



**Request for Qualifications
Specification No. RFQ03012021**

for

Professional Trainers for CEDA

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

Late proposals will not be accepted.

Questions are due by March 22, 2021 by 3:00pm

Due to Covid-19, CEDA will accept electronic copies of the submittals however, if your submittal is too large to send electronically it is YOUR responsibility to get it turned in by the submittal date. Electronic submissions should be sent to slittle@cedaorg.net.

Submissions are due by Wednesday, March 31, 2021 by 3:00pm

DELIVERY BY HAND OR MAIL

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

Attn: Procurement

ENVELOPES MUST BE LABELED

Specification No. RFQ03012021

SECTION 1 INTRODUCTION

The Community and Economic Development Association of Cook County Inc. (CEDA) is a community action agency serving Cook County. CEDA is a not-for-profit corporation exempt from Federal Income Tax, under Section 501(c) (3) of the Internal Revenue Service Code. CEDA provides a variety of services including but not limited to Head Start, WIC, Emergency Services for Homeless and Nearly Homeless individuals, Low Income Heating and Energy Assistance Program (LIHEAP), Housing, and Weatherization.

CEDA currently employs 268 people, please see www.cedaorg.net for additional information.

SECTION 2 SCOPE OF SERVICE

CEDA is building a manager/supervisor training program called CEDA University. The purpose of the program is to address skill gaps, especially in soft-skills areas, to develop our people managers so they can better mitigate risk, engage and empower employees, increase productivity and employee retention in the service of our mission.

CEDA is looking to procure the services of several qualified training professionals and/or professional organizations to bring in for select trainings. Our expectation will be to have a series of partners to engage with various training opportunities throughout the year.

The purpose of this RFQ is to solicit proposals from qualified training providers who have the capacity to develop and deliver both e-learning and face-to-face training programs designed to support the skills and knowledge of the CEDA’s workforce and the development of its professionals. CEDA will select training firms (which may also include individuals), as pre-qualified vendors for the purpose of delivery a variety of Training to CEDA Employees.

2.1 Expected Goals and Outcomes

Trainings should look to minimize downtime, disruptions, and expenses by scheduling an onsite training event—delivered in-person or online. Planned trainings will include, but may not be limited to:

- Conflict Resolution/Dealing with Difficult Personalities
- Managing Performance and Motivating Employees
- Leadership & Team Building
- Self-Awareness and Improvement
- Effective Communication
- Critical Thinking & Problem-Solving
- Diversity, Equity, and Inclusion
- Understanding the Role of a Supervisor
- Violence in the Workplace
- Unconscious Bias
- Sexual Harassment Prevention – Role of the Supervisors

2.2 Project Timeline

Task	Date
RFQ Available	3/15/2021
Questions Due (by 3pm)	3/22/2021
RFQ Due (by 3pm)	3/31/2021

2.3 Contractor Qualifications

The selected proposer must meet the following requirements:

- Must have a minimum of five years verified direct prior experience specific to technical assistance and training for the nonprofit sector.
- Relevant experience in providing selected activities, in selected venue (live or virtual), within selected site settings to a diverse workforce.
- Capacity to coordinate with other partners within the organization; capacity to perform tracking, data collection, reporting and other administrative tasks required.
- Specialists/staff have relevant work history, qualifications, and/or certifications and experience providing training and technical assistance to a diverse nonprofit workforce.
- Specialists/staff reflecting the diversity and lived experiences of CEDA's diverse workforce, especially having professional and/or personal experience with Black, Indigenous, People of Color, and other historically marginalized populations.

2.4 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.

2.5 Contract Period

The initial contract period will run through June 30, 2022. This contract includes three (3) additional one (1) year extensions to be exercised at the mutual agreement of CEDA and the successful Contractor. All awards are contingent on CEDA's need and availability of funds.

SECTION 3 INSTRUCTIONS TO CONTRACTORS

3.1 Instructions

This RFQ provides potential Contractor with sufficient information to enable them to prepare and submit proposals. This RFQ 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 RFQ 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 RFQ will be submitted in writing to the Contact person listed on the cover page of this RFQ no later than Monday, March 22, 2021 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 RFQ. All information submitted must be noted in the same sequence as its appearance in this RFQ. CEDA reserves the right to waive minor variances or irregularities.

3.4 Proposal Material

The Proposal material submitted in response to the RFQ 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 RFQ.

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 Monday, March 22, 2021 by 3:00 PM to obtain clarification prior to submitting a Proposal. Such inquires must reference the proposal due date and CEDA RFQ number.

Any clarification addenda issued to Contractors prior to the Proposal due date shall be made available to all Contractors.

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 RFQ 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 RFQ 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 RFQ. 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 RFQ 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 RFQ 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 quotes requested should be provided by the Proposer.

3.11 Use of Sub-Contractors

Sub-Contractors should not be utilized to provide services.

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.

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 RFQ 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 the quality of the Contractors credentials and experience. Evaluation of proposals is the sole responsibility of CEDA 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 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. 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 RFQ.

