



**Request for Qualifications  
Specification No. RFQ04192022**

**for**

**Employment Services  
for  
Family Support and Community Engagement (FsACE)**

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

**Late proposals will not be accepted.**

**Questions are due by Wednesday, May 18, 2022, by 3:00pm**

Due to Covid-19, CEDA will accept an emailed copy 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](mailto:slittle@cedaorg.net).

**Submissions are due by Friday, May 27, 2022, by 12:00pm**

**If you are delivering by hand or mail**

CEDA-Procurement

567 W. Lake Street, Suite 1200

Chicago, IL 60661

**Envelope Must Be Labeled: Specification No. RFQ04192022**

## SECTION 1 INTRODUCTION

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

## SECTION 2 SCOPE OF SERVICE

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The Community and Economic Development Association of Cook County (CEDA) is soliciting proposals from organizations providing low-income adults workforce development services in suburban Cook County. CEDA will identify and fund organization(s) that can demonstrate and implement an innovative approach with comprehensive services which will result in participants securing employment. CEDA anticipates awarding up to approximately \$180,000 in funding from the 2021 Community Services Block Grant (CSBG) award. The program will operate from July 1, 2022, or the date of a signed contract, through December 31, 2022.

All eligible participants in this program must be residents of suburban Cook County (outside of the City of Chicago), unemployed and/or underemployed and must have gross household income at or below the current approved Federal Poverty Guideline. Training will be provided.

### 2.1 Program Requirements

1. Recruit and enroll CSBG-eligible unemployed and/or underemployed individuals throughout suburban Cook County.
2. Complete CEDA's CSBG intake process for each participant (*Training will be provided to the awarded organizations along with technical assistance*).
3. Required to maintain STARS database system to enter, manage and update participant data and program outcomes required for reporting and auditing purposes. (*Training will be provided for the selected organizations*).
4. Provide case management services for each program participant that assist the individual in eliminating barriers and securing employment. Document participant's progress throughout the program through case notes. (*Sub-Recipient will use their standard case management forms and procedures*).
5. Enroll minimum of **69** eligible participants (*or 23 enrollments per region*) into the Job Readiness Training (JRT) which will include orientation, prescreening, TABE testing, and initiate the Individual Employment Plan (IEP).
6. Conduct intake, training (JRT), and case management services at each of the following three CEDA regional locations, in addition to the sub-recipient's or partner site locations.
  - i. CEDA South: 53 East 154<sup>th</sup> Street, Harvey, IL 60426
  - ii. CEDA Near West: 6141 W Roosevelt Rd., Cicero, IL 60804
  - iii. CEDA Evanston: 2300 Main Street, Evanston, IL 60202

CEDA will provide one desk space per regional office for the sub-recipient's use.  
(*sites above reflect the Regional offices, but are not limited to*)

7. Job Readiness Training will include hard skill and soft skill development and training. Participants who successfully complete JRT should demonstrate knowledge of: resume updating, interviewing skills, professional marketing, itemizing and explaining proficiencies and accomplishments as well as job retention. Certificate of completion must be provided to all individuals who complete JRT.
8. Actively engage business and Workforce partners to provide work experience, leading to permanent unsubsidized employment, for a minimum of **30** participants (*or 10 participants per region*) that successfully complete JRT.

