



THE COMMUNITY AND ECONOMIC DEVELOPMENT  
ASSOCIATION OF COOK CEDA, INC.

**Request for Proposals  
Specification No. RFP06012020**

**Temporary Staffing Agency Services  
for  
CEDA**

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

Faxed or e-mailed will not be accepted.

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| <p><b>Pre-Proposal Meeting</b></p> <p>This meeting will be hosted by Microsoft Teams and will be held on <u>Wednesday, August 5, 2020 from 10:00AM – 12:00PM.</u> <b>NOTE:</b> In order to attend the meeting, firms will be required to email Shawnee Little (<a href="mailto:slittle@cedaorg.net">slittle@cedaorg.net</a>) your contact information prior to the meeting to obtain the link.</p>                      | <p><b>All Questions are due by:</b></p> <p><u>Monday, August 10, 2020</u></p> <p>to: Shawnee Little at <a href="mailto:slittle@cedaorg.net">slittle@cedaorg.net</a></p> |
| <p><b>SUBMITTAL DEADLINE</b></p> <p><b><u>Wednesday, August 18, 2020 by 3:00pm, CST</u></b></p> <p><b>DELIVERY BY HAND OR MAIL</b></p> <p>CEDA-Procurement</p> <p>567 W. Lake Street, Suite 1200</p> <p>Chicago, IL 60661</p> <p>Specification No. RFP06012020</p> <p>In a <b>sealed</b> envelope one (1) unbound original and one (1) electronic copy<br/><b>Late proposals will be considered non responsive.</b></p> |   |

## **SECTION 1 INTRODUCTION**

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The Community and Economic Development Association of Cook CEDA Inc. (CEDA) is a community action agency serving Cook CEDA. It provides economic development and human service programs to address the needs of low-income residents and the underlying conditions that cause those needs. CEDA provides a variety of services in Cook CEDA including but not limited to WIC, Emergency Services for Homeless and Nearly Homeless individuals, Housing Services and Economic Development, and Home Weatherization Assistance Program.

CEDA is a not-for-profit corporation serving CEDA of Cook County. It is exempt from Federal Income Tax, under Section 501(c) 3 of the Internal Revenue Service Code.

Additional information about CEDA and its services are available at [www.cedaorg.net](http://www.cedaorg.net)

## **SECTION 2 SCOPE OF SERVICES**

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The intent of this Request for Proposal (RFP) is to obtain fixed price proposals from qualified temporary staffing firms for CEDA for use on an as-needed basis. CEDA intends to award multiple firm fixed contracts for a base period of one (1) year and reserves the right to extend the Contract, at its sole discretion for three (3), one (1) year options. CEDA intends to award one (1) to three (3) primary Contracts.

CEDA is seeking the services of highly skilled, experienced and qualified companies who have been in business for at least five (5) years providing expert temporary staffing services to not-for profit and/or governmental agencies.

The Respondent(s) must be able to provide quality service along with dependable and reliable customer service. Some CEDA programs require firms to dedicate a number of staff for their specific needs. Staffing assignments may be anywhere from one (1) day or one (1) week, while other assignments may last several months. CEDA does not guarantee any minimum amount of services. Most temporary staffing positions are located at CEDA's Central office located at 567 W. Lake Street, Chicago, IL 60661. However, Respondent(s) should be able to provide staffing at any CEDA location in the Chicagoland area where there is a need.

CEDA offers a variety of programs and services in the areas of community and economic development, education, emergency assistance, energy conservation, health and nutrition, and housing. A summary is listed below:

### **A. Programs**

1. Low Income Home Energy Assistance Program (LIHEAP) helps eligible low-income households pay for energy services with a one-time payment made directly to utility companies on the individual's behalf. Individuals requesting service must provide documented information on their financial situation to be eligible for this program.

The LIHEAP program utilizes temporary staff in various job categories and often has a need for temporary staff year round. The number of temps needed will fluctuate based on the need at the given time.

2. Weatherization (WX) is a year-round program using state-of-the-art technology to make homes more energy-efficient for qualifying low-income clients in Chicago and suburban Cook County.
3. The Women, Infants and Children (WIC) program is a supplemental nutrition program focused on eating healthy eating for moms and kids. WIC can provide nutrition education, nutrition counseling, breastfeeding support, nutritious foods and referrals to other services as needed.
4. The Family Support and Community Engagement (FSACE) program offers a range of services to Suburban Cook County residents, which assist low-income people in attaining skills, knowledge

and the resources necessary to achieve self-sufficiency. The program also provides direct client assistance to help remove barriers to self-sufficiency.

5. Other departments within CEDA such as Accounting, Human Resources, Procurement and IT may also require temporary personnel from time to time. Due to changing program needs, CEDA may require clerical personnel for short-term engagements during the year. Specific requirements for these persons will be specified at the time of the engagement.

