

REQUEST FOR PROPOSALS
FOR
THE COOK COUNTY SHERIFF
DEPARTMENT OF CORRECTIONS AND
POLICE DEPARTMENT
ENHANCED JAIL MANAGEMENT AND LAW ENFORCEMENT
(“EJMLE”) CONSULTING PROJECT

ISSUED BY
THE COOK COUNTY SHERIFF
ON SEPTEMBER 28, 2007
THE COOK COUNTY SHERIFF



Proposals shall be received at:

Cook County Sheriff's Budget Office
George W. Dunne Cook County Office Building
69 West Washington, Suite 840
Chicago, Illinois 60602
Attention: Alexis Herrera, Budget Director

Proposals are due on or before 5:00 p.m., CST, on October 22, 2007

ATTENTION: THIS IS A REQUEST FOR PROPOSALS WHICH MAY RESULT IN
THE OPPORTUNITY TO NEGOTIATE A CONTRACT
FOR THE CONSIDERATION OF THE
COOK COUNTY BOARD OF COMMISSIONERS
THIS IS NOT A SOLICITATION FOR BIDS

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PART I: INSTRUCTIONS TO PROPOSERS

1.01 DEFINITIONS

The following definitions shall apply to this RFP:

“Addendum” shall refer to a document issued by the Sheriff’s Office, which modifies this Request for Proposals or provides additional information to Proposers.

“Board” shall refer to the Board of Commissioners of Cook County, Illinois

“Contract” shall mean the agreement, if any, which is approved by the Cook County Board of Commissioners between the Sheriff and a Contractor for some or all of the Deliverables described in Part II, Special Conditions, of this RFP.

“Contractor” shall mean the individual(s) or business entity, if any, with whom or with which the Sheriff’s Office enters into a Contract.

“County” shall mean the County of Cook, Illinois, a body politic and corporate.

“Deliverable” or “Solution” shall mean the services, supplies and equipment, or any part or combination thereof, which is proposed to be provided to the Sheriff’s Office in a Proposal.

“Proposal” shall mean the documents submitted by Proposers pursuant to this RFP that constitute a Proposer’s offer to contract with the Sheriff’s Office.

“Proposer” shall mean the individuals or business entities, if any, submitting a Proposal in response to this RFP.

“Purchasing Agent” shall mean the Purchasing Agent of the County of Cook.

“Registered Proposer” shall refer to a prospective Proposer who has submitted a completed Proposer Registration Form (Attachment C) to the Sheriff’s Office, which shall entitle such prospective Proposer to receive any Addenda issued by the Sheriff’s Office supplementing or modifying this RFP.

“Request for Proposals” or “RFP” shall refer to this solicitation of Proposals by the Sheriff’s Office that may lead to the negotiation and recommendation that the Board authorize a Contract with the successful Proposer.

“Sheriff” refers to the Sheriff of Cook County, Illinois.

“Sheriff’s Department” refers to the Department(s) within the Sheriff’s Office to receive the Deliverables or Solutions if a Contract is entered into as a result of this RFP.

“Sheriff’s Office” refers to the Office of the Sheriff of Cook County.

“Successful Proposer” shall refer to the Proposer recommended for a Contract by the Proposal Review Committee.

“Using Department” shall mean the Departments or Agencies within the Sheriff’s Office that will receive the Deliverables or Solutions if a Contract is entered into as a result of this RFP.

“Sheriff’s RFP Coordinator” shall refer to the individual representing the Sheriff for all purposes related to this RFP and to whom all communications and Proposals must be directed. This individual is identified in Section 1.05 of this RFP.

1.02 OVERVIEW OF RFP PROCESS

This Request for Proposals invites Proposals for the provision of contractual services, supplies and/or equipment, or a combination thereof, for the Sheriff, County of Cook, Illinois. Proposals submitted in response to this RFP will undergo an initial evaluation and, in the Sheriff’s discretion, Proposers may be invited to discuss or explain their proposals, demonstrate their proposed Solutions and/or negotiate the specific terms pursuant to which a Proposer would be willing to enter into a Contract.