9. The core objective is to ensure that a minimum of total **15** participants (*or 5 participants per region*) retain employment for 90 days or more. 90-day follow up required for carry-over clients.
10. Provide additional identified technical assistance such as technology computer training for participants as defined appropriate.
11. Provide, track, and document all forms of direct client assistance (DCA) distributed to participants via the DCA tracking log, whether transportation costs, uniforms, interview clothing, medical requirements, drug testing, criminal background check, emergency daycare, etc.
12. . Provide internal and/or external linkages to meet needs not previously addressed for clients that were determined in the intake assessment, including referring all clients to CEDA programs, CEDA administered SNAP Employment Barrier Reduction Program (BRP) and all single custodial parents to Child Support Enforcement.
13. Provide for drug testing and criminal background checks as needed on participants who successfully complete the JRT in preparation for employment.
14. Verify 30/60/90-day employment retention of employed participants from employers. Track and case note new skills and job advancements attained by participants.
15. Properly close/exit all CSBG files as required.
16. Develop and maintain up-to-date and accurate case files according to CEDA formats which mirror the databases information.
17. Conduct satisfaction surveys and gather success stories from participants (*one success story must be submitted with each monthly report*)
18. Maintain financial records for all program expenses. Notify CEDA beforehand and obtain approval for any proposed budget changes.
19. Submit accurate monthly status reports as scheduled. Reports must include participant list with employment data and outcome status, program outcome goals and year-to-date figures, number of orientations, number of employment verifications for 30/60/90 days, one success story, internal audit status, employer marketing activities, program highlights and challenges. Reporting should also include administration reports with staffing updates, outreach activities/recruitment efforts and plan of action. Any job developer reports should include job leads provided to customers, employer outreach efforts and plan of action.
20. Make participant files and program records available to CEDA throughout the program for ongoing oversight and monitoring.
21. Perform internal audit of client files on a regular basis. (*status of internal audits must be submitted with each monthly report*)
22. Work in partnership with WIOA to coordinate and avoid duplication of service.
23. Share program data that identifies current or changes in employment trends. Identify strategies incorporated in recruitment as a result of changes in employment trends.
24. Accept referrals and intakes from Trade Skills program to enroll participants in Employment Program and Job Readiness Training, which does not increase enrollment goals or outcomes.
25. Work in collaboration with FSACE Trade Skills staff to assess potential participants for vocation career path.
26. Complete assessment form with recommendation for suitability for vocational career training: include TABE test, if applicable.
27. Make best effort to provide job placement for at least 50% of successful Trade Skills participants in field related to vocational training. This does not increase placement goals.
28. Make best effort to develop job opportunities that pay a living wage of \$16 hr. or higher.
29. Co-case manage Trade Skills program participants with CEDA staff. Meet on a regular basis to discuss participant's progress in all enrolled FSACE programs.
30. Supply own equipment and technology necessary to implement the functions of the program which are independent of CEDA's IT network and resources (i.e. laptop, printer, scanner, phone, wireless card, consumable supplies, etc.)

31. Dedicate a Business Service Representative to work in each region with a time allocation of 50% in the south region, 25% in the north region, and 25% in the west region.

## **2.2 Location and Time Frame**

Sub-Recipient shall provide services at their offices during regular business hours.

## **2.3 Expected Goals and Outcomes**

The provider shall provide comprehensive adult workforce development services by enrolling a minimum of 135 eligible participants into Job Readiness Training which include orientation, prescreening, TABE testing and initiating Individual Employment Plan. Engage business and workforce partners to provide work experience leading to permanent unsubsidized employment for a minimum of 60 participants. Ensure that a minimum of 30 participants retain employment for 90 days or more.

## **2.4 Sub-Recipient Qualifications**

1. Demonstrated record of providing adult workforce development services in suburban Cook County to unemployed or underemployed individuals. These services include Job Readiness Training (JRT), TABE testing and Individual Employment Plan, in addition to assessment of family needs, case management, financial literacy, goal setting and budget counseling.
2. Demonstrated five (5) year track record of providing services to extremely low-to-moderate income families that are at or below 125% of the federal poverty guideline.
3. Adequate financial capacity, in the sole opinion of CEDA, to provide this service at the contracted budget amount.
4. Demonstrated ability to implement an innovative approach with comprehensive services which will result in participants securing employment.
5. Sub-awards shall require that Sub-Recipient employees responsible for program compliance obtain appropriate training in current grant administrative and program compliance requirements.

## **2.5 Fees for Services**

No fee will be charged to families for services provided.

## **2.6 Invoicing and Payment**

Selected Sub-Recipient will receive payment as a result of submitting invoices at intervals that have been mutually agreed upon, by the selected Sub-Recipient and CEDA. CEDA shall make payment to sub-recipient for all services provided by Sub-Recipient pursuant to this RFP. Sub-Recipient shall submit a detailed invoice to include all supporting documents to support invoiced items (ie. operating cost, timesheet, staffing). Invoice should include a budget summary of expenditures (budget vs actual) and inventory of any approved equipment purchased with contracted funds. Sub-recipient will be issued a purchase order reflecting the duration of the contract. The purchase order number shall be included on all invoices.

