AMENDMENT NO. 1

This Amendment modifies Contract No. 2112-18538, for Cook County Justice for Families Program by and between the County of Cook, Illinois, herein referred to as "County" and Loyola University of Chicago, 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 June 24, 2021, (hereinafter referred to as the "Contract"), wherein the Contractor is to provide Cook County Justice for Families Program (hereinafter referred to as the "Services") from July 1, 2021 through June 30, 2024, in an amount not to exceed $592,000.00, with no renewal options; and

Whereas, the Contract will expire June 30, 2024 and the agreed upon Services are still required; and

Whereas, pursuant to Article 10 Section C of the Contract, the County and Contractor desire to extend the Contract for fifteen (15) months beginning on July 1, 2024 through September 30, 2025; and

Whereas, pursuant to Article 10 Section C of the Contract, the County and Contractor desire to revise Services to the Contract.

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 extended through September 30, 2025

2. Exhibit 1 is deleted in its entirety and replaced with Attachment A, and made part of the Contract.

3. Exhibit 8, Section VII of the Contract is revised to update the address for Office of Contract Compliance as follows:
   Cook County Office of Contract Compliance
   161 North Clark Street, Suite 2300
   Chicago, IL 60601
   Attention: Department Director
   (312)603-5502

4. Article 11 of the Contract is hereby amended to update the address for the Office of the Chief Procurement Officer as follows:
   Cook County Office of the Chief Procurement Officer
   161 North Clark Street, Suite 2300
   Chicago, IL 60601
   (Include County Contract Number on all notices)

5. The attached updated Identification of Sub-Contractors/Suppliers/Sub-Consultants Form, MBE/WBE Utilization Plan forms, certificate of insurance, and Economic Disclosures Statement under Attachment B are incorporated and made a part of this Contract.

6. All other terms and conditions remain as stated in the Contract.

In witness whereof and pursuant to County Board approval on June 13, 2024 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

By: Raffi Sarrafian Digitally signed by Raffi Sarrafian Date: 2024.07.10 12:31:09 -05'00'
Chief Procurement Officer

Date: _____

By: N/A
State's Attorney (if applicable)

_____
Type or print name (if applicable)

Date: _____

Loyola Univerisy of Chicago

_____
Signed

Meharvan Singh, PhD
Type or print name

Vice Provost for Research
Title

Date: 04-18-2024

ATTACHMENT A

EXHIBIT 1

SCOPE OF SERVICES AND SCHEDULE OF COMPENSATION

Loyola University Chicago Justice for Families Program

Activities and Award:

Loyola University Chicago (Contractor) shall undertake the Justice for Families (JFF) program activities detailed on this Exhibit and shall be reimbursed in accordance with the special conditions and the attached budget up to $592,000.

Services:

Contractor shall provide the services detailed in this Exhibit and Exhibit 2 and in compliance with Exhibit 3 OVW Special Conditions and shall be reimbursed in accordance with the budget and budget categories from July 1, 2021 through September 30, 2025, as amended to reflect a No-Cost Extension approved by OVW, under the Schedule of Compensation.

Reimbursement Process:

Invoices must be submitted for fees and allowable expenses by the fifth working day of the month following the expense being incurred. Invoices submitted with full and complete documentation will customarily be paid within 30 days. In the event of a government shutdown or stop work order, invoice remittance may be delayed, as deemed necessary.

Invoices must include the following detail:

- The approved budget presented with costs in the period and costs to date by approved budget categories
- A summary of activities completed during the period, and
- Sufficient detail regarding expenses to identify the purpose of the expenditure.

All travel costs must be in accordance with Federal guidelines and for the limited purposes identified by the Office on Violence Against Women as part of the federal award which supports this subaward.

Program Reporting Requirements:

The subrecipient shall submit quarterly progress reports using the specified reporting form. For the life of the subaward, progress reports must be submitted in the month following the close of each quarter as follows:

- Quarter 1 is October – December with reporting due January 30
- Quarter 2 is January--March with reporting due April 30
- Quarter 2 is April--June with reporting due July 30
- Quarter 4 is July—September with reporting due October 30

EXHIBIT 1 (continued)

SCOPE OF SERVICES AND SCHEDULE OF COMPENSATION

The Circuit Court of Cook County has received funding through the Department of Justice Office on Violence Against Women's (OVW) Justice for Families (JFF) program Grant 2020-FJ-AX-0003. As part of the court's successful federal application for the JFF comprehensive award the court submitted a Narrative and required Memorandum of Understanding (Exhibit 2) which included Loyola University Chicago as a collaborative partner.

