax. Integrated tax processing to include:

- Enable entity and account registration for Hotel Tax taxpayers

- Process Hotel Tax returns through manual data entry in ITPS
- Process Hotel Tax payments through existing payment channels into ITPS
- Create two pieces of correspondence for Hotel Tax
- Process tax account balances and allocated tax revenue to the Hotel Tax fund
- Expanded processing functionality for Hotel Tax will come online with Release 1, leveraging the existing Hotel Tax configuration and simplified processing (implemented in Release 0)
- This implementation will include no special licensing obligation or special fund distribution rules (i.e., revenue goes to general fund)
- This implementation will include no core product modifications to Revenue Premier
- This implementation will utilize the same SDLC methodology as part of ITPS project work

**2.5.4 Release 0 Deliverables**

The Deliverables for Release 0 are listed in Table 2-3 below:

**Table 2-3: Release 2 Deliverables**

RSI Methodology Deliverable	Description	Project Release
Configuration Specifications & Design Specifications	RSI will conduct the necessary design familiarization sessions to confirm the necessary site-specific configurations to the application and perform the configurations in the application. The County will validate that the site-specific configurations are acceptable through hands-on demonstrations in the functioning application. In areas that require development (e.g., interface, report, notice, etc.), these will be defined at the general system design level in a Design Specification document that will be produced by RSI as part of this deliverable.	Created in Release 0 and Updated for Releases 1 & 2
Start System Test	Start of the System Test for the release.	Started in Release 0 and again for Releases 1 & 2
Start Model Office Test	Start of the Model Office Test for the release.	Started in Release 0 and again for Releases 1 & 2
End User Training Complete	RSI will complete the delivery of end user training courses agreed to by RSI and the County inclusive of delivering the user guides.	Conducted in Release 0 and again for Releases 1 & 2

RSI Methodology Deliverable	Description	Project Release
System Deployment	RSI will perform the deployment of the release-specific system to the production environment. System deployment is the date the County begins using the system in the production environment.	Executed in Release 0 and again for Releases 1 & 2
Software, Hardware and Maintenance	RSI will provide the County with a bill of materials outlining the software and hardware that must be purchased to meet the requirements of the contract. RSI will obtain approval by the County prior to procuring the hardware or software.	As provided by RSI

**SOW Section 7 Payments Milestones**

The Payments Milestones is replaced in its entirety and replaced with below:

In accordance with Exhibit 2 of the Contract, Table 7.1 provides a summary of the proposed RSI deliverables that will either be developed or updated after each of the two major releases based on RSI's COTS Software Implementation Methodology. Non-services based deliverables, such as for software, software maintenance and hardware purchases will be invoiced at the time RSI purchases the component.

**Table 7-1: List of Deliverables**

RSI Methodology Deliverable	Description	Project Release
Project Management Plan	<p>The Project Management Plan is produced after the project kickoff and is jointly agreed to between RSI and the County Project Manager. The PMP contains the following plans and sections:</p> <ul style="list-style-type: none"> <li>• Scope Management Plan</li> <li>• Project Schedule</li> <li>• Staffing and Resource Management Plan</li> <li>• System Implementation Plan</li> <li>• Change Management Plan</li> <li>• Quality Assurance / Delivery Management Plan</li> <li>• Communication Management Plan</li> <li>• Issue Management Plan</li> <li>• Risk Management Plan</li> </ul>	Created in Initiation (Startup). Updated for Releases 0, 1 & 2.
Technical Architecture Configuration	The Technical Architecture Configuration defines each of the system environments (e.g., Development, Production, etc.), the hardware/software for each environment and provides a diagram(s) for each environment.	Initiation (Startup)
System Requirements Confirmation	RSI will conduct requirements confirmation sessions to clarify understanding of the requirement, demonstrate the requirement in a "Sandbox" environment (where applicable), and document that the requirement will be met through either configuration or new development. The System Requirements Confirmation includes a Requirements Inventory and a disposition for each requirement identified in the SOW and including exhibits.	Created in Initiation (Startup). Updated for Releases 0, 1 & 2.
Data Conversion Plan/Design	The Data Conversion Plan defines the approach for converting the legacy data to Revenue Premier and includes an inventory of data to be converted, assessment of legacy data and conversion specifications.	Created in Release 1 and Updated for Release 2

