Request for Proposal
Specification No. RFP01092017
For
Staff Progress Report
for
CEDA Weatherization

Submittals from minority, women and disadvantaged business enterprises are
encouraged.

Faxed, e-mailed or late proposals will not be accepted.

All Questions are due by:
Thursday, March 23, 2017
to: Shawnee Little
slittle@cedaorg.net

SUBMITTAL DEADLINE

Wednesday, April 5, 2017 by 3:00pm, CST

DELIVERY BY HAND OR MAIL

CEDA-Receptionist
567 W. Lake Street, Suite 1200
Chicago, IL 60661

Specification No. RFP01092017
Attn: Shawnee Little

In a sealed envelope one (1) unbound original and one (1) electronic copy
SECTION 1 INTRODUCTION

The Community and Economic Development Association of Cook County Inc. (CEDA) is a community action agency serving Cook County. It provides economic development and human service programs to address the needs of low-income County residents and the underlying conditions which cause those needs. CEDA provides a variety of services including but not limited to WIC, Emergency, Low Income Heating and Energy Assistance Program (LIHEAP), Housing and Weatherization.

SECTION 2 SCOPE OF SERVICE

CEDA’s Weatherization program is seeking an expert in the field of home performance training and quality to assist in the development of a quality monitoring tool for production staff. The project work scope is outlined below. The objective is to evaluate the current tool and associated data stream, develop a more efficient and accurate tool, and implement an updated solution.

2.1 Responsibilities
The Weatherization program’s objective is to provide staff with real-time performance data and proficiency score. The project is broken into three sequential phases. After each phase a summary report will be provided to Weatherization Program Director for review and approval prior to progressing to the subsequent phase of the project.
Phase I – Evaluation
Phase II – Strategic Improvement
Phase III – Implementation

2.2 Location and Time Frame
The project will be managed by the Weatherization Director/Deputy Director and involve close interaction with the Weatherization Training, QA/QC, and production staff. The proprietary/controlled information involving staff, client files, contractors, and State of Illinois cannot leave the CEDA offices. Any review and/or data collection of such information must happen on-site and under the supervision of CEDA Weatherization staff.

Contractor must provide a detailed timeline based on the expected goals and outcomes.

2.3 Expected Goals and Outcomes
The selected Contractor shall:
I. Evaluation
   a. Evaluate Data
      i. Collect all data from production team associated to individual job quality and performance including but not limited to:
         1. Assessment reviews
         2. Assessment Desk audits
         3. Field observations
         4. Change orders
         5. Inspection Detail Reports
         6. State monitoring visits and internal audits
         7. Customer service inquires
      ii. Organize and analyze data. Provide trend and frequency information per production staff member.
   b. Interpret Results
      i. Develop Key Performance Indicators (KPI) based on data analysis.
   c. Evaluate Existing Score Card
      i. Review existing rubric and evaluation metrics for validity.
         1. Determine if current KPIs are in line with performance objectives.
ii. Review existing rubric and evaluation metrics calculation for accuracy.

d. Summarize Findings
   i. Provide a report that outlines findings.

II. Strategic Improvement
   a. Updated Score Card
      i. Use data and evaluation summary to develop improved score card that provides necessary feedback.
      ii. Edit existing or develop more efficient data collection tools.
   b. Develop Training Protocol
      i. Use evaluation data to perform a needs assessment on production staff.
      ii. Design a training protocol initiated by the score card KPIs.

III. Implementation
   a. Pilot Score Card
      i. Work with the production and quality team to pilot the modified score card.
   b. Evaluate and revise
      i. Evaluate the effectiveness of the modified score card.
      ii. Edit and revise the score card as necessary to ensure it generates the desired outcomes.
   c. Launch completed score card
      i. Work with production and quality team to fully implement new process, procedures, and fully updated score card.
      ii. Work with quality team to include updated process and procedures in departmental SOP.
      iii. Work with production team to include updated process and procedures in departmental SOP.
   d. Initiate the training protocol
      i. Brief training team on projected score card work flow and KPIs.