At any time during the RFP process, the Sheriff may narrow or modify the scope of the Solution that is the subject of this RFP. The Sheriff may issue Addenda that describe such modifications and may, in its discretion, permit Proposers to submit supplemental or new proposals in response to these modified requirements. The Sheriff shall evaluate any such supplemental or new proposals. The Sheriff may request that all or some Proposers submit a “best and final” offer prior to selecting one or more Proposers for the negotiation of a possible contract.

All prospective Proposers must submit a Proposer Registration Form in order to receive any Addenda which are issued prior to the date(s) upon which Proposals are due. Proposers failing to submit a Proposer Registration Form shall not be entitled to receive any Addenda and therefore risk elimination if their Proposals do not respond to the Sheriff’s needs.

These Instructions to Proposers contain important information and should be reviewed carefully prior to submitting a Proposal. Proposers failing to adhere to the procedures set forth in these instructions shall be subject to disqualification. Submission of a Proposal constitutes an agreement to be bound by the provisions set forth in this RFP.

1.03 PROJECTED RFP TIME SCHEDULE

The following timetable establishes the projected dates and times of certain critical events relative to this Request for Proposals, including submission of written inquiries to the Sheriff or the County, submission of Proposals and the consideration of Proposals by the Proposal Review Committee. The Sheriff may revise or supplement this schedule by sending, faxing or e-mailing an Addendum to each Registered Proposer. The Sheriff does not intend to extend the submission date for proposals.

- **September 28, 2007: RFP Available to Proposers.** The RFP will be posted on the County's website on September 28, 2007. The RFP may also be picked up at the office of the Sheriff's RFP Coordinator Alexis Herrera, Budget Director, George W. Dunne Cook County Office Building, 69 West Washington, Suite 840, Chicago, Illinois 60602 on or after September 28, 2007. RFPs will be posted on the website and may be picked up through October 22, 2007.
- **October 15, 2007: Proposer Registration.** Attachment C to this RFP is a Proposer Registration Form. Proposers must complete this form and mail, deliver or fax it to the Sheriff's RFP Coordinator Alexis Herrera, Budget Director, on or before October 15, 2007 in order to be assured of receiving any Addenda issued by the Bureau relative to this RFP. The Sheriff may elect to extend this date, but shall not be required to do so.
- **October 17, 2007: Proposer Inquiry Deadline.** All inquiries regarding this RFP shall be submitted to the Sheriff's RFP Coordinator Alexis Herrera, Budget Director, in writing by mail, delivery or fax on or before this date. The Sheriff may elect to extend this date or to consider written inquiries submitted after this date, but shall not be required to do so.
- **October 18, 2007: Response to Inquiries.** The Sheriff's Office will consolidate and respond to written Proposer inquiries through the issuance of an Addendum that shall be transmitted to each Registered Proposer.
- **October 19, 2007: Notification of RFP Revisions.** If it becomes necessary to revise or supplement any part of this RFP, including any extensions or additions to the dates set forth herein, an Addendum will be transmitted to all Registered Proposers by October 19, 2007.
- **October 22, 2007: Due Date for Proposals.** Proposals must be delivered to the Cook County Sheriff's Budget Office, George W. Dunne Cook County Office Building, 69 West Washington, Suite 840, Chicago, Illinois 60602, Attention: Alexis Herrera, Budget Director by 5:00 p.m., CST, October 22, 2007. The Evaluation Committee may elect to consider Proposals, which are received after October 22, 2007, but shall be under no obligation to do so.
- **October 24, 2007: Evaluation of Proposals.** The Sheriff's Office will evaluate proposals and may invite one or more Proposers to make presentations and/or to negotiate contract terms for the consideration of the Board.
- **October 26, 2007: Notifications.** The Sheriff's Office may notify Proposers who have been eliminated from consideration and shall notify all Proposers of its recommendation upon completion of its evaluation of Proposals.
- **October 29, 2007: Proposer Signed Contract Offer Due.** The recommended Proposer must submit a signed contract containing terms satisfactory to the Using Department for presentation to and consideration by the County's Board, which will determine whether to authorize a Contract, in its sole discretion. This authorization shall be contingent upon the finalization of Contract documents to the complete satisfaction of the Sheriff and to the Board's authorization of Contract execution, in its sole discretion.
- **November 2007: Board Consideration of Contract Execution.** Following finalization of contract documents to the complete satisfaction of the Sheriff, the Board shall be requested to authorize execution of the Contract, which shall be within the Board's sole discretion.