Cook County Department of Revenue

RSI Methodology Deliverable	Description	Project Release
Configuration Specifications & Design Specifications	RSI will conduct the necessary design familiarization sessions to confirm the necessary site-specific configurations to the application and perform the configurations in the application. The County will validate that the site-specific configurations are acceptable through hands-on demonstrations in the functioning application. In areas that require development (e.g., interface, report, notice, etc.), these will be defined at the general system design level in a Design Specification document that will be produced by RSI as part of this deliverable.	Created in Release 0 and Updated for Releases 1 & 2
Start System Test	Start of the System Test for the release.	Created in Release 0 and Updated for Releases 1 & 2
Start Model Office Test	Start of the Model Office Test for the release.	Created in Release 0 and Updated for Releases 1 & 2
End User Training Complete	RSI will complete the delivery of End User training courses agreed to by RSI and the County inclusive of delivering the user guides. Training content and schedule are defined within the Training Plan artifact.	Created in Release 0 and Updated for Releases 1 & 2
System Deployment	RSI will perform the deployment of the release-specific system to the production environment. System deployment is the date the County begins using the system in the production environment.	Created in Release 0 and Updated for Releases 1 & 2
Software, Hardware and Maintenance	RSI will provide the County with a bill of materials outlining the software and hardware that must be purchased to meet the requirements of the contract. RSI will obtain approval by the County prior to procuring the hardware or software.	As purchased by RSI

Cook County Department of Revenue

**SOW Section 7.1**

SOW Section 7.1 is replaced in its entirety with the following schedule:

Additional RSI fees for Amendment 1 are based on the agreed Change Order Rate Card (contract Exhibit 2). The following Payment Milestones apply to the amended SOW. All payment amounts are firm fixed-price, not-to-exceed amounts.

Release	Milestone	Existing Payment Schedule	Change for Amendment 1	New Payment Schedule as of Amendment 1	Invoice Date
All	Project Management Plan	\$ 332,500.00		\$ 332,500.00	11/15/2015
All	Technical/Architecture Configuration	\$ 332,500.00		\$ 332,500.00	11/15/2015
All	System Requirements Confirmation	\$ 380,000.00		\$ 380,000.00	11/15/2015
0	Configuration Specifications & Design Specifications	\$ 165,000.00		\$ 165,000.00	3/31/2016
0	Start System Test	\$ 66,500.00		\$ 66,500.00	4/30/2016
0	Start Model/Office Test	\$ 66,500.00		\$ 66,500.00	5/31/2016
0	Training Complete	\$ 55,000.00		\$ 55,000.00	6/30/2016
0	System Deployment	\$ 41,800.00		\$ 41,800.00	7/31/2016
0	Release 0 Holdback - half due at Release 0 Implement	\$ 10,400.00		\$ 10,400.00	7/31/2016
1	Data Conversion Plan/Design	\$ 332,500.00		\$ 332,500.00	4/30/2016
1	Configuration Specifications & Design Specifications	\$ 712,500.00		\$ 712,500.00	8/30/2016
1	Start System Test	\$ 476,000.00	\$ 54,000.00	\$ 529,000.00	8/30/2016
1	Start Model/Office Test	\$ 476,000.00	\$ 54,000.00	\$ 529,000.00	10/31/2016
1	Training Complete	\$ 427,500.00	\$ 51,000.00	\$ 478,500.00	12/31/2016
1	System Deployment	\$ 257,496.00	\$ 12,000.00	\$ 249,496.00	1/31/2017
1	Release 1 Holdback - half due at Release 1 Implement	\$ 97,500.00	\$ 9,000.00	\$ 106,500.00	3/31/2017
2	Data Conversion Plan/Design	\$ 281,900.00	\$ 163,600.00	\$ 444,900.00	5/31/2017
2	Configuration Specifications & Design Specifications	\$ 683,300.00	\$ 147,700.00	\$ 831,000.00	4/30/2017
2	Start System Test	\$ 401,900.00	\$ 87,600.00	\$ 489,500.00	6/30/2017
2	Start Model/Office Test	\$ 401,900.00	\$ 85,600.00	\$ 487,500.00	10/31/2017
2	Training Complete	\$ 200,900.00	\$ 49,100.00	\$ 250,000.00	12/31/2017
2	System Deployment	\$ 200,900.00	\$ 43,600.00	\$ 244,500.00	1/31/2018
0	Remainder of Release 0 Holdback	\$ 10,400.00		\$ 10,400.00	3/31/2018
1	Remainder of Release 1 Holdback	\$ 97,300.00	\$ 9,000.00	\$ 106,500.00	3/31/2018
2	Release 2 Holdback	\$ 114,200.00	\$ 25,800.00	\$ 140,000.00	3/31/2018
	<b>Deliverables Subtotal</b>	<b>\$ 6,599,996.00</b>	<b>\$ 692,000.00</b>	<b>\$ 7,291,996.00</b>	
	Software, Hardware and Maintenance (through year 3)	\$ 3,083,496.00	\$	\$ 3,083,496.00	as purchased
	Annual Software Maintenance - Year 4 (not to exceed)	\$ 637,809.00	\$	\$ 637,809.00	Nov. 2019
	Annual Software Maintenance - Year 5 (not to exceed)	\$ 650,645.00	\$	\$ 650,645.00	Nov. 2020
	<b>Software &amp; Hardware Subtotal</b>	<b>\$ 4,371,950.00</b>	<b>\$</b>	<b>\$ 4,371,950.00</b>	
	<b>Contract TOTAL</b>	<b>\$10,971,946.00</b>	<b>\$ 692,000.00</b>	<b>\$11,663,946.00</b>	