Loyola University of Chicago (LUC) enters into this Professional Services Agreement with the court under the federal JFF grant to engage its School of Social Work, the Center for Urban Research and Learning (CURL), and the School of Law as specific university partners in the JFF program. Each of their roles are delineated below.

STATEMENT OF WORK:

Summary:

The Center for Urban Research and Learning (CURL) will hire a part time Project Manager who will assist in the planning and administrative efforts toward the establishment of a Child Visitation and Safe Exchange Center on or near the campus in the Rogers Park neighborhood of Chicago serving families impacted by domestic violence and ordered by the court to conduct child visitation/exchange in a supervised manner;

The School of Social Work will establish and operate the Child Visitation and Safe Exchange Center utilizing paid grant staff (a full time Visitation Service Director and two part time Visitation Coordinators) as well as social work graduate student interns serving as Visitation Facilitators for academic credit. LUC School of Social Work will develop a separate graduate student internship serving as Case Management/Referral Liaison working with the Court's Child Relief Expediter located at the domestic violence courthouse in Chicago;

The School of Law will develop, implement, and supervise a law student practicum internship where law students will provide by request legal advice and self-represented litigant assistance or legal referral for parents utilizing the supervised visitation center;

Loyola University of Chicago – in collaboration with these university units (e.g. CURL, Law, Social Work) – will secure the site for the visitation center on or near the campus utilizing funds from this award, working with the Management Team to ensure the development of a safe site and established practices and protocols that adhere to the Guiding Principles as required by the Office of Violence Against Women. Loyola representatives of the three entities above will serve on the JFF Management Team and participate in federal technical assistance activities as appropriate.

EXHIBIT 1 (continued)

SCOPE OF SERVICES AND SCHEDULE OF COMPENSATION

Activities:

The School of Social Work

- will serve on the JFF Management Team
- will establish and operate the supervised visitation and safe exchange center and employ the Visitation Services Director and two part time Visitation Coordinators
- will ensure staff and student participation in the required grant supported DV training and all other training provided under this award to ensure knowledge of domestic violence and adherence to OVW Guiding Principles for center operations
- will develop the specific requirements for social work graduate student internships serving as Visitation Facilitators
- will develop in conjunction with the court, the specific requirements for graduate social work student internships serving as Case Management/Service Liaisons at the court to work with the Child Relief Expediter and judges
- will coordinate grant supported faculty supervision by the Adjunct Social Work Field Liaison (Adjunct) as required by the university for all graduate student internships

The personnel housed at the School of Social Work include the following titles and descriptions:

The Visitation Service Director

- ✓ will engage in the recruitment and selection of the LUC graduate students who will serve as Visitation Facilitators in an internship program established under JFF
- ✓ will assist in organizing the training for graduate students and others associated with the LUC center
- ✓ will direct the supervised visitation center, supervise students, review case specific court documents provided by the court prior to intake sessions, schedule and conduct intake and orientation sessions for family members and schedule visitation/exchange sessions
- ✓ will conduct staff supervision meetings and educational sessions including self-care.
- ✓ will coordinate court referrals in partnership with the Case Management/Service Liaison and /or the Child Relief Expediter pursuant to policy and operating procedures developed under the JFF grant
- ✓ will oversee the Center's data collection necessary to meet the OVW reporting requirements and help measure progress
- ✓ will attend management meetings

Two (2) part-time Visitation Coordinators

- will conduct visits/exchanges according to Center policy and protocols and oversee the sessions facilitated by graduate students, while ensuring continuity for families utilizing the center during student rotation; the visitation/exchange sessions will occur on the weekends and one weeknight for between 4-8 visits or exchanges per week year-round

Social Work graduate students as Visitation Facilitators

- will facilitate and monitor supervised visitation and safe exchange for families who have completed intake and have been given scheduled times for service under direct supervision and in conjunction with the Visitation Coordinators
- will participate in staff meetings and adhere to all policies and procedures established for the operation of the Loyola Supervised Visitation and Safe Exchange Center.