### **B. Job Requirements –Titles - Job Descriptions**

CEDA shall pay only for the level of skill required. For example, if CEDA requests an intermediate level clerical, it shall be paid at that rate even if an advanced clerical is provided. All proposals must meet or exceed the requirements contained herein.

The following are the skill levels and definitions that CEDA utilizes:

- Entry Level means someone with zero (1) to two (2) years of experience.
  - Intermediate means someone with more than two (2) but less than five (5) years of experience.
  - Advanced means someone with five (5) or more years of experience.
1. Administrative
    - a. Clerical/Receptionist: General clerical work. High school or equivalent, light typing, sorts files, distributes mail and answers phone.
    - b. Office Assistant: Responsible for general clerical work. High school or equivalent, typing a minimum 55 wpm. One (1) year general clerical work involving public contact. Maintains records and files, prepares routine correspondence, orders supplies, answers phones, operates office equipment, computer, performs data entry and data processing, and acts as a receptionist.
    - c. Secretary: Performs skilled to complex work requiring typing skills and routine administrative and technical work. Composes routine correspondence, acts as a receptionist, maintains mailing lists, files, and card indexes. Operates standard office equipment.
    - d. Mail Clerk: Prepares incoming and outgoing mail for distribution. Duties include sorting and routing incoming mail; sealing, stamping and affixing postage to outgoing mail or packages, and keeping necessary records and completed forms. Utilizes postage meter, scale and/or envelope sealer. Operates fax machine. Must have knowledge of post office mailing requirements and policies. Must be familiar with UPS and Federal Express requirements. Maintains mail records and sorts and files material.
  2. Information Technology  
IT Help Desk Technician: Answer all incoming calls and e-mails to Helpdesk in a polite and courteous manner. Assigns incoming Helpdesk calls and work orders to appropriate IT staff based on territory/account assignment, functional area of responsibility, and/or staff availability. Works closely with managers on call assignments, customer problems, and logistics issues. Screens incoming calls and work orders and attempts to provide resolution over the telephone and/or by remote access, including password resets, and troubleshooting problems related to PC's and peripherals, network clients, CEDA standard application software & telecommunications.
  3. Accounting
    - a. Accounting Clerk: Responsible for clerical work involving the preparation and/or maintenance of fiscal or related records. Gathers, assembles, tabulates and checks financial data. Maintains financial and statistical records, compiles reports, and operates standard office equipment and posting records.
    - b. Accountant: Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances

to management and others; has knowledge of commonly-used concepts, practices, and procedures within a particular field.

- c. Accounts Payable Clerk: Responsible for compiling amounts owed by the company to Respondent(s), suppliers, or other organizations/individuals. Gathers purchase orders and prepares payments. Maintains all payment or other transaction records. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

#### 4. LIHEAP

All LIHEAP positions require the ability to work in a fast-paced environment with daily quotas. An intermediate knowledge of using a computer, specifically Microsoft office, and entering data into existing databases is a necessity.

- a. Verifier:

Verify the accuracy of data entered into the State databases. Compare data with source documents to determine eligibility for program assistance using set State guidelines. Identify lack of documentation and document denial in State database. Maintain logs of activities and completed work. Typing speed of 20 WPM is required.

- b. Program Assistant:

Assist in creation of SOPs- especially converting outline information into a flow chart. Creation of ID forms (LIHEAP.net and STARS, both for New and Deletions). Maintain SharePoint- especially updating the EST list of Intake Worker profiles to maintain current information after training. Reset STARS passwords when necessary. Fraud investigations. Email correspondence with sites. Provide requested training materials for PCs. Associate's degree or a bachelor's degree. Excellent customer service skills are essential. Knowledge of and experience with Energy assistance programs or relevant social service operations, preferred. Familiarity with MS Word and Excel are required. Ability to work independently.

- c. Office Services Clerk

Sort and open UPS and USPS packages daily. Sort applications and create a file for each application. Log each application into the designated database. Affix bar-coded labels to file folders. Box applications and deliver to respective area(s) for processing. Sort files numerically using a 7-digit application ID number. Print, sort and mail preprinted correspondence. Open, print and sort faxes and incoming mail. Log mail in computerized database. Maintain filing system. Pull/file program applications Able to lift up to 5-25lb boxes of supplies and materials.

- d. Case Manager:

Verify the accuracy of data entered into a State database. Compare data with source documents to determine eligibility for program assistance using set guidelines. Maintain logs of activities and completed work. Troubleshoot and resolve problems applications and/or utility vendor(s). Track client information and interactions in web-based program system and an in-house database. Able to professionally speak with clients via phone and/or in person regarding sensitive application concerns.

- e. Information and Referral Specialist (I&R Specialist)

Make outbound calls generated from inbound calls received in a high volume inbound call center. Confer with customers to provide information about benefits, application process, and other utility assistance programs. Able to handle highly emotional customers. Exceptional customer service skills required. Bilingual is a plus but not required unless requested. Strong computer knowledge required; will be trained on databases and proprietary software. Follow appropriate scripting and templates. Exceptional oral and written communication skills. Record details of customer inquiries or complaints.