**ATTACHMENT B**

**ECONOMIC DISCLOSURE STATEMENT**

**IDENTIFICATION OF SUB-CONTRACTORS/SUPPLIERS/SUB-CONSULTANTS**

**MBE/WBE UTILIZATION PLAN**

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

<b>Section</b>	<b>Description</b>	<b>Pages</b>
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**SECTION 1**  
**INSTRUCTIONS FOR COMPLETION OF**  
**ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

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

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

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

*Applicant* means a person who executes this EDS.

*Bidder* means any person who submits a Bid.

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

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

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

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

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

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

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

*Lobbyist* means any person who lobbies.

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

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

*Proposal* means a response to an RFP.

*Proposer* means a person submitting a Proposal.

*Response* means response to an RFQ.

*Respondent* means a person responding to an RFQ.

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

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

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

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

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

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

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

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

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

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

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

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

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

## SECTION 2

CERTIFICATIONS

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

**A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION**

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

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

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

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

**B. BID-RIGGING OR BID ROTATING**

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

**C. DRUG FREE WORKPLACE ACT**

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

**D. DELINQUENCY IN PAYMENT OF TAXES**

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

**E. HUMAN RIGHTS ORDINANCE**

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

**F. ILLINOIS HUMAN RIGHTS ACT**

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

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

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

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

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

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

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

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

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

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

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

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

**SECTION 3**

**REQUIRED DISCLOSURES**

**1. DISCLOSURE OF LOBBYIST CONTACTS**

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

Name	Address
<u>None</u>	

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

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

a) Is Applicant a "Local Business" as defined above?  
Yes: \_\_\_\_\_ No: X

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

c) Does Applicant employ the majority of its regular full-time workforce within Cook County?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

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

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

**4. REAL ESTATE OWNERSHIP DISCLOSURES.**

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

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

**PERMANENT INDEX NUMBER(S):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)**

**OR:**

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

**5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.**

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

None  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT**

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

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

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

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

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

This Disclosure of Ownership Interest Statement must be submitted by :

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

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

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

This Statement is an:  Original Statement or  Amended Statement

**Identifying Information:**

Name Revenue Solutions, Inc.

D/B/A: \_\_\_\_\_ FEIN NO.: 04-3312927

Street Address: 42 Winter Street

City: Pembroke State: MA Zip Code: 02359

Phone No.: 781-826-1546 Fax Number: 781-826-1324 Email: tcanniff@rsimail.com

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

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

**Form of Legal Entity:**

Sole Proprietor  Partnership  Corporation  Trustee of Land Trust

Business Trust  Estate  Association  Joint Venture

Other (describe) \_\_\_\_\_

**Ownership Interest Declaration:**

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

Name	Address	Percentage Interest in Applicant/Holder
Mark C. Havens	5020 Independence Ave. Bronx, NY 10471	45%
Paul G. Panariello	3 Stonehill Lane, Milton, MA 02186	35%

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

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

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

Name	Address	Percentage of Beneficial Interest	Relationship

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

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

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office
Mark C. Havens	5020 Independence Ave. Bronx, NY 10471	President	Ongoing
Paul G. Panariello	3 Stonehill Lane, Milton, MA 02186	VP/Secretary	Ongoing
Christopher L. Barlow	12 Back River Way, Duxbury, MA 02332	Treasurer/Asst Sec.	Ongoing

