



Delegate Agency Solicitation #6188 (RFP)

WIC, Special Supplemental Nutrition Program for Women, Infants and Children

Specification Number:701358

Required for use by: DEPARTMENT OF HEALTH

Bid/Proposal Submittal Date and Time: 12:00 PM Central Time, 05-JUN-2018

Deadline for Questions: 12:00 PM Central Time, 25-MAY-2018

Buyer: PFEIFFER, JOHN

Email Address: John.Pfeiffer2@cityofchicago.org

Phone Number: 3127470128

Pre-Solicitation Conference Date and Time: 09:00 AM Central Time, 22-MAY-2018

Pre-Solicitation Conference Location: De Paul Center; 333 South State Street , Room 200

Site Visit Date & Time: N/A

Site Visit Location: N/A

Please submit your response to:

<http://www.cityofchicago.org/eProcurement>
iSupplier vendor portal registration is required.
Allow 3 business days to complete registration.

RAHM EMANUEL
MAYOR

Dr. Julie Morita
Commissioner

Specification Number: 701358

Type of Funding:

Title: WIC, Special Supplemental Nutrition Program for Women, Infants and Children

Table of Contents

1 Header Information.....3

 1.1 General Information.....3

 1.2 Terms.....3

 1.3 Requirements.....3

 1.4 Attachments.....9

 1.5 Response Rules.....9

2 Price Schedule.....10

 2.1 Line Information.....10

 2.2 Line Details.....10

 2.2.1 Line 1.....10

 2.2.2 Line 2.....10

 2.2.3 Line 3.....10

 2.2.4 Line 4.....10

 2.2.5 Line 5.....11

 2.2.6 Line 6.....11

 2.2.7 Line 7.....11

 2.2.8 Line 8.....11

 2.2.9 Line 9.....11

1 Header Information

1.1 General Information

Title	WIC, Special Supplemental Nutrition Program for Women, Infants and Children		
Description	WIC, Special Supplemental Nutrition Program for Women, Infants and Children		
Preview Date	08-MAY-2018 09:00:00	Open Date	08-MAY-2018 09:00:00
Close Date	12:00 PM Central Time, 05-JUN-2018	Award Date	Not Specified
Time Zone	Central Time	Buyer	PFEIFFER, JOHN
Quote Style	Blind	Email	John.Pfeiffer2@cityofchicago.org
Event	Delegate Agency	Outcome	Delegate Agency Blanket Agreement

1.2 Terms

Effective Start Date	01-JUL-2018	Effective End Date	30-JUN-2021
Ship-To Address	041- DEPAUL 2FL 333 S. STATE ST. 2ND FLOOR Chicago, IL 60604 United States	Bill-To Address	041- DEPAUL 2FL 333 S. STATE ST. 2ND FLOOR Chicago, IL 60604 United States
Payment Terms	IMMEDIATE	Carrier	
FOB	CITY OF CHICAGO	Freight Terms	
Currency	USD (US Dollar)	Price Precision	Any
Total Agreement Amount (USD)	Not Specified	Minimum Release Amount (USD)	Not Specified

1.3 Requirements

Contact
First Name Provide your answer below
Last Name Provide your answer below
Contact Title Provide your answer below

Contact
Contact Telephone Number Provide your answer below
Contact E-mail Address Provide your answer below
Organization Information
Legal Organization Name Provide your answer below
Legal Organization Address Provide your answer below
City Provide your answer below
State Provide your answer below

Organization Information
Zip Provide your answer below
County Provide your answer below
Legal Organization Telephone Number Provide your answer below
Please enter your agency's Federal Employer Identification Number. Your Federal Tax Id number is a 9 digit number that contains only numbers and acceptable formats for this number are 123456789 or 12-3456789. To find out your Federal Tax ID number try the following options: · Call the Internal Revenue Service Call Center at 877-829-5500. · Search for your Tax ID number at the IRS website: http://apps.irs.gov/app/pub78 Provide your answer below
Please enter the DUNS number associated with your organization. All organizations receiving federal financial awards or sub-awards must have a DUNS number. DUNS numbers are provided by Dun & Bradstreet (D&B). You can obtain a DUNS number by phone or through the D&B website: http://fedgov.dnb.com/webform/displayHomePage.do Type Optional Provide your answer below