Case Management/Service Liaison

- ✓ will provide litigants utilizing the Child Relief Expediter services with general service referrals and specific linkage to supervised visitation centers when supervised visits/exchanges are ordered by a judge
- ✓ will offer further explanation about specific supervised visitation programs to assist litigants in identification of a center that best meets that family's needs
- ✓ will, in response to judicial inquiry, assist the Child Relief Expediter in providing some case management for the court when the family is engaged in related legal cases or in cases in which there may be child protection service involvement
- ✓ will provide the visitation center with copies of the Orders of Protection and related petitions or responsive pleadings prior to the litigants' intake session at the supervised visitation/exchange center
- ✓ will assist the Child Relief Expediter by providing logistical and administrative supports for the expediter sessions as requested
- ✓ will facilitate the court's coordination with supervised visitation/exchange centers adhering to agreed JFF practices in observance of the OVW Guiding Principles

The Center for Urban Research and Learning (CURL)

- will serve on and provide staff support for the management team
- will employ, house, and supervise the part-time JFF Project Manager for 24 months of the project,
- will help develop the elements for data collection, make reports to the Management Team, as appropriate, about trends or recommending needed enhancements based on analysis of the program outcomes and document the process
- will keep track of the development of strategic decision points, to inform best practices in this area
- will develop evaluation tools for the training offered to all participants and feedback to the trainers
- will engage in an assessment of the Visitation center's operations, conducted for internal improvement purposes, as an in-kind contribution.
- will convene the Advisors panel made up of the three operating visitation centers and track advisory participation to support Advisor payments pursuant to the budget
- will submit federal technical assistance requests in conjunction with the Court and the Management Team

The personnel housed at CURL will include the following titles and descriptions:

The Project Manager

- ✓ will organize and staff the quarterly Management Team meetings, assist in the selection of the supervised visitation center site, and, while adhering to the OVW Guiding Principles, begin the specific development of policy and practice of the proposed Loyola visitation center.
- ✓ work with others at Loyola to ensure the organized and timely collection and submission of data and narrative as well as fiscal voucher reports necessary to meet the requirements of the JFF grant.
- ✓ will consult with and organize receipt of federal technical assistance services and staff training

The School of Law

- will serve on the management team
- will establish a live-client practicum for academic credit through placement of law students who have completed first year courses, in the JFF program to provide legal advice, self-represented assistance, resources or referral to sources of legal representation to families served by supervised visitation centers.
- will provide supervision of the students by a grant funded Adjunct Law Professor according to university and American Bar Association standards.
- will provide students with training on the substantive law of domestic violence, family law and other areas of law that are likely to impact clients served by the supervised visitation centers.
- will provide data, narrative and fiscal information necessary to meet the JFF reporting requirements

The personnel housed at the School of Law will include the following titles and descriptions:

Law Students

- ✓ Will conduct sessions by appointment for supervised visitation center clients which will include providing general legal education and resource information regarding possible modification of existing visitation orders or other related matters; Referrals to local law clinics or legal aid agencies will be provided to those who may require direct legal representation beyond brief service

SCHEDULE OF COMPENSATION:

The budget and projected time frames for performance for the JFF award is as follows:

PERSONNEL:

Rachel Whitney/Visitation Service Director		
	$70,000 X 100% for Yr. 1 (5/23-4/24)	$70,000
	$72,100 X 100% for Yr. 2 (5/24-4/25)	$72,100
	Subtotal 2 Years	**$142,100**
	$74,263 X 100% for 6 months (5/25-10/25)	$37,131
	Revised Subtotal	**$179,231**

Revision Justification: Projected salary was submitted prior to the pandemic. Hiring landscape changed requiring a higher rate of pay. Assumes a 3% COL each year. Revision supports reduced time from 2 years 9 months to 2 years 6 months.