1.04 PROPOSER CONFERENCES AND SITE TOURS

If indicated in this Section 1.04 or in an Addendum issued to Registered Proposers, Proposers may be required to attend one or more Proposer Conferences, which may include Site Tours, for the purpose of receiving information about the Using Department's operations and needs and/or for the purpose of viewing the conditions under which a Contract may be performed. Failure to attend a Proposer Conference may, in the Sheriff's discretion, subject a Proposer to disqualification.

**DATE OF PROPOSER CONFERENCE: NO PROPSER CONFERENCE/SITE TOUR SCHEDULED
OR REQUIRED FOR THIS RFP**

TIME OF PROPOSER CONFERENCE:

LOCATION OF PROPOSER CONFERENCE:

TELEPHONE NUMBER FOR DIRECTIONS:

Each Proposer may send up to two (2) representatives to a Proposer Conference. Proposer representatives must be directly employed by the Proposer and may not be subcontractors. Prospective subcontractors may send one (1) representative to a Proposer Conference. Subcontractors are not required to attend the Proposer Conference. Please refer to Section 1.07 Subcontractor Limitations, for information regarding limitations that apply to subcontractor communications with Proposers and with the Sheriff's Office during the RFP process.

1.05 USING DEPARTMENT'S (SHERIFF'S) RFP COORDINATOR

The sole point of contact for all communications concerning this RFP, including written inquiries and the submission of Proposals, shall be the Sheriff's RFP Coordinator as follows:

Name: Alexis Herrera

Title: Budget Director

Agency: Cook County Sheriff's Office

Address: 69 West Washington Street, Suite 840, Chicago, IL 60602

Fax No.: (312) 603-0044

E-mail: ALHERRE@cookcountygov.com

1.06 RESTRICTIONS ON CONTACT WITH COUNTY/INQUIRIES

Except for the manner provided in this RFP or pursuant to any pre-existing official County obligations, all communications with the Sheriff's Office or the County with respect to the subject Contract shall be submitted in writing to the Sheriff's Office RFP Coordinator or, in the case of complaints regarding the RFP process, directly to the Cook County Purchasing Agent. This restriction shall commence upon the issuance of this Request for Proposals and continue through the date the Sheriff's Office publicly announces the Proposer it will recommend to the Board. Failure to comply with this provision may result in Proposer disqualification.

1.07 SUBCONTRACTORS

A. Subcontractor Identification and Approval. Proposers must identify proposed Subcontractors in their Proposals. Subcontractors must be qualified to provide the specific Deliverables they are identified by a Proposer to provide under the Contract. The Sheriff reserves the right to disapprove a proposed Subcontractor and to require the Proposer to identify replacement Subcontractors.

B. Subcontractor Attendance at Proposer Conference. Firms which attend the Proposer Conference are presumed to be prospective Proposers, unless they identify themselves as a Subcontractor. An organization which clearly fails to possess the minimum Contractor qualifications set forth in Part II of this RFP must identify itself as a Subcontractor at the Proposer Conference. Failure to do so may result in disqualification from serving as a Subcontractor under any Contract which is entered into pursuant to this RFP. Subcontractors are not required to attend the Proposer Conference.