Organization Information
Please provide the name of your agency's chief executive. Provide your answer below
Please provide the official title for the chief executive of your agency. Provide your answer below
Please provide the Chief Executive's contact telephone number, including area code. Provide your answer below
Please provide your Chief Executive's e-mail address. Provide your answer below
Please provide the name of your agency's chief financial officer. Provide your answer below
Please provide the official title of your agency's chief financial officer. Provide your answer below

Organization Information
Please provide the contact phone number for your agency's chief financial officer. Provide your answer below
Please provide the contact e-mail address for your agency's chief financial officer. Provide your answer below
Agency Experience and Cultural & Linguistic Competence
Please describe how your organization staff reflects the target population your organization serves. Provide your answer below
Please describe your organization activities to improve cultural and linguistic capacity and competence, and also please provide a clear example of how your agency incorporates this into its programmatic efforts. Provide your answer below
Target Population
Please describe how your organization has demonstrated experience with implementing strategies/activities to improve outcomes in the target population. Provide your answer below
Please describe the barriers to care of the target population and list the strategies that have been developed to address the barriers.

<p>Target Population</p> <p>Provide your answer below</p> <p>Please describe how your organizations outreach activities have been successful in increasing the target population's usage of services.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Staffing Plan</p> <p>Please describe how your organizations personnel meet position requirements for licensure/certification and experience. Please attach your program staffs licensure and certification (licensed nutritionists and registered dietitians).</p> <p>.....</p> <p>Provide your answer below</p>
<p>Service Linkages</p> <p>Please describe how your organizations WIC program will coordinate and collaborate with external programs, please include documentation of the linkages.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Program Work Plan & Implementation</p> <p>Please attach a work plan? Please describe how your organizations work plan demonstrates its ability to meet and maintain program requirement and performance standards.</p> <p>.....</p> <p>Provide your answer below</p> <p>Please describe how your organization work plan demonstrates its ability to begin WIC program services within 60 days of signing an agreement.</p> <p>.....</p> <p>Provide your answer below</p>

Program Work Plan & Implementation
Budget & Justification
Please complete and upload the attached budget forms? Are the costs aligned with the proposed scope of work? Provide your answer below
Please provide your agency last 3 years of independent audit reports. Provide your answer below
Evaluation & Quality Improvement
Please include your organization current WIC program quality assurance and compliance plan? Does the plan include HIPAA/HITECH regulations? Does the plan clearly incorporate WIC compliance standards (such as nutrition standards of care)? Provide your answer below

1.4 Attachments

Name	Data Type	Description
ATTACHMENT 01: WIC RFP DETAILS	Web Page	RFP Detail

1.5 Response Rules

- Solicitation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are allowed to provide multiple responses
- Buyer may close the solicitation before the Close Date
- Buyer may manually extend the solicitation while it is open

2 Price Schedule

2.1 Line Information

Display Rank As **No indicator displayed**
 Ranking **Price Only**
 Cost Factors **None**

Line	Item, Rev / Job	Target Quantity	Unit	Unit Price	Amount
1	0005 - Personnel	1	USD		
2	0044 - Fringe Benefits	1	USD		
3	0100 - Operating/Technical	1	USD		
4	0140 - Professional and Technical Services	1	USD		
5	0200 - Travel	1	USD		
6	0300 - Materials and Supplies	1	USD		
7	0400 - Equipment	1	USD		
8	0801 - Indirect	1	USD		
9	0999 - Other	1	USD		

2.2 Line Details

2.2.1 Line 1 0005 - Personnel

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.2 Line 2 0044 - Fringe Benefits

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.3 Line 3 0100 - Operating/Technical

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.4 Line 4 0140 - Professional and Technical Services

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.5 Line 5 0200 - Travel

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.6 Line 6 0300 - Materials and Supplies

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.7 Line 7 0400 - Equipment

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.8 Line 8 0801 - Indirect

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.9 Line 9 0999 - Other

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

City of Chicago
Request for Proposal Program Details
Special Supplemental Nutrition Program for Women, Infants and
Children
RFP# 6188