Rachel Cope, Hannah Gunter/ 2 Visitation Coordinators		
	$52,000 X 50% for 12 months X 2 Staff in Yr. 1	$52,000
	$52,000 X 50% for 12 months X 2 Staff in Yr. 2	$52,000
	$52,000 X 50% for 6 months X 2 Staff in Yr. 3	$26,000
	Revised Subtotal	**$130,000**

$25.00 an hour x 20 hours=$500 a week x year 1=$26,000 per employee

Revision Justification: Projected salary was submitted prior to the pandemic. Hiring landscape changed requiring a higher hourly rate of pay. Maximum hours funded originally was 40 hours a week or 20 hours per 2 positions for 33 months. The revision supports 30 months at the higher rate.

Leslie Landis/ Project Manager		
	$75,000 X 59% for 12 months in Yr. 1 (1/22-12/22)	$44,520
	$75,000 X 59% for 12 months in Yr. 2 (1/23-12/23)	$44,520
	$75,000 X 12% for 6 months in Yr. 3 (1/24-6/24)	$9,000
	Revised Subtotal	**$98,040**

Revision Justification: Position was not filled until January 2022. Grant management and collaboration staffing by Project Manager needs to continue into the no cost extension period to support collaborative development of the Loyola Supervised Visitation Center including a sustainability plan.

Djuana O'Conner Adjunct Law Professor		
	$10,000 X 100% for 36 months	$30,000
Adjunct Social Work Field Liaison	$1,312.3 X 100% for 36 months	$3,937
	Revised Subtotal	**$33,937**

Total Salary: $441,208

FRINGES:

Position	Fringe Category	Computation	Cost
Visitation Service Director	FICA	$179,231 X 6.61%	$11,847
	Health Insurance	$179,231 X 9.68%	$17,350
	Worker's Compensation	$179,231 X 0.1%	$179
	Unemployment	$179,231 X 0.12%	$215
	Dental and Vision Insurance	$179,231 X 0.27%	$484
	Retirement	$179,231X 9.27%	$16,615
	Life Insurance	$179,231 X 0.15%	$268
	Tuition Remission	$179,231 X 2.01%	$3,584
	Disability	$179,231 X 0.2%	$358
		Subtotal	$50,900
2 Visitation Coordinators			
	FICA	$130,020 X 7.7%	$10,012
	Worker's Compensation	$130,020 X 0.1%	$130
		Subtotal	$10,142
Project Manager			
	FICA	$98,040 X 7.7%	$7,549
	Worker's Compensation	$98,040 X 0.1%	$98
		Subtotal	$7,647
Adjunct Law Professor			
	FICA	$30,000 X 7.7%	$2,310
	Worker's Compensation	$30,000 X 0.1%	$30
		Subtotal	$2,340
Adjunct Social Work Field Liaison			
	FICA	$3,937 X 7.7%	$303
	Worker's Compensation	$3,937 X 0.1%	$4
		Subtotal	$307
		Total	**$71,336**

Revision Justification: recalculations based up proposed personnel expense increases. Recalculation based upon university fringe benefit rates for FY 2020.

TOTAL PERSONNEL AND FRINGE BENEFITS FOR LOYOLA: $512,544

TRAVEL:

Purpose of Travel	Location	Item	Computation	Total Cost
OVW- Mandated	TBD	TBD		$10,000

TOTAL TRAVEL: $10,000

OTHER COSTS

Item	Computation	Total Cost
Rent	$1,000/month for 24 months	$ 24,000
Advisor Consultation to Loyola	$5,000/YEAR X 3 SUPERVISION X 3 YEARS	$45,000
Translation Services	Neutral translation services for sessions	$456
	Total	**$ 69,456**

Revision Justification: Rent reduced by $48,000 in order to cover increased personnel and fringe costs. Added $356 to supplies for Visitation Service Director to help underwrite supervised visitation center supplies.

Narrative: The original submission sought rent for the Loyola visitation site on or near the Rogers Park campus. The original budget projected $72,000 based on a preliminary review of available off campus sites in the neighborhood. As the awards were not made until October 2021 and the activities on the grant included identification and final selection of a site this cost was an estimate. Based on Loyola's commitment to the program and the final selection of a site, the final amount for rent was reduced so as to allow for the personnel related expenses supported under JFF.

The Advisors to Loyola include the three existing supervised visitation centers. They will be compensated for meeting participation on the protocols of referral and coordination with the court. The Centers are invited to the SAFeR training that is proposed in this application, and local technical assistance as appropriate. Each Center is offered as a site for graduate social work students and Center staff will be working with those students. This agreement, as amended, will be part of the Loyola subaward.