2.4 Contractor Qualifications
The selected Contractor must meet the following requirements:
1. Must have five (5) years’ experience working within the WAP (Weatherization Assistance Program) network. Specifically working within the Illinois Home Weatherization Assistance Program (IHWAP). Must have experience working with the IHWAP Local Administrating Agencies (LAA) in a training and mentoring capacity.
2. Must have experience implementing various process improvement methodologies within the non-profit framework.
3. Must have experience implementing process improvement programs within construction industry.
4. Must have experience in adult learning and development and training.
5. Must have experience evaluating data, KPIs, process efficiency, and measurement rubrics.
6. Must have experience identify and defining knowledge, skills and abilities (KSA).
7. Must have experience developing job task analysis based on the KSAs and job performance goals.
8. Must have experience in evaluating and implementing quality assurance and quality control (QA/QC) strategies and best practices in construction and production based programs.

2.5 Participation of Minority, Women-Owned, Small, Veterans and Disadvantaged Business Enterprises
CEDA is a Community Action Agency in partnership with communities to bring public and private resources to end poverty. CEDA understands the impact that small and minority business can have on poverty. CEDA intends to employ an additional creative solution to the abatement of poverty, by leveraging its procurement dollars in such a way that minority and women business enterprises are stimulated by these funds.
CEDA aggressively seeks minority, women-owned and disadvantaged, veterans and small business enterprises to participate in its procurement activities. Vendors must complete Exhibit C of this document. Certification will be accepted from the City of Chicago, County of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc.

SECTION 3 INSTRUCTIONS TO CONTRACTORS

3.1 Instructions
This RFP provides potential Contractor with sufficient information to enable them to prepare and submit proposals. This RFP also contains the instructions governing the submittal of a proposal and the materials to be included therein, including CEDA requirements, which must be met to be eligible for consideration. All proposals must be complete as to the information requested in this RFP in order to be considered responsive and eligible for award. Contractors providing insufficient details will be deemed non-responsive. CEDA is not obligated, either to purchase the full services or the products proposed by the Contractor, nor to enter into an agreement with any one Contractor.

3.2 Clarifications/Questions
Questions regarding this RFP will be submitted in writing to the Contact person listed on the cover page of this RFP no later than Thursday, March 23, 2017 by 3:00 p.m. Oral interpretations of proposal documents are not binding.

3.3 Uniformity
To provide uniformity and to facilitate comparison of Proposals, all information submitted must clearly refer to the page number, section or other identifying reference in this RFP. All information submitted must be noted in the same sequence as its appearance in this RFP. CEDA reserves the right to waive minor variances or irregularities.

3.4 Proposal Material
The Proposal material submitted in response to the RFP becomes the property of CEDA upon delivery to the Department of Procurement and will be part of any contract formal document for the goods or services which are the subject of this RFP.

3.5 Addenda
Should any Contractor have questions concerning conditions and specifications, or find discrepancies in or omissions in the specifications, or be in doubt as to their meaning, they should notify the Department of Procurement no later than Thursday, March 23, 2017 by 3:00 PM to obtain clarification prior to submitting a Proposal. Such inquiries must reference the proposal due date and CEDA RFP number.

Any clarification addenda issued to Contractors prior to the Proposal due date shall be made available to all Contractors. Since all addenda become a part of the Proposal, the Addenda Acknowledgement Form (to be sent with any addenda) must be signed by an authorized Contractor representative and returned with the Proposal on or before the Proposal opening date. Failure to sign and return any and all addenda acknowledgements may be grounds for rejection of the Proposal.

Interpretations that change the terms, conditions, or specifications will be made in the form of an addendum to the solicitation by CEDA. If issued, CEDA will post the addenda on CEDA website: www.cedaorg.net. In the event there are any conflicts between the general terms and conditions and any special terms and conditions, the special terms and conditions shall take precedence.