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

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

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT SIGNATURE PAGE

Christopher L. Barlow

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

Christopher L. Barlow

Signature

CBarlow@RSImail.com

E-mail address

CFO, Treasurer, & Asst. Secretary

Title

5/25/16

Date

781-826-1546

Phone Number

Subscribed to and sworn before me  
this 25 day of MAY, 2016

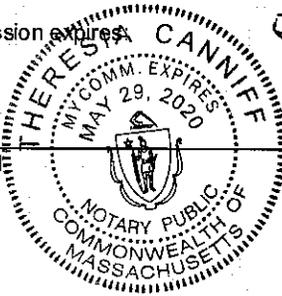
My commission expires

6/29/20

X [Signature]

Notary Public Signature

Notary Seal





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

**FAMILIAL RELATIONSHIP DISCLOSURE PROVISION**

**Nepotism Disclosure Requirement:**

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

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

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

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

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

**Additional Definitions:**

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

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

COOK COUNTY BOARD OF ETHICS  
FAMILIAL RELATIONSHIP DISCLOSURE FORM

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

Name of Person Doing Business with the County: Revenue Solutions, Inc.

Address of Person Doing Business with the County: 42 Winter Street, Suite #36, Pembroke, MA 02359

Phone number of Person Doing Business with the County: 781-826-1546

Email address of Person Doing Business with the County: TCanniff@RSImail.com

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

Theresa Canniff, Operations Manager, 781-709-5113

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

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

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

1490-13800

The aggregate dollar value of the business you are doing or seeking to do with the County: \$ \$11,663,946

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

Regine Nazaire, PMO Program Manager, 312-503-1411 Regine.Nazaire@cookcounty.govil.gov

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

Same as above line

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

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

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

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

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

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

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

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

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

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

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

Name of Person Responsible for the General Administration of the Business Entity Doing Business with the County

Name of Related County Employee or State, County or Municipal Elected Official

Title and Position of Related County Employee or State, County or Municipal Elected Official

Nature of Familial Relationship\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Agent Authorized to Execute Documents for Business Entity Doing Business with the County

Name of Related County Employee or State, County or Municipal Elected Official

Title and Position of Related County Employee or State, County or Municipal Elected Official

Nature of Familial Relationship\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Employee of Business Entity Directly Engaged in Doing Business with the County

Name of Related County Employee or State, County or Municipal Elected Official

Title and Position of Related County Employee or State, County or Municipal Elected Official

Nature of Familial Relationship\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

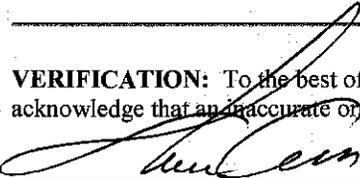
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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



Signature of Recipient

5/25/16

Date

**SUBMIT COMPLETED FORM TO:**

Cook County Board of Ethics  
69 West Washington Street, Suite 3040, Chicago, Illinois 60602  
Office (312) 603-4304 – Fax (312) 603-9988  
CookCounty.Ethics@cookcountyil.gov

\* Spouse, domestic partner, civil union partner or parent, child, sibling, aunt, uncle, niece, nephew, grandparent or grandchild by blood, marriage (i.e. in laws and step relations) or adoption.

SECTION 4

**COOK COUNTY AFFIDAVIT FOR WAGE THEFT ORDINANCE**

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

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

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

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

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

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

**I. Contract Information:**

Contract Number: 1518-14681

County Using Agency (requesting Procurement): Department of Revenue and Bureau of Technology

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

Person (Corporate Entity Name): Revenue Solutions, Inc.

Substantial Owner Complete Name: Mark C. Havens and Paul G. Panariello

FEIN# 04-3312927

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

E-mail address: MHavens@RSImail.com & PPanariello@RSImail.com

Street Address: 42 Winter Street, Suite #36

City: Pembroke

State: MA Zip: 02359

Home Phone: (347)346-5955 & 617-698-2465

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

**III. Compliance with Wage Laws:**

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

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

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

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

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

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

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

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

**IV. Request for Waiver or Reduction**

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

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

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

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

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

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

**V. Affirmation**

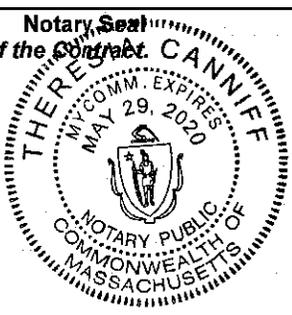
The Person/Substantial Owner affirms that all statements contained in the Affidavit are true, accurate and complete.