SUMMARY OF LOYOLA UNIVERSITY SUBAWARD, AS AMENDED AND APPROVED BY JFF THROUGH OVW:

Budget Category	Budget
Personnel	$441,208
Fringes	$71,336
Travel	$10,000
Other Costs	$69,456
Total	**$ 592,000**

ATTACHMENT B

Contract #: 2112-18538

OCPO ONLY:
☐ Disqualification
☐ Check Complete

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

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

Bid/RFP/RFQ No.: 2112-18538	Date:
Total Bid or Proposal Amount:	Contract Title:
Contractor: N/A	Subcontractor/Supplier/ Subconsultant to be added or substitute:
Authorized Contact for Contractor:	Authorized Contact for Subcontractor/Supplier/ Subconsultant:
Email Address (Contractor):	Email Address (Subcontractor):
Company Address (Contractor):	Company Address (Subcontractor):
City, State and Zip (Contractor):	City, State and Zip (Subcontractor):
Telephone and Fax (Contractor):	Telephone and Fax (Subcontractor):
Estimated Start and Completion Dates (Contractor):	Estimated Start and Completion Dates (Subcontractor):

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

Description of Services or Supplies	**Total Price of Subcontract for Services or Supplies**

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.**

N/A

Contractor

Name

Title

Prime Contractor Signature N/A Date

OFFICE OF CONTRACT COMPLIANCE
NICOLE N. MANDEVILLE
DIRECTOR, CONTRACT COMPLIANCE
161 N. Clark – 23rd Floor ● Chicago, Illinois 60601 ● (312) 603-5502

TONI PRECKWINKLE
PRESIDENT
Cook County Board of Commissioners

TARA STAMPS
1st District

DENNIS DEER
2nd District

BILL LOWRY
3rd District

STANLEY MOORE
4th District

MONICA GORDON
5th District

DONNA MILLER
6th District

ALMA E. ANAYA
7th District

ANTHONY QUEZADA
8th District

MAGGIE TREVOR
9th District

BRIDGET GAINER
10th District

JOHN P. DALEY
11th District

BRIDGET DEGNEN
12th District

JOSINA MORITA
13th District

SCOTT R. BRITTON
14th District

KEVIN B. MORRISON
15th District

FRANK AGUILAR
16th District

SEAN M. MORRISON
17th District

April 23, 2024

Mr. Raffi Sarrafian
Chief Procurement Officer
161 N. Clark Suite 2300
Chicago, IL 60601

Re: Contract No. 2122-18538 Amendment 1
Subrecipient Justice for Families Grant for Loyola University Chicago
Office of the Chief Judge
Sole Source – Professional Services
Participation Goal: 0% MWBE
Contractor: Loyola University of Chicago dba Loyola University Facilities
Original Term: July 1, 2021 – June 30, 2024
Original Award Amount: $592,000
Amendment 1 extends the contract for fifteen (15) months from July 1, 2024 through September 30, 2025 and incorporates Attachment A with no change to the contract value.

Dear Mr. Sarrafian:

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

Sincerely,

Jeanetta Cardine

Jeanetta Cardine
Contract Compliance Deputy Director

JC/db

CC: Lorely Ortiz (Procurement)
John Hourihane (Chief Judge's Office)

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)

☑ 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: n/a

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 _____

MBE/WBE Firm: n/a

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: n/a

Certifying Agency: _____

Contact Person: _____

Certification Expiration Date: _____

Address: _____

Ethnicity: _____

City/State: _____ Zip: _____

Bid/Proposal/Contract #: _____

Phone: _____ Fax: _____

FEIN #: _____

Email: _____

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)*

_____

_____

_____

_____

Indicate the **Dollar Amount**, **Percentage**, and the **Terms of Payment** for the above-described Commodities/ Services:

_____

_____

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 (*M/WBE*)

n/a
Print Name

_____
Firm Name

_____
Date

Subscribed and sworn before me

this ___ day of _____, 20___

Notary Public _____

SEAL

_____
Signature (*Prime Bidder/Proposer*)

Meharvan Singh, PhD
Print Name

Loyola University of Chicago
Firm Name

04-18-2024
Date

Subscribed and sworn before me

this 18 day of April, 2024

Notary Public _____

SEAL

OFFICIAL SEAL
MARZENA NOWICKA
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 10/12/2025