3.6 Contractors Responsibility for Services Proposed
The Contractor must thoroughly examine and will be held to have thoroughly examined and read the entire RFP document. Failure of Contractor to fully acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.
3.7 Errors and Omissions
The Contractors expected to comply with the true intent of this RFP taken as a whole and shall not avail itself of any error or omission to the detriment of the services or CEDA. Should the Contractor suspect any error, omission, or discrepancy in the specifications or instructions, the Contractor shall immediately notify CEDA in writing, and CEDA will issue written corrections or clarifications. The Contractor is responsible for the contents of its Proposals and for satisfying the requirements set forth in the RFP. Contractor will not be allowed to benefit from errors in the document that could have been reasonably discovered by the Contractor in the process of putting the proposal together.

3.8 RFP Interpretation
Interpretation of the wording of this document shall be the responsibility of CEDA and that interpretation shall be final.

3.9 Confidentiality and Response Cost and Ownership
From the date of issuance of the RFP until the due date, the Contractor must not make available or discuss its Proposal, or any part thereof, with any employee or agent of CEDA. The Contractor is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois statutes.

3.10 Pricing
All price and cost information requested in this solicitation should be provided by the Sub-Recipient.

3.11 Use of Sub-Contractors
The Contractor response must include a description of which portion(s) of the work will be subcontracted out, the names and addresses of potential sub-contractor and the expected amount of money each will receive under the Contract. CEDA reserves the right to accept or reject any sub-contractor if it is in the best interest of CEDA.

3.12 Period of Firm Proposal
Prices for the proposed service must be kept firm for at least one hundred and twenty (120) days after the last time specified for submission of Proposals. Firm proposals for periods of less than this number of days may be considered non-responsive. The Contractor may specify a longer period of firm price than indicated here. If no period is indicated by the Contractor in the proposal, the price will be firm until written notice to the contrary is received from the Sub-Recipient, unless otherwise specified in this RFP.

3.11 CEDA Rights
CEDA reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the Contractor, to accept any item in the offer. CEDA also reserves the right to accept or reject all or part of your Proposal, in any combination that is economically advantageous to CEDA.

3.12 Alteration/Modification of Original Documents
The Contractor certifies that no alterations or modifications have been made to the original content of this RFP or other procurement documents (either text or graphics and whether transmitted electronically or hard copy in preparing this proposal). Any alternates or exceptions (whether to products, services, terms, conditions, or other procurement document subject matter) are apparent and clearly noted in the offered proposal. Contractor understands that failure to comply with this requirement may result in the proposal being disqualified and, if determined to be a deliberate attempt to misrepresent the proposal, may be considered as sufficient basis to suspend or debar the submitting party from future procurement opportunities.
SECTION 4 EVALUATION PROCESS

4.1 Proposals Evaluation and Award
Proposals will be evaluated based on the quality of the Contractors' credentials and experience. Evaluation of proposals is the sole responsibility of CEDA staff and based totally on CEDA’s assessment of responses. The CEDA Procurement Director reserves the right to enter into agreement or reject any or all proposals when, in her opinion, the best interest of CEDA will be served.

4.2 Responsiveness Review
CEDA personnel will review all proposals to ascertain that they are responsive to all submission requirements.

4.3 Acceptance of Proposals
CEDA reserves the right to reject any or all Proposals or any part thereof, to waive informalities, and to accept the Proposal deemed most favorable to CEDA.

4.4 Evaluation Process
Proposals will be scored on a one hundred (100) point scale by an evaluation committee comprised of CEDA personnel. The committee will evaluate all responsive proposals in accordance with the evaluation criteria detailed below.

This evaluation process may result in a short-list of proposals. The evaluation committee, at its option, may request that all or short-listed Contractor make a presentation, offer customer testimonials or reference, submit clarifications, schedule a site visit of their premises (as appropriate), provide a best and final offer, respond to questions, or consider alternative approaches.