## **2.7 Participation of Minority, Women-Owned, Small 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 and small business enterprises to participate in its procurement activities. Vendors must complete Exhibit C of this document. Certification will be accepted from the City of Chicago, County of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc.

## **SECTION 3 INSTRUCTIONS TO SUB-RECIPIENTS**

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### **3.1 Instructions**

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

### **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 Wednesday, May 18, 2022 by 3:00pm. 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 Sub-Recipient 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 Wednesday, May 18, 2022 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 Sub-Recipient prior to the Proposal due date shall be made available to all Sub-Recipient. Since all addenda become a part of the Proposal, the Addenda Acknowledgement Form *must be signed by an authorized Sub-Recipient 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.

### **3.6 Sub-Recipient's Responsibility for Services Proposed**

The Sub-Recipient must thoroughly examine and will be held to have thoroughly examined and read the entire RFQ document. Failure of Sub-Recipient 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 Sub-Recipient is 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 Sub-Recipient suspect any error, omission, or discrepancy in the specifications or instructions, the Sub-Recipient shall immediately notify CEDA in writing, and CEDA will issue written corrections or clarifications. The Sub-Recipient is responsible for the contents of its Proposals and for satisfying the requirements set forth in the RFQ. Sub-Recipient will not be allowed to benefit from errors in the document that could have been reasonably discovered by the Sub-Recipient 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 Sub-Recipient must not make available or discuss its Proposal, or any part thereof, with any employee or agent of CEDA. The Sub-Recipient is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

### **3.10 Pricing**

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

### **3.11 Use of Sub-Contractors**

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

### **3.12 Period of Firm Proposal**

Fees 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 Sub-Recipient may specify a longer period of firm price than indicated here. If no period is indicated by the Sub-Recipient in the Proposal, the price will be firm until written notice to the contrary is received from the Sub-Recipient, unless otherwise specified in this RFQ.

### **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 Sub-Recipient, 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 Sub-Recipient 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. Sub-Recipient 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 Bid and RFQ procurement opportunities.

## **SECTION 4 EVALUATION PROCESS**

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### **4.1 Proposals Evaluation and Award**

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

### **4.2 Responsiveness Review**

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

### **4.3 Acceptance of Proposals**

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

**4.4 Evaluation Process**

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

This evaluation process may result in a short-list of proposals. The evaluation committee, at its option, may request that all or short-listed Sub-Recipient 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 Sub-Recipient 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 Sub-Recipient 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 Sub-Recipient, 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 Sub-Recipient, 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 Sub-Recipient whether provided by the Sub-Recipient 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 Sub-Recipient, a contract will be prepared by CEDA and presented to the Sub-Recipient for signature.

**SECTION 5 EVALUATION CRITERIA**

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**5.1 Responsiveness of Proposal**

Sub-Recipient is compliant with all the submission requirements of the RFQ.

**5.2 Evaluation Criteria**

Proposals will be reviewed and selected on the following criteria:

<b>EVALUATION CRITERIA</b>	<b>POINTS</b>
<b>1. Quality of the Proposed Work Plan</b>	0-20
<b>2. Staffing Plan</b>	0-20
<b>3. Executive Summary</b>	0-15
<b>4. Program Marketing &amp; Outreach</b>	0-15
<b>5. Employer Information &amp; Outreach Plan</b>	0-15
<b>6. Budget</b>	0-15
<b>TOTAL POINTS</b>	<b>0-100</b>

CEDA plans to award contract(s) from this RFQ to the organization that most thoroughly meet the qualifications set forth in this document.

## SECTION 6 SUBMISSION OF PROPOSAL

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### 6.1 Instructions for Submission

Sub-Recipient are required to submit a copy 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.

#### 6.1.2 Format

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

Sub-Recipient shall present their proposals as a firm offer which, if accepted by the CEDA in its entirety, shall be binding between the parties. Each Sub-recipient is required to submit 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. Sub-Recipient are encouraged to organize their submittal in such a way as to follow the submittal requirements listed herein.

#### 6.1.3 Complete Submission

Sub-Recipients 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.