All Proposals must be submitted through eProcurement

For Further Information:
JoAnn Peso
Chicago Department of Public Health
312-745-1667
joann.peso@cityofchicago.org

City of Chicago
Department of Public Health
Women, Infants and Children (WIC) Program

I. Purpose

The Chicago Department of Public Health (CDPH) is releasing this RFP to partner with an organization or organizations to assist the Division of Nutrition Services of the Maternal, Infant, Child, and Adolescent Health Bureau, to provide low-income pregnant, breastfeeding and postpartum women, infants and children up to the age of five who are found to be at nutritional risk, with supplemental foods, nutrition education, and referrals to health and social services, at no cost. CDPH is committed to serving underserved racial/ethnic populations through the fulfillment of Health Chicago 2.0 strategies and the Health in all Policies Task Force Report. This RFP is related to Healthy Chicago goal to ensure access to care and supports for mothers and infants and to the overall goal of creating a city with strong communities and equitable access to resources, opportunities, and environments that maximize health and well-being.

II. Background

Established as a pilot program in 1972 and made permanent in 1975, the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) is a federally funded nutritional program supported by the United States Department of Agriculture (USDA). In Illinois, WIC is administered by the Illinois Department of Human Services (IDHS). IDHS has entered into a cooperative agreement with CDPH for planning and implementation of the WIC program. The WIC program provides vouchers to participants to use at authorized food stores for the purchase of supplemental foods.

The mission of the WIC program is to improve the health status of women, infants and children; to reduce the incidence of infant mortality, premature birth, and low-birth weight; to aid in the development of children; and to be a partner with other services that support childhood and family well-being.

Applicants to the program must meet eligibility requirements in four areas: categorical (pregnant, breastfeeding or postpartum women, infants up to their first birthday and children up to their fifth birthday, be a resident of the State of Illinois, income (gross income must fall at or below 185% of the US Poverty Income Guidelines, and nutritional risk (as identified by a qualified health professional). Program staff assess for eligibility by providing a health outcomes-based nutrition assessment (anthropometric data, biochemical data, clinical data, dietary information, environmental and family information, and other adjunct health information). All participants receive nutrition education and counseling (including breastfeeding counseling), supplemental foods, nutrition education and referrals to other health services based on assessment findings.

III. Available Funding

A total of approximately \$1.3 million will be available through this RFP for the initial contract period beginning July 1, 2018 through June 30, 2019 with up to three extensions, each not to exceed one year, at the discretion of the City based on the availability of funds, the need to extend services, and the respondent's performance. CDPH may reallocate funding across selected delegates during contract extension negotiations based on funding, each respondent's performance and programmatic priorities.

IV. Project Description

a. Program Activities

Funds are available to service participants in six service area zip codes: 60608, 60659, 60610, 60616, 60622, and 60617. Respondents applying for more than one service area must submit a separate and complete proposal for each service area through a separate eProcurement account. Day-to-day activities include provision of supplemental food

vouchers, infant formula vouchers, nutrition assessment, nutrition education, breastfeeding education and support, referrals to healthcare and other social services.

b. Scope of Services

- i. Provide safeguards against agency, vendor or participant abuse of WIC program funds or services.
- ii. Promote and support the WIC breastfeeding philosophy by directing WIC breastfeeding activities, including knowledgeable and consistent breastfeeding education, promotion and support from all WIC staff, establishing a breastfeeding Peer Counselor program and collaboration with community partners to effectively support breastfeeding mothers and babies.
- iii. Where possible, collaborate with other CDPH programs including but not limited to Nursing Services and Lead Prevention and Healthy Homes.
- iv. Make reasonable efforts to assure that WIC enrolled infants and children are appropriately immunized. Reasonable efforts may include recording WIC recipient immunization status into Cornerstone, providing immunization on site or by referral, and follow-up of immunization compliance at subsequent visits.
- v. Make reasonable efforts to document the status of insurance (insured or not) of all WIC recipients.
- vi. Agree to comply with requirements in accordance with Federal and State laws and regulations, U.S. Department of Agriculture Code of Regulations (7 CFR 246), FNS Instructions and Policies, (including FNS Instruction 113, Civil Rights Compliance and Enforcement), National Voter Registration Act (NVRA) of 1993 (Public Law 103-31; 42 USC 1973 gg) and the State WIC Policy and Procedure Manual.
- vii. Agree to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U. S.C.1681 et seq.) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age or handicap, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
- viii. Staff must receive WIC training annually; appropriate to their job duties, including health, nutrition, counseling and federal program requirements.
- ix. Staff must attend monthly or bi-monthly Performance Quality Improvement meetings.
- x. Agree to compile data, maintain records and submit reports as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws.
- xi. Must conduct a self-monitoring evaluation of its operations annually to ensure compliance with WIC Federal and State Regulations and state policies. Provider tools used for self-monitoring must be the State WIC Management Evaluation tool or other state approved tool. The Provider must maintain a file of completed self-monitoring evaluation forms for review by state or federal staff.