Signature: Paul Panariello Date: 5/25/16

Name of Person signing (Print): PAUL PANARIELLO Title: EXECUTIVE VP + SECRETARY

Subscribed and sworn to before me this 25 day of May, 2016

X [Signature]  
Notary Public Signature



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

SECTION 5

CONTRACT AND EDS EXECUTION PAGE

PLEASE EXECUTE THREE ORIGINAL PAGES OF EDS

The Applicant hereby certifies and warrants that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Applicant is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Applicant with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Applicant in this EDS are true, complete and correct. The Applicant agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

Execution by Corporation

Revenue Solutions, Inc.
Corporation's Name
781-826-1546
Telephone
[Signature]
Secretary Signature

Mark C. Havens
President's Printed Name and Signature
MHavens@RSImail.com
Email
5/25/16
Date

Execution by LLC

LLC Name
Date

\*Member/Manager Printed Name and Signature
Telephone and Email

Execution by Partnership/Joint Venture

Partnership/Joint Venture Name
Date

\*Partner/Joint Venturer Printed Name and Signature
Telephone and Email

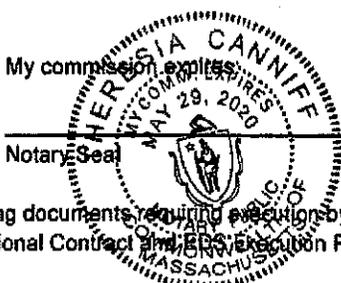
Execution by Sole Proprietorship

Printed Name Signature
Date

Assumed Name (if applicable)
Telephone and Email

Subscribed and sworn to before me this 25 day of May, 2016.

[Signature]
Notary Public Signature



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

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

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

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

Vendor Reference Proposal, ITPS Bid/RFP/RFQ No.: <u>Implementation</u>	Date: Original contract: September 9, 2015
Total Bid or Proposal Amount: \$10,971,946	Contract Title: Integrated Tax Processing System (ITPS)
Contractor: Revenue Solutions, Inc.	Subcontractor/Supplier/ Subconsultant to be added or substitute: Clarity Partners, LLC
Authorized Contact for Contractor: Brian Ridderbush	Authorized Contact for Subcontractor/Supplier/ Subconsultant: David Namkung
Email Address (Contractor): BRidderbush@RSImail.com	Email Address (Subcontractor): d.namkung@claritypartners.com
Company Address (Contractor): 42 Winter Street, Suite 36	Company Address (Subcontractor): 227 W. Monroe St., Suite 3950
City, State and Zip (Contractor): Pembroke, MA 02359	City, State and Zip (Subcontractor): Chicago, IL 60606
Telephone and Fax (Contractor): 916-780-8741 x400 office 916-780-8743 fax	Telephone and Fax (Subcontractor): 312-920-0550 office 312-920-0554 fax
Estimated Start and Completion Dates (Contractor): 10/1/15 to 9/30/20	Estimated Start and Completion Dates (Subcontractor): 10/1/15 to 9/30/20

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

<u>Description of Services or Supplies</u>	<u>Total Price of Subcontract for Services or Supplies</u>
Professional Information Technology Services on Time/Materials Basis	\$959,568 (w/this amendment)

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

Contractor Revenue Solutions, Inc. By: Christopher L. Barlow

Name Chief Financial Officer

Title *Christopher L. Barlow* Date 5/25/16

Prime Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_



OFFICE OF CONTRACT COMPLIANCE

**JACQUELINE GOMEZ**

DIRECTOR

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

**TONI PRECKWINKLE**

PRESIDENT

**Cook County Board  
of Commissioners**

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SEAN M. MORRISON

17th District

June 3, 2016

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

Re: Contract No. 1518-14681 (Amendment No. 1)  
Integrated Home Rule Tax Processing System  
Bureau of Technology

Dear Ms. Andrews:

The following bid for the above-referenced contract has been reviewed for compliance with the Minority- and Women-owned Business Enterprises (MBE/WBE) Ordinance and have been found to be responsive to the ordinance.

**Bidder:** Revenue Solutions, Inc.  
**Original Contract Value:** \$10,971,946.00  
**Increased Contract Value:** \$692,000.00 (Amendment No. 1)  
**New Contract Value:** \$11,663,946.00  
**Contract Goal:** 35% MBE/WBE

<u>MBE/WBE</u>	<u>Status</u>	<u>Certifying Agency</u>	<u>Commitment*</u>
Clarity Partners LLC	MBE (8)	Cook County	13.2% (Direct)

\*Commitment is based on the new total value of professional services of \$7,291,996.00

**Partial Waiver Granted:** Due to the specification and necessary requirements for performing the contract make it impossible or economically infeasible to divide the contract to enable the contractor to utilize MBEs and/or WBEs in accordance with the applicable participation.