1.08 CONTENTS AND ORGANIZATION OF PROPOSALS

Proposals shall be submitted on standard 8 ½" x 11" letter-size paper, in legible type, with material printed on one side only and on diskette in Microsoft Word. Proposer shall not make claims or statements to which they are not prepared to commit contractually. The information contained in the Proposal shall be organized as follows:

- **Section 1: Transmittal Letter.** Proposer shall include a letter of transmittal signed by an individual who is authorized to bind the Proposer contractually. The transmittal letter shall include the name, title, address, telephone number, facsimile number and email address of one or more individuals who can respond to requests for additional information.
- **Section 2: Proposer's Qualifications and Experience.** Proposer shall complete the Proposer Questionnaire included with this RFP as Attachment B and shall supply any information or documentation required by the Proposer Questionnaire, in addition to a point-by-point response to the Technical Specifications included in Part II, Section 2.03 of this RFP that describes how the Proposer's system complies with each of the items listed in Section 2.03 section by section. The Proposer must highlight any exceptions to the technical specifications stated in Section 2.03. The Proposer may provide alternative Solutions to areas of their system that do not meet the functional application requirement. If Proposers are willing to customize their system at no additional cost in certain areas, they should so state in this section. If a Proposer fails to respond to any item in Section 2.03, the Sheriff's Office understands that the Proposer offers to provide that functionality at no additional cost to the Sheriff's Office.
- **Section 3: Proposed Solution.** Proposer shall provide both a summary and a detailed description of its proposed approach to and plan for providing one or more Solution(s) which will meet the County's contractual requirements as set forth in Part II of this RFP. The Proposer shall also describe in detail its proposed pricing, which shall be summarized on the Cost Proposal Form included with this RFP as Attachment F and Budget Detail for Attachment G.
- **Section 4: Subcontractor Identification.** Proposer shall identify the Subcontractor(s) it intends to

use to provide specific Deliverables described in Section 3 of its Proposal. Proposer shall identify the Subcontractor's qualifications to provide the proposed subcontracted Deliverables and the quantity of Deliverables the Subcontractor may provide, depending upon negotiations.

- **Section 5: Requested Exceptions to General Conditions.** The County's legal terms, or General Conditions, are included with this RFP as Attachment D. The County reserves the right to negotiate additional legal terms, as it deems appropriate. Proposer shall review these General Conditions and shall submit, with specificity, any requested modifications to these terms with its Proposal. Submission by Proposer of Proposer's standard contract terms or other forms will not be considered requested modifications and will be disregarded by the County for purposes of any subsequent contract negotiations between the parties. The County shall not be deemed to have accepted any requested modifications by electing to engage a Proposer in negotiations of a possible Contract.
- **Section 6: Cost Proposal.** Proposer shall complete the Cost Proposal Page included in this RFP as Attachment F. This form shall provide a summary of proposed pricing which is described in more detail in Section 3 of the Proposal.

1.09 SUBMISSION OF PROPOSALS

All Proposals shall be labeled **"ENHANCED JAIL MANAGEMENT AND LAW ENFORCEMENT CONSULTING PROJECT PROPOSAL"** and shall be delivered to the Sheriff's RFP Coordinator at the address set forth in Section 1.05 of this RFP no later than 5:00 p.m. CST on October 22, 2007. Ten (10) hard copies of the Proposal, including one original clearly marked **"ORIGINAL"** on it, with all required documents attached, and one electronic copy in Microsoft Word shall be submitted.