- f. Processing Clerk: Verify the accuracy of data entered into the State databases. Compare data with source documents to determine eligibility for program assistance using set State guidelines. Identify lack of documentation and document denial in State database. Answer applicants' questions about application process & procedures. Keep records of assigned cases, and prepare required reports. Typing speed of 20 WPM is required.
- g. Customer Service Representative, Partner Site Help Desk (PSHD)  
Assist Partner Intake Site staff in a cordial and appropriate manner. Communicate required documentation needed for completion of utility assistance applications. Troubleshoot technical issues during application intake process as requested. Report trending technical issues. Inform Partner Site EST of denial resolutions to complete processing of applications. Update and communicate active passwords to corresponding Partner Site ESTs. Communicate and log interactions with Partner Agencies from phone calls and emails sent and received related to programs. Contact customers for quality survey of experience at specified Partner Site location. Exceptional customer service skills required. Bilingual is a plus but not required unless requested. Strong computer knowledge required; will be trained on databases and proprietary software. Follow appropriate scripting and templates. Exceptional oral and written communication skills. Record details of client inquiries or complaints. Other duties as assigned.
- h. Customer Service Representative, Call Center:  
Answer phone calls for an inbound call center. Confer with customers by telephone to provided information about benefits, application process and other utility assistance programs. Able to handle large volumes of calls. Able to speak with irate customers. Refer unresolved customer grievances to designated departments for further investigation. Typing speed of 20 WPM is required.

#### 5. TESTING

CEDA would like to request that anytime testing is completed, we get a copy of the scores on the jobs that require testing.

#### C. Program Requirements

The Respondent(s) shall propose a plan to address in detail each of the following specific topics, which include, but are not limited to the following:

1. Describe in detail how your organization would fulfill and/or provide the job requirements.
2. Describe in detail your organization's hiring and, ordering process, training programs, employee benefits and other services that are provided to employees.
3. Describe how quality and service standards will be maintained.
4. Describe your firm's ability to fill requests within a 24- hour period?
5. Describe how quality and service standards will be maintained.
6. Describe in detail how your organization conducts background checks and include the type of criminal background checks performed.
7. Describe in detail your screening process for temporary employee applicants.
8. Describe how your agency reserves a pool of available candidates who meet the criteria as described in Job Requirements.
9. Describe in detail the process if CEDA is not satisfied with the temporary staff, how your agency provides for replacement temporary staff, with a candidate of equal qualification skills.
10. Respondent(s) should provide a detailed description of the markup percentage on the pay rate that will be billed to CEDA or each identified labor type.
11. Conversion Rate  
Describe the firms' conversion rates for temporary to permanent conversion.

#### D. Minimum Requirements

In addition, the Respondent(s) shall propose a plan to address in detail each of the following specific topics.

1. Response Times -- Most requests will be several days in advance of the actual start date; however, Each Respondent(s) also agrees that for any placement, they will provide resumes of

prospective placements no later than three (3) business days after the request. If not provided, CEDA staff may seek placement from the next position vendor. On occasion, CEDA may have a more immediate need. In these cases, the response times will be shortened.

Repeated failures to provide qualified personnel within the appropriate response times, or other unsatisfactory service deficiencies, may be cause to terminate the contract.

3. All temporary personnel shall be employed by the Respondent(s). The Respondent(s) shall be responsible for all payrolls, taxes, worker's compensation, insurance and other federal and state requirements for temporary personnel.
4. CEDA shall have the right at any time to refuse or determine unacceptable, any temporary personnel sent by the Respondent(s). Refusal of any temporary shall be in accordance with Equal Opportunity Employment Guidelines. The temporary shall be immediately removed and prompt arrangement made for a suitable replacement.
5. The firm shall be responsible for maintaining satisfactory standards of employee competence, conduct, appearance, and integrity, and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary.
6. Contract Rates & Payment Terms --Invoices shall be submitted to CEDA and must include the names of temporary personnel, classification, employee rate of pay per the contract, billing rate to CEDA, number of hours worked and the department that they report to. CEDA will only pay for actual time worked. Invoices must be submitted to CEDA.
7. Time Cards must be signed by authorized signers only in the approval section. Temporary staff will be provided with the name(s) of the authorized signer(s). Agency must be willing to accept time reports from CEDA's proprietary time keeping system, if applicable.
8. Biometric System, CEDA LIHEAP utilizes a biometric system to track staff time.
9. Price Escalation/De-escalation  
The firm may request an increase/decrease in the hourly rates prior to any renewal period. The price Increase/decrease shall not exceed the price increase/decrease as that contained in the latest Consumer Price Index for all Urban Wage Earners and Clerical Workers (CPI-W), Other Goods and Services. Any increase/decrease requested will be subject to CEDA approval and is not guaranteed
10. Fraudulent Time Cards  
The vendor shall reimburse CEDA for any improper charges which may result from fraudulent time cards prepared by the vendor's employee which are discovered within one (1) year of payment by CEDA. This includes, but is not limited to, incorrect time cards, improper rate charges, etc.
11. Temporary candidates presented for consideration may be subject to an interview by representatives of the requesting program and may be asked to provide work samples.
12. CEDA also currently utilizes temporary year round staff and their pay rate is based on their position and tenure within the LIHEAP Program. The position title and pay rate will be dictated to the agency when the temporary staff request is submitted.