PETITION FOR PARTIAL OR FULL WAIVER – FORM 3

Bidder/Proposer: Loyola University of Chicago

Contract No./Title: 2112-18538

A. BIDDER/PROPOSER HEREBY REQUESTS:

X FULL MBE WAIVER	_____ PARTIAL MBE WAIVER
X FULL WBE WAIVER	_____ PARTIAL WBE WAIVER
X FULL DBE WAIVER	_____ PARTIAL DBE WAIVER

B. REASON FOR PARTIAL/FULL WAIVER REQUEST:

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

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

_____(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.

_____(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.

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

GOOD FAITH EFFORT TRANSPARENCY REPORT

C. GOOD FAITH EFFORTS TO OBTAIN PARTICIPATION (attach sheets as necessary as Schedule 1)
Bidder/Proposer shall explain and detail the following Good Faith Efforts undertook to meet Cook County's contract specific goals.

1. Please attach to this form a detailed list of any and all PCEs, stating the PCE certification (MBE and/or WBE as defined by the Cook County Municipal Code) and with whom from the contacted PCEs the Bidder/Proposer engaged, contacted, and/or communicated with in the County's Market Place;

   Timelines:

   a. When the Bidder/Proposer knew of the bid;
   b. When the Bidder/Proposer contacted the PCE(s);
   c. When the Bidder/Proposer formulated its bid and utilization plan; and
   d. When was the bid request due date.

2. The number of timely attempts to contact PCEs providing the type of supplies, equipment, goods, and/or services required for the Procurement, including but not limited to;

   a. Dates of each contact attempt for each contacted PCE;
   b. Whom, if anyone, the Bidder/Proposer communicated and/or corresponded (including written, virtual, digital, electronic, and other feasible methods of communication);
   c. The number of unsuccessful attempts to communicate or correspond with PCEs; and
   d. Attach copies of all solicitations to contacted PCEs.

3. How the Bidder/Proposer proposed to divide the procurement requirements into small tasks and/or quantities into economically feasible units to promote PCE participation.

4. Whether and to what degree the requesting party will endeavor to maximize indirect participation.

5. Detailed explanation of use, if any, of the Office of Contract and Compliance services and staff.

6. Detailed explanation of timely notification and usage of services and assistance provided by community, minority, and/or women business organizations.

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

GOOD FAITH EFFORT TRANSPARENCY REPORT

By signing below, I affirm under penalty of perjury the information provided in the Petition for Full or Partial Waiver/Good Faith Effort Transparency Report is truthful, accurate, and complete, to the best of my knowledge and capacity. I agree any finding of false, fraudulent, and/or otherwise misleading information will automatically disqualify the request for a waiver and Cook County's Office of Contract Compliance reserves the right to pursue additional actions and/or remedies against the requesting Bidder/Proposer.

	Vice Provost for Research	04-18-2024
Signature and Title of Bidder/Proposer	Title	Date

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/19/2024

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
Arthur J. Gallagher Risk Management Services, LLC
2850 Golf Road
Rolling Meadows IL 60008

License#: BR-724491

CONTACT NAME: Swapna Kuruvilla
PHONE (A/C, No, Ext): 847-378-5913 **FAX (A/C, No):**
E-MAIL ADDRESS: Swapna_Kuruvilla@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : United Educators Ins, a Reciprocal Risk Retention	10020
INSURER B : Church Mutual Insurance Company	18767
INSURER C : Safety National Casualty Corporation	15105
INSURER D : Hartford Accident and Indemnity Company	22357
INSURER E : Coverys Specialty Insurance Company	15686
INSURER F :	

INSURED
Loyola University of Chicago
820 N. Michigan Ave
Chicago, IL 60611
LOYOUNI-15