1.10 OWNERSHIP OF PROPOSALS

All material submitted by Proposers shall become the sole property of the County. The Sheriff's Office shall be under no obligation to return any Proposals or materials submitted by Proposers in response to this RFP and reserves the right to use any or all of Proposer's ideas as set forth in its proposal, regardless of whether the Proposer is selected for negotiation of a possible contract. In the event a Proposal includes specific information, which Proposer deems proprietary or confidential, Proposer shall clearly identify it as such, and in which case the Sheriff's Office shall use all reasonable efforts to maintain the confidentiality of such information. This notwithstanding, all Proposers agree, in submitting a Proposal, that the Sheriff's Office may use any information or ideas set forth in a Proposal in determining the Solution to be contracted, regardless of the Proposer selected for a recommended Contract. Proposers who are unwilling to agree to the provisions of this paragraph are prohibited from submitting Proposals.

1.11 COST OF PROPOSER RESPONSE

The Sheriff's Office shall not bear any of the costs or expenses incurred by Proposers in responding to this RFP. All such costs shall be borne solely by the Proposer.

1.12 CANCELLATION OF RFP; REQUESTS FOR UPDATED OR NEW PROPOSALS

At any time during the RFP process, the Sheriff's Office may cancel the RFP and may, but shall not be required to, reissue the RFP at a later date. Further, at any during the RFP process, the Sheriff's Office may also issue an Addendum modifying the RFP and may request supplemental information or updated or new Proposals. Any such Addendum shall specify the date by which the requested documents shall be submitted and any changes in the projected timelines set forth in this RFP which may result from the issuance of the Addendum.

1.13 ELIMINATION OF PROPOSALS

During its evaluation of the Proposals, the Sheriff's Office may determine that one or more Proposals will not result in a Contract which best meets the Sheriff's requirements. The Sheriff shall be under no obligation to solicit additional information or pricing from Proposers before eliminating their Proposals. When the Proposal Review Committee has conclusively determined that a Proposal will no longer be considered, it shall attempt to notify the affected Proposer(s) in a reasonably prompt fashion.

1.14 PROPOSER PRESENTATIONS AND DEMONSTRATIONS

The Proposal Review Committee may, in its discretion, request additional information or presentations from any or all Proposers. The Proposal Review Committee may request any Proposer to demonstrate any equipment, supplies or services contained within its Proposal.

1.15 PROPOSER NEGOTIATIONS

The Proposal Review Committee may select one or more Proposers for negotiation of a possible contract and may solicit "best and final offers" from some or all Proposers prior to or during this negotiation process.

1.16 EVALUATION OF PROPOSALS GENERALLY

The evaluation of Proposals is intended to enable the Sheriff's Office to identify and develop a possible Contract which represents the best composite value for the County, balancing the cost of a Proposal with the benefits to be gained by the qualifications of the Proposer, by the specific Deliverables proposed to be provided, by the terms under which a Proposer is willing to provide these Deliverables, and by the cost savings or efficiencies which may be achieved. The Proposal Review Committee shall document its rationale in reaching a particular recommendation, but shall have complete discretion in considering and evaluating Proposals.

The submission of a Proposal does not require or obligate the Sheriff's Office to pursue a Contract with any

Proposer. The Committee may identify as few or as many Proposers as it deems appropriate for purposes of any negotiations resulting from this RFP.

It is expressly understood that all negotiations are subject to the consideration and approval of the Cook County Board of Commissioners, which may accept or reject any proposed Contract in its sole discretion.

1.17 NOTIFICATION OF RECOMMENDED CONTRACTOR

When the Proposal Review Committee has completed its evaluation and is ready to recommend a Proposer to the Board, it shall issue a letter to the remaining Proposers notifying them of its recommendation.

1.18 CONFIDENTIALITY

All information submitted in response to this RFP shall be confidential until the County has executed a Contract with the successful Proposer or has terminated the RFP and determined that it will not reissue the RFP in the near future. Following such actions, the contents of Proposals submitted in response to this RFP may be subject to the provisions of the Illinois Freedom of Information Act. If a Proposer wishes to preserve the confidentiality of specific information set forth in its Proposal, it must request that the information be withheld by identifying such information as confidential in its Proposal. The County shall have the right to determine whether it shall withhold the information upon receipt of a FOIA request and, if it does so pursuant to a Proposer request, the Proposer requesting confidential treatment of the information shall bear the costs of asserting that there is a proper exemption justifying the withholding of such information in any court proceeding which may result.