4.5 Right to Inspect
CEDA reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the Contractor and any proposed sub-contractors and to reject any Proposal regardless of price if it shall be administratively determined that in CEDA’s sole discretion the Contractor is deficient in any of the essentials necessary to assure acceptable standards of performance. CEDA reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

4.6 Best and Final Offer
CEDA reserves the right to request a Best and Final Offer from finalist Contractor, if it deems such an approach necessary. In general, the Best and Final Offer will consist of updated costs as well as answers to specific questions that were identified during the evaluation of Proposals.

If CEDA chooses to invoke this option, Proposals will be re-evaluated by incorporating the information requested in the Best and Final Offer document, including costs, and answers to specific questions presented in the document. The specific format for the Best and Final Offer would be determined during evaluation discussions. Turnaround time for responding to a Best and Final Offers document is usually brief (i.e., five (5) business days).

4.7 Selection Process
Upon review of all information provided by shortlisted Contractor, the evaluation committee will make a recommendation for selection to the Procurement Manager for concurrence and submission to CEDA Board of Directors. CEDA reserves the right to check references on any projects performed by the Contractor whether provided by the Contractor or known by CEDA. The selected proposal will be submitted for approval to CEDA Board. CEDA intends to select a proposal that best meets the needs of CEDA and provides the best overall value. Upon approval of the Contractor, a contract will be prepared by CEDA and presented to the Contractor for signature.
SECTION 5 EVALUATION CRITERIA

5.1 Responsiveness of Proposal
Contractor is compliant with all the submission requirements of the RFP. Missing information can deem the Contractor non-responsive.

5.2 Evaluation Criteria
Proposals will be reviewed and selected on the following criteria:

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>Demonstrated Understanding/Quality of the Proposed Plan of Action</td>
<td></td>
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<tr>
<td>• Does the Contractor appear to have a clear understanding of the project</td>
<td>20</td>
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<td>requirements as noted in the Scope of Services/Statement of Work?</td>
<td></td>
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<tr>
<td>• Does the Contractor Proposed Plan of Action demonstrate the ability to meet</td>
<td>15</td>
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<td>the Program Requirements?</td>
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<td>Costs</td>
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<td>• Are the Contractor fees for services reasonable and consistent with the</td>
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<tr>
<td>Scope of Services/Statement of Work?</td>
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<tr>
<td>Qualifications of the Firm and Staff</td>
<td></td>
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<tr>
<td>• Does the Contractor staff proposed to perform the work have sufficient</td>
<td>15</td>
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<td>qualifications and experience to provide the services needed?</td>
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<td>• Does the Contractor have the structural capacity, experience and proven</td>
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<td>approach in the public sector or not-for profit to deliver the highest level</td>
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<td>of services CEDA needs within the designated timeframes?</td>
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<tr>
<td>Past Performance</td>
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<td>• The Contractor demonstrated success in previous and or similar work</td>
<td>10</td>
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<td>• The Contractor illustrates how previous and or similar work will aid in their</td>
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<td>success with this project.</td>
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<td>Small, Minority, Female and Disadvantaged Business Enterprise</td>
<td>5</td>
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<td>TOTAL POINTS</td>
<td>100</td>
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SECTION 6 SUBMISSION OF PROPOSAL

CEDA plans to award a contract from this RFP to the firm that most thoroughly meets the qualifications set forth in this document.

6.1 Instructions for Submission
Contractors are required to submit one (1) paper original and (1) USB copy no later than the time and date indicated in the RFP. The original should be clearly marked “ORIGINAL.”

6.1.1 Time for Submission
Proposals shall be submitted no later than the date and time indicated for submission in this RFP. Late or emailed submittals may not be considered.

6.1.2 Format
Proposals not containing the following submittal requirements may be deemed non-responsive to this RFP.
Contractor shall present their proposals as a firm offer which, if accepted by the CEDA in its entirety, shall be binding between the parties. Each Contractor is required to submit one (1) package of original materials on plain paper and one on USB. The proposals must be typed on standard 8 ½ x 11, letter size paper, typed with page numbers, 1" margins, minimum 11 pt. font, with printed material on one side only. Please include the following in the proposal in the order that is listed, separated by a tab insert identifying the section title as listed below. DO NOT BIND. Contractors are encouraged to organize their submittal in such a way as to follow the submittal requirements listed herein.