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. CEDA intends to select a proposal that best meets the needs of CEDA and provides the best overall value.

SECTION 5 EVALUATION CRITERIA

5.1 Responsiveness of Proposal

Contractor is compliant with all the submission requirements of the RFQ.

5.2 Evaluation Criteria

The following criteria will be utilized by the Finance/Audit Committee to assist with the evaluation:

EVALUATION CRITERIA	POINTS
<p>Experience</p> <ul style="list-style-type: none"> • Respondent must provide the following as part of its proposal: Indicate how long your organization has been providing the service described in this RFQ. • General non-profit training experience 	30
<p>Key Personnel</p> <ul style="list-style-type: none"> • Qualifications and experience of key personnel as evidenced by their credentials and relevant experience 	25
<p>Delivery & Approach</p> <ul style="list-style-type: none"> • What are your quality and/or service standards? • How do you monitor these service standards and what happens if the standard is not met? 	20
<p>Past Performance</p> <ul style="list-style-type: none"> • List of trainings that you or your firm provides • A minimum of three (3) references from prior or current clients, including a contact name, title, email address and phone number of the responsible official(s) who may be contacted at each reference. These references must 	15

be responsive to CEDA when contacted for reference check.	
Fees	
<ul style="list-style-type: none"> Pricing structure per training 	10
TOTAL POINTS	100

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

SECTION 6 SUBMISSION OF PROPOSAL

6.1 Instructions for Submission

Contractors are required to submit five (5) paper originals and (1) electronic copy (USB) no later than the time and date indicated in the RFQ.

6.1.1 Time for Submission

Proposals shall be submitted no later than the date and time indicated for submission in this RFQ. 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 RFQ.

Contractor shall present their proposals as a firm offer which, if accepted by CEDA in its entirety, shall be binding between the parties. Each Contractor is required to submit five (5) packages of original materials on plain paper and one electronic copy (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, 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.

6.1.4 Complete Submission

Contractors are advised to carefully review all the requirements and submit all documents and information as indicated in this RFQ. 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 RFQ 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 RFQ. Include the RFQ 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.

6.1.7 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 RFQ Schedule

Should the Contractor consider that changes in CEDA's RFQ 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 Tabbed Table of Contents

6.2.3 Qualifications of the Firm

Describe the firm's previous experience with providing trainings 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 (5) contract examples with firms similar in size to CEDA within the last five years in providing training services to a governmental agency and/or not-for profit agencies.

6.2.4 Key Personnel

Provide a resume for each of the key personnel that would be assigned to this engagement. Identity their specialized experience and professional qualifications as it relates to serving a nonprofit organization such as CEDA.

If applicable, provide a resume of other employees who would provide support, technical expertise or other added value to ensure success of the engagement.

6.2.4 Delivery and Approach

What are your quality and/or service standard? How do you monitor this these service standards and what happens if the standard is not met?

6.2.5 Past Performance

6.2.6 Fee Proposal

6.2.7 MBE/WBE/SBE/DBE/VBE Participation

If the Contractor is a minority vendor, please complete Exhibit C of this document. Certification will be accepted from the City of Chicago, CEDA of Cook, State of IL., Women's Business Development Agencies' Chicago Minority Business Development Council, Inc. Other certifications may be accepted at CEDA's discretion.

6.2.8 Legal Actions

Contractors 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, if applicable.

6.2.9 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>

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 Independence and Conflict of Interest

Discuss the firm's independence with respect to CEDA. 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.

6.2.12 Insurance

Provide proof of current liability insurance coverage.

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. The Finalists will be asked to attend a thirty-minute face-to-face meeting on Thursday, February 16th between the hours of 11:30am and 1:30pm.

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 (45) 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 (45) 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 sub-contractor 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 Contractor 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 EEOC

Contractor 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.

7.9 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 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.

7.10 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 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 sub-contract 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.

7.11 Appeal and Protest

Unsuccessful Sub-Recipients 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

**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 a. Each Accident b. Each Employee Disease c. Policy Aggregate Disease	\$500,000.00 \$500,000.00 \$500,000.00 To the fullest extent allowable by law, the policy must include a waiver of subrogation in favor of CEDA.
Commercial General Liability a. Per occurrence b. General Aggregate 1. General Project Aggregate-Per 2. General Products Aggregate	\$1,000,000.00 \$2,000,000.00 \$2,000,000.00 \$1,000,000.00 \$1,000,000.00 \$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 (Coverage must be in excess of Commercial General Liability, Automobile Liability, and Employer's Liability. It shall be no more	\$2,000,000.00 over Primary Insurance \$1,000.00 retention for Self-Insured Hazards Each Occurrence

restrictive than the primary coverage listed.)	
Business Auto Liability (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**

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 Proposer 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.

Proposer 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 Proposers 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: _____

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 Proposer is a partnership, 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 3. Sole Proprietorships

a. The Proposer 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 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**

GENERAL PROPOSER 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 bid.

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 _____