Original MBE/WBE forms were used in the determination of the responsiveness of this contract.

Sincerely,

Jacqueline Gomez  
Contract Compliance Director  
JG/ate

cc: Richard Sanchez, OCPO  
Jim Gavin, BOT

**MBE/WBE UTILIZATION PLAN - FORM 1**

BIDDER/PROPOSER HEREBY STATES that all MBE/WBE firms included in this Plan are certified MBEs/WBEs by at least one of the entities listed in the General Conditions – Section 19.

**I. BIDDER/PROPOSER MBE/WBE STATUS:** (check the appropriate line)

- Bidder/Proposer is a certified MBE or WBE firm. (If so, attach copy of current Letter of Certification)
- Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs. (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit – available online at [www.cookcountyil.gov/contractcompliance](http://www.cookcountyil.gov/contractcompliance))
- Bidder/Proposer is not a certified MBE or WBE firm, nor a Joint Venture with MBE/WBE partners, but will utilize MBE and WBE firms either directly or indirectly in the performance of the Contract. (If so, complete Sections II below and the Letter(s) of Intent – Form 2).

**II.**  **Direct Participation of MBE/WBE Firms**       **Indirect Participation of MBE/WBE Firms**

**NOTE: Where goals have not been achieved through direct participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission. Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.**

MBEs/WBEs that will perform as subcontractors/suppliers/consultants include the following:

MBE/WBE Firm: Clarity Partners, LLC.  
Address: 227 W. Monroe Street, Suite 3950, Chicago, Illinois 60606  
E-mail: D.Namkung@claritypartners.com  
Contact Person: David Namkung, Partner Phone: 312-920-0550  
Dollar Amount Participation: \$ \$56,744  
Percent Amount of Participation: 8.2% %

\*Letter of Intent attached?      Yes       No   
\*Current Letter of Certification attached?      Yes       No

MBE/WBE Firm: no others  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dollar Amount Participation: \$ \_\_\_\_\_  
Percent Amount of Participation: \_\_\_\_\_ %

\*Letter of Intent attached?      Yes \_\_\_\_\_      No \_\_\_\_\_  
\*Current Letter of Certification attached?      Yes \_\_\_\_\_      No \_\_\_\_\_

*Attach additional sheets as needed.*

**\* Letter(s) of Intent and current Letters of Certification must be submitted at the time of bid.**

**MBE/WBE LETTER OF INTENT - FORM 2**

M/WBE Firm: Clarity Partners, LLC

Certifying Agency: Cook County

Contact Person: David Namkung, Partner

Certification Expiration Date: October, 2015

Address: 227 W. Monroe Street, Suite 3950

Ethnicity: Asian American

City/State: Chicago, Illinois Zip: 60606

Bid/Proposal/Contract #: Contract #: 1518-14681

Phone: 312-920-0550 Fax: 312-920-0554

FEIN #: 80-0123899

Email: D.Namkung@claritypartners.com

Participation:  Direct  Indirect

Will the M/WBE firm be subcontracting any of the goods or services of this contract to another firm?

No  Yes – Please attach explanation. Proposed Subcontractor(s): \_\_\_\_\_

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/ Contract: (If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

Will provide IT professional services to RSI, as prime contractor, on a "time and materials" basis.

Indicate the **Dollar Amount**, **Percentage**, and the **Terms of Payment** for the above-described Commodities/ Services: \$56,744. Note this represents an increase to base contract of \$902,824 to 959,568. Percentage: 8.2% of total which is the same as the base contract

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement for the above work, conditioned upon (1) the Bidder/Proposer's receipt of a signed contract from the County of Cook; (2) Undersigned Subcontractor remaining compliant with all relevant credentials, codes, ordinances and statutes required by Contractor, Cook County, and the State to participate as a MBE/WBE firm for the above work. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/ Supply and Fee/Cost were completed.