PART II: COUNTY REQUIREMENTS: SPECIAL CONDITIONS

The Contractor shall have a demonstrated expertise with the technical and functional aspects of the matters contained in this Section II, Special Conditions. The minimum anticipated needs of the Sheriff's Office and responsibilities of the Contractor are set forth in this Section II. Proposers should describe how their Solution(s) will satisfy these needs and fulfill these requirements. If Proposer wishes to propose a Solution, which does not satisfy the provision of this Section II, it should submit a written inquiry as provided in Section 1.03, above, requesting that the County modify the scope of this RFP or agree to entertain alternative Solutions.

2.01 USING DEPARTMENT BACKGROUND INFORMATION

Cook County Department of Corrections

The Cook County Department of Corrections ("CCDOC"), also known as Cook County Jail, is located at 2700 South California Avenue, Chicago, Illinois 60608. The CCDOC is the largest (96 acres) single-site pre-trial detention facility in the United States and one of the largest detention facilities in the world. The complex covers more than eight city blocks with ten divisions, a health services facility, two education departments, a privatized food service and commissary agency, and four additional on-site departments. The CCDOC has a staff of 3,848 sworn law enforcement officers and civilian employees and an average daily population of 9,400 male and female detainees. In Fiscal Year 2007, the average daily population was projected to grow to 10,000; bookings were expected to increase from 99,232 to 108,000; 320,000 required transport; and the ratio of inmates per officer was 1:4.

The mission of the CCDOC is to ensure the safety of the citizens of Cook County, correctional staff and inmates, to provide a central location for the screening and classification of all defendants and a safe, secure, humane, positive, efficient and constitutionally-operated corrections department with a highly qualified, well-trained and dedicated staff. The CCDOC is required to meet and exceed the standards of the American Correction Association and the Illinois Department of Corrections Jail and Detention Standards Unit, and the John Howard Association, which monitors the rights of all jail and prison inmates.

The Sheriff's Office is appropriated money to cover its operating expenses. These funding streams are corporately appropriated to satisfy expenses generated by the Jail Management Information System Project.

Sheriff's Police Department

The Sheriff's Police Department's primary responsibility is to provide police service to the 109,300 citizens of unincorporated Cook County. The Police Department has authorized 588 sworn and 103 civilian personnel, in addition to probationary police officers in the Department's Training Academy. For Fiscal Year 2007, the Sheriff's Police Department was projected to process 88,000 warrants, issue, 50,000 traffic warnings and citations, process 72,000 evidence units, and receive 170,000 citizen requests for service.

The mission of the Cook County Sheriff's Police Department is to provide the highest quality of professional police service to the communities we serve. The Department's mission includes the prevention of crime, the

investigation of criminal incidents, the identification and apprehension of criminal suspects, the preparation of criminal cases and the recovery of stolen or lost property. The Department reinforces its mission by developing and maintaining cooperative and supportive relationships with federal, state and local law enforcement agencies. The Department is committed to providing fair, unbiased, judicious police service in the manner that is respectful of the dignity of all individuals.

2.02 CURRENT SOLUTION

At present, the Sheriff's Police Department is divided into three Divisions: Patrol, Investigations, and Administration. Within these separate Divisions, there is a North and South Area Patrol, Gang and Narcotics Unit, Traffic unit and Overweight Truck Unit, Canine Unit, Hotel/Motel Unit, Vice Unit, Investigations Unit, Bomb Unit, and Emergency Management Agency. The Enhanced Jail Management and Law Enforcement ("EJMLE") Consulting Project RFP solicits offers of Proposals for law enforcement consultation services to assess existing law enforcement functions and departmental operations within the Cook County Department of Corrections and Sheriff's Police Department in order to provide technical assistance to improve departmental management, officer training, and law enforcement investigation procedures. This RFP seeks innovative solutions for improving the operation of the Department of Corrections and strengthening existing major crime investigation methods for the Sheriff's Police Department to work in cooperation with other law enforcement agencies to reduce crime in suburban Cook County.