#### 6.1.4 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.

#### 6.1.5 Timely Delivery of Proposals

**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](mailto:slittle@cedaorg.net). If you decide to pride the submission by hand or mail be sure to include the RFQ number on any package delivered or sent to CEDA. If using an express delivery service, the package must be delivered to the designated building.**

#### 6.1.6 Late Proposals

The Sub-Recipient 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.

#### 6.1.7 Schedule of Revisions to RFQ Schedule

Should the Sub-Recipient consider that changes in CEDA's RFQ schedule are required; the Sub-Recipient 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 Executive Summary

Briefly describe the organization's qualifications, including the number of years' experience providing services, type of participants and service area described in the Scope of Work.



**6.2.2 Proposal Narrative (Work-Plan)**

Summarize description of the proposed program that identifies the program model and how the organization will deliver the services described in the Scope of Work. Include a timeline and participant flowchart. Indicate clearly which region is being proposed to serve (North, West or South), identify one, two or all.

**6.2.3 Staffing Plan with Site Schedule**

Define the positions required to complete the contract. Include 1) description of duties for each position 2) Percentage (%) of time that will be dedicated to this project; 3) Name and qualifications of identified staff for each position (include resumes). 4) Intake site schedule which alternates between CEDA regional sites and sub-recipient and/or partner locations.

**6.2.4 Program Marketing and Outreach Plan with Schedule**

Provide a detailed plan and schedule that describes the strategy and activities that will be implemented to market the program and conduct outreach to potential program participants.

**6.2.5 Employer Information and Outreach Plan**

Provide a list of employers currently in partnership with agency, location of potential jobs, and number of positions secured with each employer over the last 2-3 years. Include outreach plan to secure more employers within various industries.

**6.2.6 Budget**

Provide a detailed budget including the amount of CEDA CSBG funding requested.

**6.2.7 MBE/WBE/SBE/DBE Participation**

The Sub-Recipient must complete Exhibit C of this document, which will provide a listing of the minority and women-owned, small and disadvantaged business enterprises that will be used on this project and proof of certification for each organization 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**

Sub-Recipients 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 there are none, include a statement indicating that.

**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 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. If there are none, include a statement indicating that.

**6.2.12 Insurance**

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

**6.2.13 Certificate of Good Standing**

Must provide a copy of the Illinois Certificate of Good Standing.

**6.2.14 Other Required Submittals**

Section 8	Proposal Affidavit
Exhibit A	Insurance Requirements
Exhibit B	Sub-Recipient'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 Sub-Recipients to discuss rates, hours, etc. and to negotiate best and final pricing. Sub-Recipient agree to participate in any subsequent meetings or presentations requested by CEDA in the evaluation of this proposal.

**6.3.2 Contract Award**

A contract will be awarded to the Sub-Recipient 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 Sub-Recipient agrees that the amount specified in the proposal shall remain in full force and effect for the thirty (30) day period. No Sub-Recipient 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 Sub-Recipient. The Sub-Recipient 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 Sub-Recipient or his employees, of a Sub-Sub-Recipient of his employees, if any, or of CEDA or its employees. The Sub-Recipient 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 Sub-Recipient shall, at his own expenses, satisfy and discharge them. The Sub-Recipient expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Sub-Recipient, 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 Sub-Recipient to perform the work, and the Sub-Recipient 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 Sub-Recipient, fails to satisfy it that such Sub-Recipient 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, Sub-Recipient or selected Sub-Recipient 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**

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

### **7.8 Non-Discrimination**

Sub-Recipient 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.

### **7.9 Drug-Free Workplace**

Every contract of over \$10,000 shall include the following provisions:

During the performance of this contract, the Sub-Recipient agrees to (i) provide a drug-free workplace for the Sub-Recipient'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 Sub-Recipient that the Sub-Recipient maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each sub-contractor.

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

#### **7.10 Appeal and Protest**

Unsuccessful 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 Sub-Recipient and shall take other steps as deemed necessary for a fair and impartial process of review. The President/CEO will render a final decision, which shall be binding and without additional appeal rights.

**SECTION 8 PROPOSAL AFFIDAVIT**

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On behalf of \_\_\_\_\_, I submit this proposal to CEDA to  
(Business)  
provide Employment Services Program for the CEDA FSACE Program.

I certify that I \_\_\_\_\_ have full authority to bind  
(Name)  
\_\_\_\_\_ to this proposal and the terms and conditions of  
(Business Name)  
this Request for Qualifications.