**Pay rates for each job description should not be below or exceed what is listed below for LIHEAP staff:**

**The Respondent(s) shall submit bill rates on the proposal pricing form (9a) for the following job description.**

| Position  | Pay Rate Effective July 1, 2020 |
|---|---------------------------------|
| <b>CLERK, OFFICE SERVICES</b>                     | <b>\$14.00</b>                  |
| <b>CLERK, PROCESSING</b>                          | <b>\$14.00</b>                  |
| <b>CSR, CALL CENTER</b>                           | <b>\$15.00</b>                  |
| <b>CSR, PARTNER SITE HELP DESK</b>                | <b>\$15.00</b>                  |
| <b>CSR, INFORMATION &amp; REFERRAL SPECIALIST</b> | <b>\$15.00</b>                  |
| <b>VERIFIER</b>                                   | <b>\$16.00</b>                  |
| <b>CASE MANAGER</b>                               | <b>\$16.00</b>                  |
| <b>PROGRAM ASSISTANT</b>                          | <b>\$18.00</b>                  |
|   |                                 |

\*Minimum Wage (Chicago) is \$14.00

#### E. Participation of Small, Minority and Women Enterprises

CEDA is in partnership with communities to bring public and private resources to end poverty. CEDA aggressively seeks small, minority and women businesses to participate in its procurement activities.

Respondent(s) should complete Exhibit C which should provide a listing of the small, minority and women 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, County of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc.

#### F. Contractual Specifications

1. CEDA would like to request that Contractors meet with their Staff placed at CEDA at least once per month here at CEDA Central.
2. Holidays  
Contractors shall not require employees to perform services to CEDA on holidays officially observed by CEDA. Holidays shall be billed at the regular billing rates for the specified position. No additional allowances will be given for Holidays worked.
3. Overtime  
Overtime may be billed by the Contractor only if the overtime hours were previously approved in by CEDA and after the assigned employee has worked forty (40) hours in a calendar week.
4. Drug and Alcohol Testing Requirement and Criminal Background Check  
The Contractor shall provide proof of drug and alcohol testing as well as a criminal background check to CEDA prior to the assignment of Contractor's employees with CEDA. The Respondent shall bear all costs associated with drug and alcohol testing.
5. Addition/Deletion/Modification to Job Descriptions  
CEDA may add, delete, or modify job descriptions at the option of CEDA. Any additions, deletions, or modifications will be agreed to through an amendment to the original Agreement, which shall be executed by CEDA and the Contractor.

### SECTION 3 INSTRUCTIONS TO RESPONDENTS

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#### 3.1 Instructions

This RFP provides potential Respondent(s) 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. Respondent(s) providing insufficient details will be deemed non-responsive. CEDA is not obligated, either to purchase the full services or the products proposed by the Respondent(s), nor to enter into an agreement with any one Respondent(s).

#### 3.2 Pre-Proposal Conference

CEDA will hold a Pre-Proposal conference on the date, time and location indicated below. Representatives of CEDA will be present to answer any questions regarding the services requested or proposal procedures. Prospective Respondent(s) will respond to the contact person listed on the front cover of the RFP at least one day prior to the Pre-Proposal Conference to confirm participation and number of representatives attending the meeting. A maximum of 2 representatives from each firm may attend the pre-proposal conference.

**Date: Wednesday, August 5, 2020 from 10:00am-12:00pm**  
**Location: Via Microsoft Teams**

### **3.3 Clarifications**

Questions regarding this RFP will be submitted in writing to the Shawnee Little at [slittle@cedaorg.net](mailto:slittle@cedaorg.net). no later than Monday, August 10, 2020 by 3:00 p.m.

### **3.4 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.

### **3.5 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.

### **3.6 Addenda**

Should any Respondent(s) 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 Monday, August 10, 2020 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 Respondent(s) prior to the Proposal due date shall be made available to all Respondent(s). Since all addenda become a part of the Proposal, the Addenda Acknowledgement *must* be signed by an authorized Respondent(s) 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](http://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.

### **3.7 Respondent(s)'s Responsibility for Services Proposed**

The Respondent(s) must thoroughly examine and will be held to have thoroughly examined and read the entire RFP document. Failure of Respondent(s) 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.

### **3.8 Errors and Omissions**

The Respondent(s) is 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 Respondent(s) suspect any error, omission, or discrepancy in the specifications or instructions, the Respondent(s) shall immediately notify CEDA in writing, and CEDA will issue written corrections or clarifications. The Respondent(s) is responsible for the contents of its Proposals and for satisfying the requirements set forth in the RFP. Respondent(s) will not be allowed to benefit from errors in the document that could have been reasonably discovered by the Respondent(s) in the process of putting the proposal together.