6.1.3 Complete Submission
Contractors are advised to carefully review all the requirements and submit all documents and information as indicated in this RFP. Incomplete proposals may lead to a proposal being deemed non responsive. Non responsive proposals will not be considered.

6.1.4 Packaging and Labeling
The outside wrapping/envelope shall clearly indicate the RFP title and date and time for submission. It shall also indicate the name of the Respondent.

6.1.5 Timely Delivery of Proposals
The Proposal must be either delivered by hand or sent to CEDA, Office of the Procurement Manager through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to CEDA, Office of the Procurement Manager and on any correspondence related to the Proposal. If using an express delivery service, the package must be delivered to the designated building and office. Packages delivered by express mail services to other locations might not be re-delivered in time to be considered.

6.1.6 Late Proposals
The Contractor remains responsible for ensuring that its Proposal is received at the time, date, place, and office specified. CEDA assumes no responsibility for any Proposal not so received, regardless of whether the delay is caused by the U.S. Postal Service, CEDA Postal Delivery System, or some other act or circumstance.

6.1.8 Schedule of Revisions to RFP Schedule
Should the Contractor consider that changes in CEDA’s RFP schedule are required; the Contractor shall submit a revised summary schedule with an explanation for the revision for CEDA’s review. CEDA will be under no obligation to accept revised schedules.

6.2 Submission Requirements
6.2.1 Cover Letter
The cover letter shall be signed by an authorized representative of the Contractor. The letter shall indicate the Contractors commitment to provide the services proposed at the price and schedule proposed.

6.2.2 Qualifications of the Firm
Describe the firm’s previous experience with providing the services listed in this RFP for projects of similar type as described in the Scope of Services. Provide those skills that demonstrate prior experience in providing similar services. Provide at least three (3) contract examples with firms similar in size to CEDA.

Provide a list of references where relevant projects were implemented. Include the name of the contact person, name of the organization, project dollar value, address, telephone number and email address, so CEDA may verify the accuracy of all statements may be completing the reference form found in Exhibit E.
6.2.3 **Key Personnel**  
Provide a chronological resume for each of the key personnel proposed. Identify their specialized experience and professional qualifications as it relates to this contract as describe in the Scope of Services. In addition, provide the time commitment for each key personnel. Indicate the level of their commitment to other projects if any.

6.2.4 **Proposed Plan of Action**  
Proposals must contain a brief statement of the company's methodology and relevant philosophy for the services requested in this RFP. In addition, the Contractor must provide a detailed proposed plan of action indicating how all requirements will be met as stated in the Scope of Services and the methodology the implementation plan to successfully meet the goals of CEDA. The proposed plan of action shall include key milestones, staff & schedule, and ability to deliver value with a solution evidenced by cost savings as well as a current budget for the project.

6.2.5 **MBE/WBE/SBE/DBE/VBE Participation**  
The Contractor must complete Exhibit C of this document, which will provide a listing of the minority and women-owned, small, veterans and disadvantaged business enterprises that will be used on this project and proof of certification for each firm listed. Certification will be accepted from the City of Chicago, CEDA of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc.

6.2.6 **Legal Actions**  
Contractor shall include a detailed description of any disputes they currently are involved in, as well as, a complete list of any lawsuits, judgments occurring within the last five (5) years, and all current liens pending.

6.2.7 **System for Award Management (SAM)**  
Provide a SAM number. For information on how to obtain a SAM number for your organization, please refer to the following website: [http://www.sam.gov](http://www.sam.gov)

6.2.8 **Dun and Bradstreet**  
Provide a Dun & Bradstreet number. For information on how to obtain a D&B number for your organization, please refer to the following website: [http://www.dandb.com](http://www.dandb.com)

6.2.9 **Conflict of Interest**  
Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the proposal.