[Signature]  
Signature (M/WBE)

\_\_\_\_\_  
Signature (Prime Bidder/Proposer)

David Namkung  
Print Name

Christopher L. Barlow  
Print Name

Clarity Partners, LLC  
Firm Name

Revenue Solutions, Inc.  
Firm Name

5/26/15  
Date

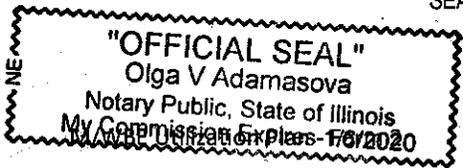
Christopher L. Barlow  
Date 5/25/16

Subscribed and sworn before me  
this 25 day of May, 2016.

Subscribed and sworn before me  
this 25 day of May, 2016.

Notary Public [Signature]

Notary Public [Signature]





DEPARTMENT OF PROCUREMENT SERVICES

JAN 19 2016

CITY OF CHICAGO

David C. Namkung  
Clarity Partners, LLC  
227 West Monroe, Suite 3950  
Chicago, IL 60602

Dear David C. Namkung:

We are pleased to inform you that **Clarity Partners, LLC** has been re-certified as a **Minority Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **01/15/2021**; however your firm's certification must be re-validated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's annual No-Change Affidavit is due by 01/15/2017, 01/15/2018, 01/15/2019 and 01/15/2020. Please remember, you have an affirmative duty to file your No-Change Affidavit 60 days prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **01/15/2021**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **11/15/2020**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the City's Inspector General at [chicagoinspectorgeneral.org](http://chicagoinspectorgeneral.org), or 866-IG-TIPLINE (866-448-4754).

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining, a contract with the City by falsely representing the individual or entity, or the individual or entity assisted, is a minority-owned business or a woman-owned business, is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

**NAICS Code(s):**

- 518210 – Data entry services**
- 518210 – Web hosting**
- 541511 – Applications software programming services, custom computer**
- 541511 – Computer program or software development, custom**
- 541511 – Computer programming services, custom**
- 541511 – Computer software analysis and design services, custom**
- 541511 - Computer software programming services, custom**
- 541511 – Computer software support services, custom**
- 541511 – Programming services custom computer**
- 541511 – Software analysis and design services, custom computer**
- 541511 – Software programming services, custom computer**
- 541511 – Web (i.e., Internet) page design services, custom**
- 541512 – Computer hardware consulting services or consultants**
- 541512 – Computer software consulting services or consultants**
- 541512 – Computer systems integration analysis and design services**
- 541512 – Computer systems integration design consulting services**
- 541512 – Computer systems integrator services**
- 541512 – Information management computer systems integration design services**
- 541512 – Network systems integration design services, computer**
- 541512 – Office automation computer systems integrations design services**
- 541512 – Systems integration design consulting services, computer**
- 541512 – Systems integration design services, computer**

JAN 19 2016

- 541611 – Administrative management consulting services**
- 541611 – Business management consulting services**
- 541611 – Financial management consulting (except investment advice) services**
- 541611 – General management consulting services**
- 541611 – Reorganizational consulting services**
- 541611 – Strategic planning consulting services**

Your firm's participation on City contracts will be credited only toward Minority Business Enterprise and Woman Business Enterprise goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Rich Butler  
First Deputy Procurement Officer

RB/sl

**PETITION FOR WAIVER OF MBE/WBE PARTICIPATION – FORM 3**

**A. BIDDER/PROPOSER HEREBY REQUESTS:**

FULL MBE WAIVER  FULL WBE WAIVER

REDUCTION (PARTIAL MBE and/or WBE PARTICIPATION)

26.8 % of Reduction for MBE Participation

\_\_\_\_\_ % of Reduction for WBE Participation

**B. REASON FOR FULL/REDUCTION WAIVER REQUEST**

Bidder/Proposer shall check each item applicable to its reason for a waiver request. Additionally, supporting documentation shall be submitted with this request.

- (1) Lack of sufficient qualified MBEs and/or WBEs capable of providing the goods or services required by the contract. **(Please explain)**
- (2) The specifications and necessary requirements for performing the contract make it impossible or economically infeasible to divide the contract to enable the contractor to utilize MBEs and/or WBEs in accordance with the applicable participation. **(Please explain)**
- (3) Price(s) quoted by potential MBEs and/or WBEs are above competitive levels and increase cost of doing business and would make acceptance of such MBE and/or WBE bid economically impracticable, taking into consideration the percentage of total contract price represented by such MBE and/or WBE bid. **(Please explain)**
- (4) There are other relevant factors making it impossible or economically infeasible to utilize MBE and/or WBE firms. **(Please explain)**