### **3.9 RFP Interpretation**

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

### **3.10 Confidentiality and Response Cost and Ownership**

From the date of issuance of the RFP until the due date, the Respondent(s) must not make available or discuss its Proposal, or any part thereof, with any employee or agent of CEDA. The Respondent(s) 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.

### **3.11 CEDA RFP Format**



All Respondent(s) will use this solicitation format for submitting their proposal. Variations or exceptions from the specifications and general conditions should be submitted in writing. Such variations or exceptions may be considered in evaluating the offers received. Any exception taken must be noted in the space provided within this solicitation. Failure to comply with this requirement may cause a Respondent(s)'s proposal to be considered "nonresponsive."

### **3.12 Pricing Structure**

All price and cost information requested in this solicitation should be provided by the Respondent(s).

### **3.13 Use of Subcontractors**

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

### **3.14 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 Respondent(s) may specify a longer period of firm price than indicated here. If no period is indicated by the Respondent(s) in the Proposal, the price will be firm until written notice to the contrary is received from the Respondent(s), unless otherwise specified in this RFP.

### **3.15 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 Respondent(s), 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.

### **3.16 Alteration/Modification of Original Documents**

The Respondent(s) 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. Respondent(s) 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 CEDA RFP procurement opportunities.

## **SECTION 4 EVALUATION AND SELECTION PROCESS**

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Proposals will be evaluated based the quality of the Respondents credentials and experience. Evaluation of proposals is the sole responsibility of CEDA staff and based totally on CEDA's assessment of responses.

### **4.1 Responsiveness Review**

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

#### **4.1.1 Questions from the Scope of Work**

Respondent(s) should provide a response to all questions listed in the Scope of Work under section C.

### **4.2 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 Respondent(s) 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.

**4.3 Right to Inspect**

CEDA reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the Respondent(s) and any proposed subcontractors and to reject any Proposal regardless of price if it shall be administratively determined that in CEDA's sole discretion the Respondent(s) 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.

**4.4 Best and Final Offer**

CEDA reserves the right to request a Best and Final Offer from finalist Respondent(s), 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).

**4.5 Selection Process**

Upon review of all information provided by shortlisted Respondent(s), the evaluation committee will make a recommendation for selection to the Procurement Manager for concurrence and submission to CEDA elected officials. CEDA reserves the right to check references on any projects performed by the Respondent(s) whether provided by the Respondent(s) 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 Respondent(s), a contract will be prepared by CEDA and presented to the Respondent(s) for signature.

**SECTION 5 EVALUATION CRITERIA**

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**5.1 Responsiveness of Proposal**

Respondent(s) is compliant with all the submission requirements of the RFP.

**5.2 Evaluation Criteria**

Proposals will be reviewed and selected on the following criteria:

| EVALUATION CRITERIA   | POINTS |
|---|--------|
| <p><b>Pricing Structure</b><br/>Respondent must provide the following as part of its proposal:</p> <ul style="list-style-type: none"> <li>a. Are the Respondent's fees for services reasonable and consistent with the Scope of Services?</li> <li>b. Conversion fees, are they reasonable and fair with industry standards?</li> </ul>   | 30     |
| <p><b>Demonstrated Understanding/Quality of the Proposed Plan of Action</b><br/>Respondent must provide the following as part of its proposal:</p> <ul style="list-style-type: none"> <li>a. <b>Transition</b> - Describe the plan for assuming service(s) from current Contractor. If Respondent is the current Contractor, indicate and provide a transition plan from current contract to the anticipated new contract.</li> <li>b. <b>Implementation</b> - Describe how you plan to provide service(s) without disrupting the current service level(s). If Respondent is current Contractor, so indicate and provide an implementation plan from current contract to the anticipated new contract.</li> </ul> | 20     |

|   |                   |
|---|-------------------|
| <p>c. <b>Contingency plan</b> - Describe your plan to provide the service(s) in the event of unforeseen circumstance (i.e. staff no show, staff abandons assignment, etc.)</p>  |                   |
| <p><b>Qualifications of the Firm and Staff</b><br/>                 Respondent must provide the following as part of its proposal:</p> <ul style="list-style-type: none"> <li>a. Indicate how long your organization has been providing the service described in this RFP.</li> <li>b. Provide detailed information about the types of employers your organization has served in the past and is currently serving.</li> <li>c. Indicate experience providing this type of service to a not-for-profit agency.</li> <li>d. Provide start and completion dates of projects/contracts successfully completed. Also include the name(s), address(es), and phone number(s) of the responsible official(s) of the employer(s) who may be contacted.</li> </ul> | <p>20</p>         |
| <p><b>Past Performance</b><br/>                 Respondent must provide the following as part of its proposal:</p> <ul style="list-style-type: none"> <li>a. A minimum of three (3) references from prior or current clients, including a contact name, title, address(es) and phone number of the responsible official(s) who may be contacted at each reference. These references must be responsive to CEDA when contacted for reference check. References who fail to respond to CEDA will reduce the score of the Respondent. The Respondent's decision to provide additional references does not obligate CEDA to consider or contact those references.</li> </ul>  | <p>10</p>         |
| <p><b>Financial Stability</b><br/>                 Respondent must provide the following as part of its proposal:</p> <ul style="list-style-type: none"> <li>a. Did the Respondent exhibit their financial condition and other background information, including but not limited to audited financial statements and disclosure of Legal Actions?</li> </ul>  | <p>10</p>         |
| <p><b>Small, Minority, Female and Disadvantaged Business Enterprise</b></p>   | <p>10</p>         |
| <p><b>TOTAL POINTS</b></p>  | <p><b>100</b></p> |