6.2.10 **Insurance**  
Proof of current insurance or ability to obtain insurance coverage outlined in Exhibit A.

6.2.11 **Other**  
Submit any information the Contractor deems pertinent to demonstrate its qualifications to perform the services being requested such as memberships in any professional associations.

6.3 **Proposal Evaluations and Award**  
6.3.1 **Interviews**  
CEDA reserves the right to interview any and all Contractors to discuss rates, hours, etc. and to negotiate best and final pricing. Contractor agrees to participate in any subsequent meetings or presentations requested by CEDA in the evaluation of this proposal.
6.3.2 **Contract Award**

A contract will be awarded to the Contractor whose proposal, in the sole judgment of CEDA most thoroughly meets the qualifications outlined in this document. CEDA reserves the right to review all proposals submitted for a maximum period of thirty (30) days after the date of submission, and by submitting a proposal, the Contractor agrees that the amount specified in the proposal shall remain in full force and effect for the thirty (30) day period. No Contractor shall modify, withdraw, or cancel its proposal or any part thereof for sixty (60) days after the date of submission.

The selected proposal(s) must enter into an Agreement with CEDA within fifteen (15) days following its notification of selection. CEDA in its sole discretion may extend the period up to a maximum 3-day period. CEDA may replace the selected proposal with a replacement if the selected proposal does not sign the Agreement with CEDA by the end of the 15th day or extended period.

**SECTION 7 GENERAL CONDITIONS**

7.1 **Insurance Requirements and Indemnification**

Proposal must be accompanied by written evidence of the type and amount of insurance maintained by Contractor. The Contractor shall indemnify, keep and hold harmless its agents, officials, and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against CEDA in consequence of the granting of this contract, or which may in anyway result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission by the Contractor or his employees, of a subcontractor of his employees, if any, or of CEDA or its employees. The Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred in connection therewith, and if any judgment shall be rendered against CEDA in any such action, the Contractor shall, at his own expenses, satisfy and discharge them. The Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the CEDA as herein provided.

7.2 **Investigations Prior to Proposal Award**

CEDA may make such investigations as are deemed necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish all such information and data for this purpose as CEDA may request. CEDA reserves the right to reject any proposal if the evidence submitted by, or investigation of such Contractor, fails to satisfy it that such Contractor is properly qualified to carry out the obligations of the contract.

7.3 **Officials or Employees**

No officer or employee of the CEDA, or the governing body of the CEDA, who exercises any responsibilities with respect to the purchase to be made, shall during his tenure in office, have any interest, direct or indirect, in any contract or purchase order issued as a result of this proposal process.

7.4 **Exemption from Retailers, Occupation or Use Taxes**

CEDA is a non-profit corporation recognized by the Internal Revenue Services as a 501 (c) (3) exempt organization and by the State of Illinois as organized exclusively for charitable purposes. CEDA is exempt by law from Retailers Occupation Tax (both State and Local), Use Tax and the Service Use Tax of IL on materials or services purchased in connection with the work. Consultants, Contractor or selected Contractor that perform services for or supply equipment and materials to the CEDA must pay, as a cost of the Work, all existing and future applicable federal, state, and local taxes that apply to them, whether direct or indirect, incurred in connection with the services. The quoted hourly billing rate must include all other Federal, State and/or Local direct or indirect taxes that apply.
7.5 Cost/Ownership of Proposals
CEDA owns all Proposals. Proposals will not be returned to select Sub-Recipient. CEDA shall not be responsible for expenses incurred in preparing and submitting the Proposal. Such costs shall not be included in the Proposal.

7.6 Response to Exhibits
Contractors are required to complete and submit detailed responses to this Proposal, including, but not limited to the submittal requirements set forth in section 6.2 of this document and all Exhibits and applicable schedules.