COVERAGES **CERTIFICATE NUMBER:** 677839327 **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**			J93-25N	8/15/2023	8/15/2024	EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [ ] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	X SIR $500,000						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$
	[ ] OTHER:							$
B	**AUTOMOBILE LIABILITY**			0396950 09-713009	2/1/2024	2/1/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	X OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	X Comp $1,000 X Coll $1,000							$
A	[ ] **UMBRELLA LIAB** [ ] OCCUR			J93-25N	8/15/2023	8/15/2024	EACH OCCURRENCE	$ 3,000,000
	X **EXCESS LIAB** [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DED [ ] RETENTION $							$
C D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N	N / A		SP4067998 83WECAC4MUE	1/1/2024 1/1/2024	1/1/2025 1/1/2025	X PER STATUTE [ ] OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
E	Prof Liability Ded $10,000			005IL000037697	10/1/2023	12/1/2024	Each Occurrence General Aggregate	$1,000,000 $3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Cook County, its officials, employees and agents are included as additional insureds under the Commercial General Liability, Automobile, and Excess/Umbrella insurance policies with respect to operations performed on a primary and non-contributory basis. A waiver of subrogation is granted in favor of Certificate Holder.

CERTIFICATE HOLDER

Office of the Chief Judge Circuit Court of Cook County
50 West Washington
Suite 2604
Chicago IL 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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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/22/2024

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 Arthur J. Gallagher Risk Management Services, LLC 300 S Riverside Plaza, Suite 1500 Chicago IL 60606 License#: BR-724491	**CONTACT NAME:** **PHONE (A/C, No, Ext):** 312-704-0100 **FAX (A/C, No):** 312-803-7443 **E-MAIL ADDRESS:**
INSURED Loyola University Chicago 820 N. Michigan Avenue Floor 7 Chicago IL 60611 LOYOUNI-13	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** ACE American Insurance Company — 22667 **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 122124863 **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	
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [blank]	$ $ $ $ $ $ $
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [blank]	$ $ $ $ $
	☐ **UMBRELLA LIAB** ☐ OCCUR ☐ **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE [blank]	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	Cyber Liability Claims Made			D9528694A	7/1/2023	7/1/2024	Aggregate Limit: $5M	Retention: $1M

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

CERTIFICATE HOLDER

Office of the Chief Judge Circuit Court of Cook County
50 West Washington Street
Suite 2604
Chicago IL 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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SECTION 1
INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

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

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

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

Applicant means a person who executes this EDS.

Bidder means any person who submits a Bid.

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

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

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

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

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

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

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

Lobbyist means any person who lobbies.

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

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

Proposal means a response to an RFP.

Proposer means a person submitting a Proposal.

Response means response to an RFQ.

Respondent means a person responding to an RFQ.

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

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

INSTRUCTIONS FOR COMPLETION OF ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

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

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

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

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

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

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

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

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

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

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

Effective October 1, 2016 all foreign corporations and LLCs must be registered with the Illinois Secretary of State's Office unless a statutory exemption applies to the applicant. Applicants who are exempt from registering must provide a written statement explaining why they are exempt from registering as a foreign entity with the Illinois Secretary of State's Office.

SECTION 2

CERTIFICATIONS

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

A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

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

1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;

2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 *et seq.;*

3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;

4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1, *et seq.;*

5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;

6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;

7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or

8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (1) through (6) above.

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

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

B. BID-RIGGING OR BID ROTATING

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

C. DRUG FREE WORKPLACE ACT

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

D. DELINQUENCY IN PAYMENT OF TAXES

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

E. HUMAN RIGHTS ORDINANCE

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

F. ILLINOIS HUMAN RIGHTS ACT

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

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

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

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

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

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

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

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

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

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

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

1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for -profit law);

2) Community Development Block Grants;

3) Cook County Works Department;

4) Sheriff's Work Alternative Program; and

5) Department of Correction inmates.

SECTION 3

REQUIRED DISCLOSURES

1. DISCLOSURE OF LOBBYIST CONTACTS

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

Name Address

N/a

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

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

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

Yes: ☐ No: ☑

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): N/A

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

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

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

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

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

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT

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

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: Loyola University of Chicago

D/B/A: Loyola University FEIN # Only: 36-1408475

Street Address: 1032 W Sheridan Road

City: Chicago State: IL Zip Code: 60660

Phone No.: 773-508-2985 Fax Number: Email:

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) Private Institution of Higher Education

Ownership Interest Declaration:

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

Name	Address	Percentage Interest in Applicant/Holder
n/a		

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

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

3. Is the Applicant constructively controlled by another person or Legal Entity? [☐] Yes [☑] No

If yes, state the name, address and percentage of beneficial interest of such person, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship
n/a			

Corporate Officers, Members and Partners Information:

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

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office
n/a			

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

Meharvan Singh, PhD
Name of Authorized Applicant/Holder Representative (please print or type)

Vice Provost for Research
Title

Signature

04-18-2024
Date

ORS@luc.edu
E-mail address

773-508-2471
Phone Number

Subscribed to and sworn before me
this 18 day of April, 2024.