CEDA plans to award several contracts from this RFP to the firms that most thoroughly meet the qualifications set forth in this document.

**SECTION 6 SUBMISSION OF PROPOSAL**

---

**6.1 Instructions for Submission**

**6.1.1 Number of Copies**

Respondent(s) 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."

**6.1.2 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.

**6.1.3 Format**

Proposals not containing the following submittal requirements may be deemed non-responsive to this RFP.

Respondent(s) shall present their proposals as a firm offer which, if accepted by the CEDA in its entirety, shall be binding between the parties. Each Respondent 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. Respondent(s) are encouraged to organize their submittal in such a way as to follow the submittal requirements listed herein.

**6.1.4 Complete Submission**

Respondent(s) 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.

**6.1.5 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.

**6.1.6 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. If using an express delivery service, the package must be delivered to the designated office and not to CTA's Central Receiving facilities.

**6.1.7 Late Proposals**

The Respondent(s) 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 Respondent(s) consider that changes in CEDA's RFP schedule are required; the Respondent(s) 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 Respondent(s). The letter shall indicate the Respondent(s) commitment to provide the services proposed at the price and schedule proposed.

**6.2.2 Price Structure for New Hires (Non-LIHEAP)**

Provide a detailed cost proposal listing hourly and pay rates charged for each position sourced by the agency including any and all extension options, on the price proposal form. Also, included should be the mark-up percentage. Provide a detailed description of the markup that the firm retains the conversion rates for temp to perm conversions, as well as any additional costs or fees not included in the hourly rate.

**Price Proposal for Temporary Year Round LIHEAP Staff**

Provide bill rates along with each of the pay rates listed in the Scope of Services including any and all extension options. Also, included should be the mark-up percentage. Provide a detailed description of the markup that the firm retains the conversion rates for temp to perm conversions, as well as any additional costs or fees not included in the hourly rate. Use the chart on page 6 on filling out this pricing form.

**6.2.3 Propose Plan of Action**

Proposals must contain a brief statement of the company's methodology and relevant philosophy for providing temporary services. In addition, the Respondent(s) 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

#### **6.2.4 Qualifications of the Firm**

Describe the firm's previous experience with providing temporary staffing services 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 five contract examples with firms similar in size to CEDA within the last five years in providing temporary staffing services to a governmental agency and/or not-for profit agencies.

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.

#### **6.2.5 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. Each key personnel shall have three (3) references. In addition, provide the time commitment for each key personnel. Indicate the level of their commitment to other projects if any.

#### **6.2.6 Financial Stability**

Provide the audited financial statements for the last two (2) years. Include the letter of opinion, balance sheet, schedules, and related auditor's notes. Audited Financial Statements for the last two (2) years (Please submit these financial documents in a separate sealed envelope identified as "Confidential").

CEDA will accept unaudited financial statements which must be accompanied by 2018 and 2019 tax returns.

#### **6.2.7 MBE/WBE Participation**

The Respondent(s) must complete Exhibit C of this document, which will provide a listing of the minority and women 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.

#### **6.2.8 Legal Actions**

Respondent(s) 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.

#### **6.2.9 A System for Award Management (SAM) number**

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>

#### **6.2.10 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>

#### **6.2.11 Certificate of Good Standing**

Must provide a copy of the Illinois Certificate of Good Standing, please refer to the following website:

<http://www.cyberdriveillinois.com>

#### **6.2.12 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.

**6.2.13 Insurance**

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

**6.2.14 Other Required Submittals**

|           |                                   |
|-----------|-----------------------------------|
| Exhibit B | Contractor's Affidavit            |
| Exhibit C | Diversity Form                    |
| Exhibit D | Certification Regarding Lobbying  |
| Exhibit E | Business Information & References |

**6.3 PROPOSAL EVALUATIONS AND AWARD****6.3.1 Interviews**

CEDA reserves the right to interview any and all Respondent(s) and to discuss rates, hours, etc. and to negotiate best and final pricing. Respondent(s) agree to participate in any subsequent meetings or presentations requested by CEDA in the evaluation of this proposal. In addition, CEDA reserves the right to interview and request work samples/resumes from any temporary provided for any category of work listed in this RFP.