For example, the Department has established a comprehensive gang crimes unit, which identifies gangs and works to deter their criminal activities. In addition, the Police Department works in cooperation with other law enforcement agencies, investigating and providing technical assistance as required. The gang specialists assigned to this Unit are responsible for gathering intelligence, identifying factions of gangs and suppressing gang activity throughout unincorporated Cook County and the surrounding suburbs. The Unit is broken up into three separate teams: North, Central and South. Each team is responsible for a specific geographical area of Cook County. Officers focus on street-level drug sales, known as the primary source of income for street gangs. Officers also assist other police agencies in fighting street gangs by providing undercover officers, suppression efforts, undercover narcotics investigations as well as reverse drug stings. Often, suburban towns face gang issues but are unable to address them adequately due to a lack of resources. Upon request, the Gang Unit will provide undercover officers to infiltrate local gang organizations enabling police to build criminal cases against a wide variety of offenders for prosecution in court.

In addition to its Gang Crimes Unit, The Department operates a Vice Unit, which is comprised of covert officers who investigate illegal activities involving prostitution, gambling offenses and liquor law violations. Often, suburban law enforcement agencies will request assistance from the Vice Unit with local investigations because Sheriff's Police officers are not known to local citizens. The Vice Unit investigates a variety of prostitution-related offenses including street-level prostitution, high-priced call girl operations, massage parlors and gentlemen's clubs. On all levels, arrests are made once an offer of sex in exchange for money or an item of value is made. Officers also conduct reverse sting operations in which undercover female officers present themselves in casual clothing on the street. Male customers who have solicited the officer for sex are ultimately arrested and their vehicles towed. Illegal payouts on poker machines found in suburban liquor establishments are one of the most common forms of gambling investigated by this Unit. Such machines are programmed so the odds are overwhelmingly in favor of the business, which in turn, share their profits with organized crime. Other investigations involve syndicated gambling and illegal sports wagering on college and professional sports. The Unit is also proactive in its enforcement of liquor laws including checking for

intoxicated patrons, ensuring liquor licenses are valid and properly posted, investigating citizens' complaints of under-aged drinking, and monitoring bar closing hours. Additionally, officers scrutinize Cook County businesses to verify all cigarettes are being sold with the proper and legitimate tax stamps.

The Internal Affairs Inspections Unit was established to ensure Sheriff's Police Department's civilian and sworn personnel present themselves professionally, neatly and perform their duties in accordance with Department policies and Illinois Law at all times. Internal Affairs handles all complaints of misconduct against Sheriff's Police officers and civilian employees. The misconduct investigations include everything from allegations of minor indiscretions, violations of Department General Orders and Rules and Regulations to felony criminal offenses. The Inspections Section of the Unit is responsible for conducting ongoing inspections of Department facilities and ensuring equipment is maintained in good working order. Guided by the Department's official Rules and Regulations, the Inspections section regularly inspects an officer's uniform, vehicle and other Department: issued equipment.

The Sheriff's Police Training Academy, located at Triton College in River Grove, Illinois, is one of six accredited Illinois law enforcement training institutions for police officers. The Academy provides a full-service, 400-hour Basic Recruit Training Program for new Sheriff's Police officers as well as municipal and other suburban police agencies. The 10-week program concentrates on Illinois law, weapons training and proficiency, driving skills, report writing, CPR and First Aid, fingerprinting, basic investigations, physical fitness, and defensive tactics. All coursework is mandated and regulated by the Illinois Law Enforcement Training and Standards Board. Additionally, the Academy provides in-service training for all Sheriff's Police officers on an annual basis. The Academy schedules all outside specialized training through North East Multi-Regional Training (NEMERT), the Chicago Police Department, Illinois State Police and various federal agencies.