My commission expires

OFFICIAL SEAL
MARZENA NOWICKA
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 10/12/2025

X
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:

☐ Parent	☐ Grandparent	☐ Stepfather
☐ Child	☐ Grandchild	☐ Stepmother
☐ Brother	☐ Father-in-law	☐ Stepson
☐ Sister	☐ Mother-in-law	☐ Stepdaughter
☐ Aunt	☐ Son-in-law	☐ Stepbrother
☐ Uncle	☐ Daughter-in-law	☐ Stepsister
☐ Niece	☐ Brother-in-law	☐ Half-brother
☐ Nephew	☐ Sister-in-law	☐ 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: Loyola University Chicago

Address of Person Doing Business with the County: 1032 W Sheridan Rd, Chicago IL

Phone number of Person Doing Business with the County: 773-508-2471

Email address of Person Doing Business with the County: _____

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

B. DESCRIPTION OF BUSINESS WITH THE COUNTY

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

The lease number, contract number, purchase order number, request for proposal number and/or request for qualification number associated with the business you are doing or seeking to do with the County: 2112-18538

The aggregate dollar value of the business you are doing or seeking to do with the County: $ $592,000

The name, title and contact information for the County official(s) or employee(s) involved in negotiating the business you are doing or seeking to do with the County: Lorely Ortiz Snr Contract Negotiator; lorely.ortiz@cookcountyil.gov

The name, title and contact information for the County official(s) or employee(s) involved in managing the business you are doing or seeking to do with the County: John Hourihane; john.hourihane@cookcountyil.gov

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

Check the box that applies and provide related information where needed

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

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

COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM

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

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

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

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

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

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

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

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

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

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

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

Signature of Recipient

05-23-24
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. **County reserves the right to request additional information to verify veracity of information contained in this Affidavit.**

I. Contract Information:

Contract Number: 2112-18538

County Using Agency (requesting Procurement): **Office Of the Chief Judge**

II. Person/Substantial Owner Information:

Person (Corporate Entity Name): Loyola University of Chicago

Substantial Owner Complete Name: n/a

FEIN# 36-1408475

Date of Birth: _____ E-mail address: ors@luc.edu

Street Address: 1032 Sheridan Road

City: Chicago State: Illinois Zip: 60660

Home Phone: ( ) _____ - _____

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:

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

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

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

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

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

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

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

IV. Request for Waiver or Reduction

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

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

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

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

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

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

V. Affirmation

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

Signature: X _____ Date: 05-23-24

Name of Person signing (Print): Meharvan Singh, PhD Title: Vice Provost for Research

Subscribed and sworn to before me this 23rd day of May, 20 24

X _____ _____

Notary Public Signature **Notary Seal**

OFFICIAL SEAL
MARZENA NOWICKA
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 10/12/2025

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

SECTION 5

CONTRACT AND EDS EXECUTION PAGE

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

Loyola University of Chicago
Corporation's Name

MEHARVAN SINGH
President's Printed Name and Signature

773-508-2471
Telephone

ORS@luc.edu
Email

Secretary Signature

04-18-2024
Date

Execution by LLC

LLC Name

*Member/Manager Printed Name and Signature

Date

Telephone and Email

Execution by Partnership/Joint Venture

Partnership/Joint Venture Name

*Partner/Joint Venturer Printed Name and Signature

Date

Telephone and Email

Execution by Sole Proprietorship

Printed Name Signature

Assumed Name (if applicable)

Date

Telephone and Email

Subscribed and sworn to before me this
18 day of April, 2024

My commission expires

OFFICIAL SEAL
MARZENA NOWICKA
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 10/12/2025

Notary Public Signature

Notary Seal

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