7.7 Confidentiality
The Contractor agrees to keep the information related to all contracts in strict confidence. Contractor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information in the Contractor possession, to those employees on the Contractors staff who must have the information on a "need-to-know" basis. The Contractor agrees to immediately notify, in writing, CEDA's authorized representative in the event the Contractor determines or has reason to suspect a breach of this requirement.

7.8 Non-Discrimination
Contractor participating on this agreement shall not (1) fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his or her compensation, or the term, conditions, or privileges of his/hers employment because of such individual race, color, religion, sex, age, handicap or nationals origin. (2) Limit segregate, or classify employees or applicants for employment in any way which deprives or tends to deprive any individual of employment opportunities or otherwise adversely affect his/hers status as an employee, because of such individuals.

7.9 Drug-Free Workplace
Every contract of over $10,000 shall include the following provisions:
During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractors employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Sub-Recipient’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each sub-contractor.

For the purpose of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

7.10 Appeal and Protest
Unsuccessful Contractors shall have (5) five calendar days from the date of notification of the contract award to file a written protest with CEDA, through the Procurement Department. The written protest shall include reason(s) for the protest with supporting documentation where appropriate.

Appeal/Protest procedures that are required by federal/state program funding sources shall take precedent where applicable take precedent where applicable. The President/CEO or his designee shall conduct a review of all information/documents submitted by the Contractor, and shall take other steps as deemed necessary for a fair and impartial process of review. The President/CEO will render a final decision, which shall be binding and without additional appeal rights.
SECTION 8 PRICE PROPOSAL

On behalf of ___________________________ I submit this proposal to the Community and ___________________________
(Name)

Economic Development Association of Cook County, IL to provide evaluation, design, and implementation of a production staff score card as described in this document and exhibits for the cost of ___________________________.
(Please include a separate sheet for cost breakdown.)

I have full authority to bind ___________________________ to this proposal and the terms and conditions of this proposal.
(Name)

_____________________________________________
Signature of President our Authorized Officer

_____________________________________________
Title of President or Authorized Officer Date

For questions regarding this response please contact:

____________________________________
____________________________________
Name                                                                                                                      Title

____________________________________
Telephone Number Fax Number Email Address

____________________________________________
Mailing Address, City, State Zip
EXHIBIT A
INSURANCE REQUIREMENTS

Please submit a current copy of your current insurance.
EXHIBIT B
CONTRACTOR’S AFFIDAVIT

Contractor Name

Contractor Address

Contractor Telephone Number

Instructions:
FOR USE WITH ALL CONTRACTS. Every Contractor submitting a bid/proposal to CEDA must complete this Affidavit. Please note that in the event Provider is a joint venture, the joint venture and each of the joint venture partners must submit a separate and completed Contractor’s Affidavit. In the event Provider is unable to certify any of the statements contained herein, Provider must contact CEDA and provide a detailed factual explanation of the circumstances leading to Provider’s inability to so certify.

I certify that I am authorized to execute this Contractor’s Affidavit on behalf of the Contractor set forth above, that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provided in or with this Affidavit and attachments hereto are true and accurate.

Provider may report any change in any of the facts stated in this Affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit.

Company Name

Signature of Authorized Officer

Name of Authorized Officer (Print or Type)

Title
All bidders/proposers/contractors shall provide the following information with their bid/proposal/contract. Complete all blanks by entering the requested information, or, if the question is not applicable, answer with "N/A". If the answer is other, please identify.

1. Date of application: ________________________________________________________________
2. Company: ________________________________________________________________________
3. Parent Company: ____________________________________________________________
4. Contact Name: ___________________________________________________________________
5. Street Address: ___________________________________________________________________
6. Mailing Address [if different]: _____________________________________________________
7. Telephone (1): _________________________________________________________________
8. Telephone (2): ____________________________________________________________________
9. Fax Number: _____________________________________________________________________
10. Website Address: __________________________________________________________________
11. E-mail Address (include name): ____________________________________________________
12. Employer’s Federal ID# / Social Security #: __________________________________________
13. DUNS #: ________________________________________________________________________