Program and Fiscal Monitoring Standards

Any grantee found to be non-compliant with the standards at any time, will be held responsible and required by the City of Chicago to restore any damages and/or costs associated with grantee non-compliance.

V. Staffing Plan

Please describe how many staff (part time, full time, or hourly) will receive compensation from this grant. If one or more agencies will serve as subcontractors to the applicant, be specific in outlining staffing plans for each agency. Describe the role of all positions supported by this grant (provide job descriptions and resumes of staff and explain time allocation for each person, full-time, part-time as well as hourly), as well as any new positions that will become available because of this funding opportunity. This MUST match the budget.

VI. Budget and Justification

The wages of the staff who are employed by the respondent and any agencies that will serve as subcontractors to the respondent must meet the City's minimum wage requirements found here - (https://www.cityofchicago.org/city/en/depts/mayor/supp_info/minimum-wage.html). Staff supported by this grant are NOT City of Chicago employees; they are employed by the agency/agencies. The respondent must list the salary and/or hourly rate of staff assigned to this grant. Staff are not permitted to serve as volunteers; they must be paid for their time worked, skill level, lived experience (if applicable), and their expertise in the field. The job description detailing the duties and responsibilities required will serve as guidance for the work flow and salary/hourly wage. Complete a program budget outlining all detailed expenses in its entirety for this proposal (salaries, program materials, travel reimbursement).

VII. Fiscal Capacity

Payment for services will be made on a reimbursement basis. Respondents must demonstrate capacity to fund program expenditures from the start date until they are reimbursed by the City. If multiple agencies will be subcontractors of a lead agency, then the application must be submitted by the lead agency as the respondent. The lead agency must obtain all expenses from the agency/agencies and assume all reporting responsibilities for all of the expenses for the award. It is required that the budget for the total fiscal year include the agency/agencies awarded. Please provide the total budget for the agency that will serve as the fiscal agent. The agency must designate a staff person who will prepare and review all vouchers for accuracy before making monthly submissions. Please identify who will be responsible for financial reporting.

VIII. Eligibility Requirements

Respondents eligible for this funding opportunity must meet the following criteria:

- a. Be a 501(c)3 agency (including, but not limited to, community-based organizations, community based advocacy groups, colleges, universities, and non-profit medical organizations).
- b. Have an office located in the City of Chicago from which agency offers services. Have proven capacity and experience in the geographic service area for which they are submitting a proposal.
- c. Have proven capacity to provide nutrition assessment, education and counseling by qualified health professionals.
- d. Have proven capacity and experience with management and analysis of epidemiological data, writing reports, and disseminating information to local health authorities.
- e. Be in good standing with the City of Chicago

IX. Evaluation of Proposals

- a. **Selection/Review Criteria:**

An Evaluation Committee made up of representatives from the Chicago Department of Public Health, other City and State Departments, and/or other community members will review and evaluate the proposals in accordance with the evaluation criteria. The Evaluation Committee will recommend either:

1. A short list of potential awardees from whom it needs clarification of RFP response or;
2. A list indicating recommended awardees. All recommendations are presented for approval to the Commissioner of Public Health.