**6.3.2 Contract Award**

A contract will be awarded to the Respondent(s) 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 Respondent(s) 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**

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**7.1 Insurance Requirements and Indemnification**

Proposal must be accompanied by written evidence of the type and amount of insurance maintained by contractor. The Respondent(s) 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 Respondent(s) or his employees, of a subcontractor of his employees, if any, or of CEDA or its employees. The Respondent(s) 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 Respondent(s) shall, at his own expenses, satisfy and discharge them. The Respondent(s) expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Respondent(s), 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 Respondent(s) to perform the work, and the Respondent(s) 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 Respondent(s), fails to satisfy it that such Respondent(s) 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, Respondent(s) or selected Respondent(s) 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 Respondent(s). 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**

Respondent(s) 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 Respondent(s) agrees to keep the information related to all contracts in strict confidence. Respondent(s) 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 Respondent(s) possession, to those employees on the Respondent(s) staff who must have the information on a "need-to-know" basis. The Respondent(s) agrees to immediately notify, in writing, CEDA's authorized representative in the event the Respondent(s) determines or has reason to suspect a breach of this requirement.

### **7.9 EEOC**

Respondent(s) participating on this agreement must display EEO (Equal Employment Opportunities)/AA (Affirmative Action) posters; they must have established policies, processes and forms to address complaints of discrimination by employees and clients.

### **7.10 Non-Discrimination**

Respondent(s) 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 national 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.

### **7.11 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 contractor's 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 contractor'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 subcontractor or vendor.

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.

#### **7.12 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.



**9. PRICING PROPOSAL FORM FOR NEW HIRES**

The Proposer declares that they have carefully examined the Request for Proposals documents in its entirety, including any Addenda issue pursuant thereto for the Temporary Staffing Agency Services as prepared by CEDA and has come familiar with all of the conditions under which it must be carried out. The pricing proposal must be submitted in form of hard copy and electronic format.

| POSITION TITLE             | BASE YEAR BILL RATE | BASE YEAR PAY RATE | % Markup | Option Yr. 1 BILL RATE | Option Yr. 1 PAY RATE | % Markup | Option Yr. 2 BILL RATE | Option Yr. 2 PAY RATE | % Markup |
|----------------------------|---------------------|--------------------|----------|------------------------|-----------------------|----------|------------------------|-----------------------|----------|
| CLERK/ RECEPTIONIST        |                     |                    | %        |                        |                       | %        |                        |                       | %        |
| OFFICE ASSISTANT           |                     |                    | %        |                        |                       | %        |                        |                       | %        |
| SECRETARY                  |                     |                    | %        |                        |                       | %        |                        |                       | %        |
| MAIL CLERK                 |                     |                    | %        |                        |                       | %        |                        |                       | %        |
| INFORMATION TECH. HELPDESK |                     |                    | %        |                        |                       | %        |                        |                       | %        |
| ACCOUNTING CLERK           |                     |                    | %        |                        |                       | %        |                        |                       | %        |
| ACCOUNTANT                 |                     |                    | %        |                        |                       | %        |                        |                       | %        |
| ACCT. CLERK PAY            |                     |                    | %        |                        |                       | %        |                        |                       | %        |

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**9a. PRICING PROPOSAL FORM FOR TEMPORARY YEAR ROUND LIHEAP STAFF**

The Respondent declares that they have carefully examined the Request for Proposals documents in its entirety, including any Addenda issue pursuant thereto for the Temporary Staffing Agency Services as prepared by CEDA and has come familiar with all of the conditions under which it must be carried out. The pricing proposal must be submitted in form of hard copy and electronic format.

**The chart on page 6 is to be used in completing this pricing proposal form.**

| POSITION TITLE                         | BASE YEAR PAY RATE (New LIHEAP Staff) | BASE YEAR BILL RATE (New LIHEAP Staff) | % Markup | Option Yr. 1 PAY RATE (New LIHEAP Staff) | Option Yr. 1 BILL RATE (New LIHEAP staff) | % Markup |
|--|---------------------------------------|--|----------|--|---|----------|
| CLERK, OFFICE SERVICES                 | \$14.00                               |  | %        |  |   | %        |
| CLERK, PROCESSING                      | \$14.00                               |  | %        |  |   | %        |
| CSR, CALL CENTER                       | \$15.00                               |  | %        |  |   | %        |
| CSR, PARTNER SITE HELP DESK            | \$15.00                               |  | %        |  |   | %        |
| CSR, INFORMATION & REFERRAL SPECIALIST | \$15.00                               |  | %        |  |   | %        |
| VERIFIER                               | \$16.00                               |  | %        |  |   | %        |
| CASE MANAGER                           | \$16.00                               |  | %        |  |   | %        |
| PROGRAM ASSISTANT                      | \$18.00                               |  | %        |  |   | %        |

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**EXHIBIT A  
INSURANCE REQUIREMENTS**