**C. GOOD FAITH EFFORTS TO OBTAIN MBE/WBE PARTICIPATION**

- (1) Made timely written solicitation to identified MBEs and WBEs for utilization of goods and/or services; and provided MBEs and WBEs with a timely opportunity to review and obtain relevant specifications, terms and conditions of the proposal to enable MBEs and WBEs to prepare an informed response to solicitation. **(Attach of copy written solicitations made)**
- (2) Used the services and assistance of the Office of Contract Compliance staff. **(Please explain)**
- (3) Timely notified and used the services and assistance of community, minority and women business organizations. **(Attach of copy written solicitations made)**
- (4) Followed up on initial solicitation of MBEs and WBEs to determine if firms are interested in doing business. **(Attach supporting documentation)**
- (5) Engaged MBEs & WBEs for direct/indirect participation. **(Please explain)**

**D. OTHER RELEVANT INFORMATION**

Attach any other documentation relative to Good Faith Efforts in complying with MBE/WBE participation.

Revenue Solutions, Inc.

EXPLANATION TO SELECTED ITEMS:

PETITION FOR WAIVER OF MBE/WBE PARTICIPATION - FORM 3

**B. REASON FOR FULL/REDUCTION WAIVER REQUEST**

Bidder/Proposer shall check each item applicable to its reason for a waiver request. Additionally, supporting documentation shall be submitted with this request.

XX

- (1) Lack of sufficient qualified MBEs and/or WBEs capable of providing the goods or services required by the contract. **(Please explain)**

**This contract is for acquisition and installation of specialized COTS Tax Processing software that is built and maintained by a single vendor, Revenue Solutions, Inc. (RSI). RSI itself is not a MBE or WBE. Due to the unique nature and application of tax administration software, there is a limited market for it (53 states/10 cities) in the United States. Thus, there are limited opportunities for MBE/WBE to learn the taxation business and the software that serves the market.**

XX

- (2) The specifications and necessary requirements for performing the contract make it impossible or economically infeasible to divide the contract to enable the contractor to utilize MBEs and/or WBEs in accordance with the applicable participation. **(Please explain)**

RSI will provide the same proportion of work to Clarity as agreed to in the base contract (8.2%)

XX

- (3) Price(s) quoted by potential MBEs and/or WBEs are above competitive levels and increase cost of doing business and would make acceptance of such MBE and/or WBE bid economically impracticable, taking into consideration the percentage of total contract price represented by such MBE and/or WBE bid. **(Please explain)**

**RSI did not anticipate having to use M/WBE's on this project when its proposal was originally submitted. There was not a requirement in County's solicitation to do so, and thus the additional cost and risk associated with using local certified DBE/WBE firms, which were unknown to RSI, were not anticipated.**

XX

- (4) There are other relevant factors making it impossible or economically infeasible to utilize MBE and/or WBE firms. **(Please explain)**

See response #1 above.

This contract is for acquisition and installation of specialized COTS Tax Processing and Administrative software that is built and maintained by a single vendor, Revenue Solutions, Inc. (RSI). RSI is not, and does not qualify as, a Cook County MBE or WBE. After a review of the MBE's and WBE's that are on the Cook County approved list, there are not MBE's or WBE's that are trained and/or clearly have the skills necessary to assist with implementing RSI's core proprietary software product, called Revenue Premier. Thus, we propose to use one local partner firm, Clarity Partners, who has experience with the County's current IT systems and possesses staff with skills in those technologies.

**B. GOOD FAITH EFFORTS TO OBTAIN MBE/WBE PARTICIPATION**

(1) Made timely written solicitation to identified MBEs and WBEs for utilization of goods and/or services; and provided MBEs and WBEs with a timely opportunity to review and obtain relevant specifications, terms and conditions of the proposal to enable MBEs and WBEs to prepare an informed response to solicitation. **(Attach of copy written solicitations made)**

a. Not applicable

- (2) Used the services and assistance of the Office of Contract Compliance staff. **(Please explain)**
- (3) Timely notified and used the services and assistance of community, minority and women business organizations. **(Attach of copy written solicitations made)**
- (4) Followed up on initial solicitation of MBEs and WBEs to determine if firms are interested in doing business. **(Attach supporting documentation)**
- (5) Engaged MBEs & WBEs for direct/indirect participation. **(Please explain)**  
RST's proposal is to increase subcontractor's role by same percentage as in base contract.

**C. OTHER RELEVANT INFORMATION**

Attach any other documentation relative to Good Faith Efforts in complying with MBE/WBE participation.