The City reserves the right to: accept or reject any or all proposals; to take exception to parts of proposals; to request written or oral clarification of proposals and supporting materials; or to cancel this Request for Proposals process if it is in the City's best interest to do so. A Respondent may be asked to clarify their Proposals by making a presentation, performing a demonstration, or hosting a site visit. The Chicago Department of Public Health reserves the right to negotiate separately with competing Respondents for all or any part of the services described in this RFP.

b. Evaluation Criteria:

Category	Available Points
Agency Experience and Cultural & Linguistic Competence	10
Target Population	25
Staffing Plan	5
Service Linkages	5
Program Work Plan and Implementation	25
Budget and Justification	15
Evaluation and Quality Improvement	15
Total Points	100

1. Respondent's relevant experience in providing the proposed service
2. Understanding of and access to the relevant target populations and key stakeholders
3. Documented capacity to implement community-based recruitment and data and specimen collection activities
4. Respondent's cultural competency and linguistic capacity
5. Comprehensiveness and soundness of proposed program approach and work plan
6. Soundness of proposed budget and respondent's financial capacity and stability to manage a program of the size and scope contemplated

X. Reporting and Other Requirements for Successful Respondents

All successful respondents will be required to submit monthly program reports, voucher on a monthly basis, and participate in all CDPH-sponsored site visits, evaluation, and quality assurance activities. Vouchers must be accompanied by appropriate documentation and contain adequate details for all expenses for which reimbursement is requested.

a. Intent to Apply

All respondents are encouraged to complete and submit an intent to apply by May 15, 2018. The intent to apply is not mandatory; however, those organizations interested in responding to this RFP are strongly encouraged to submit the form as it assists CDPH in planning for proposal evolutions. This letter is for informational purposes only and will not be used to determine eligibility or funding. The form may be submitted via e-mail, fax, mail, or in person to:

MICAH BUREAU Attn: JoAnn Peso
Chicago Department of Public Health
333 S. State Street, Suite 200
Chicago, IL 60604
Fax: 312-745-1667
E-mail: joann.peso@cityofchicago.org

b. Bidders' Conference

An in-person Bidders' Conference has been scheduled for this RFP. The purpose of the Bidders' Conference is to provide an overview of this RFP, describe the proposal review process, and answer prospective respondents' questions. Organizations planning to apply for funding are strongly encouraged to participate in a Bidders' Conference. The Bidders' Conference will be held at the following locations and dates:

In-person Bidders' Conference – Tuesday, May 22, 2018

Location:
Chicago Department of Public Health
333 S. State Street, Suite 200
Chicago, IL 60604

XI. Compliance with Laws, Statutes, Ordinances and Executive Orders

Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a grant agreement. As a condition of a grant award, respondents must comply with the following and with each provision of the grant agreement:

- 1. Conflict of Interest Clause:** No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. **Governmental Ethics Ordinance**, Chapter 2-156: All respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.
3. **Selected respondents:** shall establish procedures and policies to promote a Drug-free Workplace. The selected respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.
4. **Business Relationships with Elected Officials:** Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "**Municipal Code**") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. **Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement.** The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. "Contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

5. **Compliance with Federal, State of Illinois and City of Chicago** regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code);

Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).

6. **If selected for grant award:** respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful respondents.
7. **Prohibition on Certain Contributions, Mayoral Executive Order 2011-4.** Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("**Owners**"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("**Sub-owners**") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "**Identified Parties**"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "**Mayor**") or to his political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract, including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.

You represent and warrant that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached you or the date you approached the City, as applicable, regarding the formulation of the grant agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

You shall not: (a) coerce, compel or intimidate your employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse your employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the grant agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement resulting from this specification, the Commissioner may reject your bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between you and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease

of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

8. (a) The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

(b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with you, either as an employee or as a subcontractor, and from directing you to hire an individual as an employee or as a subcontractor. Accordingly, you must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by you under the grant agreement are employees or subcontractors of you, not employees of the City of Chicago. The grant agreement is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by you.

(c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

(d) In the event of any communication to you by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, you will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General ("IGO Hiring Oversight"), and also to the head of the Department. You will also cooperate with any inquiries by IGO Hiring Oversight related to this Agreement.

9. False Statements

(a) 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation

of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

(b) 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels, or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

(c) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)