Contractors must meet the following CEDA standards and maintain at a minimum the types and amounts of insurance coverage set forth below, and must provide CEDA with the certificates evidencing such coverage. CEDA reserves the right to ask for higher levels of coverage.

| TYPE   | MINIMUM ACCEPTABLE LIMITS OF LIABILITY  |
|--|---|
| Worker's Compensation  | Statutory-State of Illinois   |
| Employers<br>a. Each Accident<br><br>b. Each Employee Disease<br><br>c. Policy Aggregate Disease   | \$500,000.00<br><br>\$500,000.00<br><br>\$500,000.00<br>To the fullest extent allowable by law, the policy must include a waiver of subrogation in favor of CEDA. |
| Commercial General Liability<br>a. Per occurrence<br><br>b. General Aggregate<br>1. General Aggregate-Per Project<br>2. General Aggregate Products   | \$1,000,000.00<br><br>\$2,000,000.00<br>\$2,000,000.00<br>\$1,000,000.00<br>\$1,000,000.00<br>\$1,000,000.00  |
| Completed Operations   | \$100,000.00  |
| Personal and Advertising Injury  | \$5,000.00  |
| Fire Legal Liability (any one fire)  | To the fullest extent allowable by law, the policy must include a waiver of subrogation in favor of CEDA.   |
| Medical Expense (any one person)   | To the fullest extent allowable by law, the policy must include a waiver of subrogation in favor of CEDA.   |
| Umbrella Excess Liability<br><br>(Coverage must be in excess of Commercial General Liability, Automobile Liability, and Employer's Liability. It shall be no more restrictive than the primary coverage listed.) | \$2,000,000.00 over Primary Insurance<br><br>\$1,000.00 retention for Self-Insured Hazards Each Occurrence  |
| Business Auto Liability<br>(This Policy must provide coverage for all owned, non-owned, and hired autos.)  | \$1,000,000.00  |

CEDA must be named as additional insured on all coverages noted above. Contractors' policies must include Primary and Noncontributory status in favor of CEDA. Contractor must name the following as additional insured on all certificates of insurance:

**CEDA, its board members, officers, employees, agents, and consultants**

All insurance companies must be rated A-VIII or better by the A. M. Best Company.

Contractor's assumption of liability is independent from, and not limited in any manner by, the Contractor's insurance coverage obtained pursuant to this proposal, or otherwise. All amounts owed by Contractor to CEDA as a result of the liability provisions of the Contract shall be paid on demand.

**EXHIBIT B  
CONTRACTOR'S AFFIDAVIT**

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\_\_\_\_\_  
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 the Contractor 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 the Contractor is unable to certify any of the statements contained herein, the Contractor must contact CEDA and provide a detailed factual explanation of the circumstances leading to the Contractor's inability to so certify.

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I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Respondent(s) 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.

The Contractor 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/Respondent(s) 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): \_\_\_\_\_  
Telephone (2): \_\_\_\_\_
- 8. Fax Number: \_\_\_\_\_
- 9. Website Address: \_\_\_\_\_
- 10. E-mail Address (include name): \_\_\_\_\_
- 11. Employer's Federal ID# / Social Security #: \_\_\_\_\_
- 12. DUNS #: \_\_\_\_\_
- 13. SAMs Cage Code: \_\_\_\_\_

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

Date Business Started: \_\_\_\_\_

**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/Respondent(s) is a partnership, indicate the name of each partner or attach a list and the percentage of interest of each therein.

| Name of Partners | Percentage of Interest |
|------------------|------------------------|
| _____            | %                      |

|  |   |
|--|---|
|  | % |
|  | % |
|  | % |
|  | % |

**SECTION 3. Sole Proprietorships**

a. The bidder/Respondent(s) 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)

---



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---



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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:

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**SECTION 4. Joint Venture**

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

| <i>Name of Partners</i> | <i>Percentage of Interest</i> |
|-------------------------|-------------------------------|
|                         | %                             |
|                         | %                             |
|                         | %                             |
|                         | %                             |

**SECTION 5. Certification Regarding Suspension and Disbarment**

The contractor 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 statutes, 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 the Contractor 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 \_\_\_\_\_, CEDA of \_\_\_\_\_.

My commission expires \_\_\_\_\_.

Notary Signature \_\_\_\_\_

**AFFIX NOTARY SEAL:**

**EXHIBIT C  
DIVERSITY FORM**

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**GENERAL RESPONDENT(S) INFORMATION:**

1. Name of Company: \_\_\_\_\_
2. Is your company certified as a small, minority, female or disadvantaged business enterprise by a municipal, CEDA, 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**

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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.

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**Signature**

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**Title**

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**Organization**

**EXHIBIT E  
BUSINESS INFORMATION AND REFERENCES**

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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 RFP.

a. Company/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Contact \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Business \_\_\_\_\_

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b. Company/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Contact \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Business \_\_\_\_\_

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c. Company/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Contact \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Business \_\_\_\_\_