\_\_\_\_\_  
Signature of President or Authorized Officer

\_\_\_\_\_  
Title of President or Authorized Officer

\_\_\_\_\_  
Date

---

**For questions regarding this response please contact:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

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

\_\_\_\_\_  
Mailing Address, City, State Zip

**EXHIBIT A**  
**INSURANCE REQUIREMENTS**

Sub-Recipients must advise CEDA of the limits it currently maintains of the types of insurance coverage set forth below and must provide the CEDA with certificates evidencing such coverage. CEDA reserves the right to ask for higher levels of coverage.

<b>TYPE</b>	<b>MINIMUM ACCEPTABLE LIMITS OF LIABILITY</b>
Worker's Compensation	Statutory-State of Illinois
Employers	
a. Each Accident	\$500,000.00
b. Each Employee Disease	\$500,000.00
c. Policy Aggregate Disease	\$500,000.00
Commercial General Liability	
a. Per Occurrence	\$1,000,000.00
b. General Aggregate	
1. General Aggregate-Per Project	\$1,000,000.00
2. General Aggregate Products	
Completed Operations	
Personal and Advertising Injury	\$1,000,000.00
Fire Legal Liability (any one fire)	\$1,000,000.00
Medical Expense (any one person)	\$50,000.00
	\$5,000.00
Umbrella Excess Liability (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 \$1,000.00 retention for Self-Insured Hazards Each Occurrence
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 this coverage as well as on Umbrella Liability. Sub-Recipient 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.

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

**EXHIBIT B  
SUB-RECIPIENTS AFFIDAVIT**

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Sub-Recipient Name

Sub-Recipient Address

Sub-Recipient Telephone Number

**Instructions:**

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

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I certify that I am authorized to execute this Sub-Recipients Affidavit on behalf of the Sub-Recipient 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.

Sub-Recipient 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

DEPARTMENT OF PROCUREMENT

All Sub-Recipients 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. Contact Name: \_\_\_\_\_
3. Name Organization/Company: \_\_\_\_\_
4. Street Address: \_\_\_\_\_  
\_\_\_\_\_
5. Mailing Address [if different]: \_\_\_\_\_  
\_\_\_\_\_
6. Telephone (1): \_\_\_\_\_
7. Telephone (2): \_\_\_\_\_
8. Fax Number: \_\_\_\_\_
9. Website Address: \_\_\_\_\_
10. E-mail Address (include name): \_\_\_\_\_
11. Employer's Federal ID No./Social Security No.: \_\_\_\_\_
12. DUNS #: \_\_\_\_\_
13. SAM Cage Code: \_\_\_\_\_

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

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

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

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

- a. Incorporated in \_\_\_\_\_
- b. Authorized to do business in the State of Illinois  Yes  No
- c. Names of all officers and directors of corporation (or attach a list)

*Name & Title*

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



**SECTION 2. Partnership**

If the Sub-Recipient 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 Sub-Recipient is a sole proprietor and is not acting in any representative capacity on behalf of any beneficiary:

Yes  No *If "No," complete items b and c.*

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

*Name(s)*

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

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

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

**SECTION 4. Joint Venture**

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

<i>Name of Partners</i>	<i>Percentage of Interest</i>
_____	%
_____	%
_____	%
_____	%
_____	%

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

Sub-Recipient 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, Sub-Recipient 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 Sub-Recipients Affidavit on behalf of Sub-Recipient set forth on this page, that I have personal knowledge of all the certifications made herein and that the same are true.

\_\_\_\_\_  
Signature of President or Authorized Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NOTARY PUBLIC**

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

Witness my hand and official seal hereto affixed

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public in and for the State of \_\_\_\_\_, County of \_\_\_\_\_.

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

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

**AFFIX NOTARY SEAL:**

**EXHIBIT C  
DIVERSITY FORM**

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**GENERAL PROVIDER INFORMATION:**

1. Name of Company: \_\_\_\_\_
2. Are you or your organization 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 organization certified as a minority business by the Chicago Minority Business Development Council?  
[ ] Yes [ ] No
5. Is your organization 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.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Company**

**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 email address of business references.

Company/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

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Company/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

---

Company/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

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

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