Contractor is a [ ] Corporation [ ] Sole Proprietor
[ ] Partnership [ ] Not-For-Profit
[ ] Joint Venture [ ] LLC

Date Business Started: ________________________________________________________________

Based on the selection above, complete the corresponding section below:

SECTION 1. For Profit Corporations, Limited Liability Corporations, or Not-For-Profit Corporations

a. Incorporated in ____________________________

b. Authorized to do business in the State of Illinois [ ] Yes [ ] No

c. Names of all officers and directors of corporation (or attach a list)

Name & Title

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
SECTION 2. Partnership

If the bidder/Contractor is a partnership, indicate the name of each partner or attach a list and the percentage of interest of each therein.

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<th>Name of Partners</th>
<th>Percentage of Interest</th>
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SECTION 3. Sole Proprietorships

a. The bidder/Contractor is a sole proprietor and is not acting in any representative capacity on behalf of any beneficiary:
   [ ] Yes  [ ] No  If “No,” complete items b and c.

b. If the sole proprietorship is held by an agent(s) or a nominee, indicate the principle(s) for whom the agent or nominee holds such interest.

   Name(s)

   ______________________________________________________

   ______________________________________________________

   ______________________________________________________

   ______________________________________________________

c. If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised:

   ______________________________________________________

   ______________________________________________________

   ______________________________________________________

SECTION 4 – Joint Venture

If the Contractor is a joint venture, indicate the name of each partner or attach a list and the percentage of interest of each therein.

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SECTION 5. Certification Regarding Suspension and Disbarment

Provider certifies to the best of its knowledge and belief, that it and its principles are not presently debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from transactions by any Federal, State or local government agency and have not within a (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, a violation of Federal or State antitrust statues, or the commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Further, contractor certifies it is not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Section 2(a) above, and have not within a (3) year period preceding this agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

SECTION 6. Verification

Under penalty of perjury, I certify that I am authorized to execute this Contractor’s Affidavit on behalf of Provider set forth on this page, that I have personal knowledge of all the certifications made herein and that the same are true.

___________________________________  __________________________________
Signature of President or Authorized Officer  Title

___________________________________  
Date

NOTARY PUBLIC

On this day, ____________________________ personally appeared before me to me known to be the person(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed

This _____________ day of __________________________, ________________.

Notary Public in and for the State of ____________________________, County of ________________.

My commission expires ________________________________________.

Notary Signature _________________________________________________

AFFIX NOTARY SEAL:
GENERAL CONTRACTOR INFORMATION:

1. Name of Company: ____________________________________________________________

2. Are you or your firm certified as a small, minority, female or disadvantaged business enterprise by a municipal, State or Federal agency?
   [ ] Yes [ ] No

3. If yes, answer the following:
   a. List agency: _______________________________________________________________
   b. Attach a copy of your certification letter.

4. Is your firm certified as a minority business by the Chicago Minority Business Development Council?
   [ ] Yes [ ] No

5. Is your firm certified as a female owned business by the Women’s Business Development Agency?
   [ ] Yes [ ] No

6. Attach a copy of your certification letter.
EXHIBIT D
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

______________________________
Signature

______________________________
Title

______________________________
Organization
EXHIBIT E  
BUSINESS INFORMATION AND REFERENCES

1. How many years has this company been in business? _______________________

2. Do you have a current business license? [ ] Yes [ ] No
   a. In what city or town is the business licensed? ____________________

3. Provide the name, telephone number and address of (3) references for jobs whose scope of work is similar to that which is specified in this proposal.

   Company/Agency Name ________________________________________________
   Address ____________________________________________________________
   Phone ___________________________ Contact ____________________________
   Type of Business_____________________________________________________

   Company/Agency Name ________________________________________________
   Address ____________________________________________________________
   Phone ___________________________ Contact ____________________________
   Type of Business_____________________________________________________

   Company/Agency Name ________________________________________________
   Address ____________________________________________________________
   Phone ___________________________ Contact ____________________________
   Type of Business_____________________________________________________