2.03 REQUIREMENTS AND SPECIAL CONDITIONS

2.03.1 Project Description

This section presents functional requirements for the Enhanced Jail Management and Law Enforcement ("EJMLE") Consulting Project for the Cook County Department of Corrections and Sheriff's Police Department. Proposers must submit detailed, descriptive responses to each requirement in this section. If a Proposal does not contain or provide the functionality specified, the Proposer may propose an alternative approach to meeting the requirement, but should highlight this as an exception.

2.03.1.1 Cook County Department of Corrections.

- A. The Proposal must describe the methods and tools to be used to assess and review the content of and compliance with the General Order and the Duran Consent Decree on roster management for staffing of the Cook County Department of Corrections, recommend deployment of current correctional staffing (including special issues such as cross-watching and relief staffing) to achieve compliance; and prepare plans to phase-in additional correctional staff.
- B. The Proposal must describe the methods and tools to be used to assess and review the content of and compliance with all General Orders and the Duran Consent Decree for operational activity

within the Cook County Department of Corrections and recommend action to achieve compliance, including:

- Detainee intake and processing
 - booking functions
 - inmate classification and security procedures and systems
 - inmate handling
- Detainee movement
 - inmate movement tracking under the Sheriff's Office's jurisdiction (law library, recreation, courts, health) as well as court appearance
 - inmate escape response procedures
- Detainee incident response procedure and protocol
- Visitor and Mail handling and procedures.
 - search protocol and staffing

C. The Proposal must describe the method and tools to be used to assess and provide recommendations for improved administration of the Cook County Department of Corrections including:

- Workflow
- Task Assignments
- Record keeping
- Facilities Management
- Report and Document Writing
- Offender and Operational Data Collection and Storage.

D. The Proposal must describe how the proposed Solution will respond to the need of the Cook County Department of Corrections to interact with the management, operations and informational systems of the U.S. Department of Justice, Social Security Administration, Cermak Health Center, INS/ICE, IVR, IDOC, Clerk of the Circuit Court, Chicago Police Department, Cook County Sheriffs Police Department, suburban police departments, INS, Northwestern University, Chief Judge, Prisoner Review Board, Public Defender, State's Attorney, Traffic Court, Office of the Undersheriff.

2.03.1.2. Sheriff's Police Department.

- A. Describe how the Proposer intends to assess the structure and operation of the Department's three divisions (Administration, Patrol and Investigations), including its use of crime strategies, strategic deployment, and solving chronic crime and disorder problems.
- B. Describe how the Proposer intends to assess departmental violent and property crime investigatory procedures and methods.
- C. Describe how the Proposer intends to assess communication and interaction between the Sheriff's Police Department and other law enforcement agencies.

2.03.1.2.1 Sheriff's Office of Professional Review

- A. Describe how the Proposer will assess the manner and level of agency operational and professional compliance with local, state and federal law and agency policies and procedure.
- B. Describe how the Proposer will assess appropriate mechanisms for department accountability and internal control.
- C. Describe how the Proposer would develop the Office of Professional Review respond to allegations of misconduct through investigation and determination to ensure agency operational and professional compliance with local, state and federal law and agency policies and procedure.

2.03.1.2.2 Cook County Sheriff's Office Training Academy

Describe how the Proposer intends assess the structure, function, operation and curriculum provided by of the Cook County Sheriff's Office Training Academy with regard to:

- Recruits
- Firearms
- Other departmental training

2.03.1.3 Other Related Areas

The above list does not preclude the Contractor from addressing additional issues and the Contractor is encouraged to expand areas of topical issues in its service delivery.

203.2 Contractor's Background and Capabilities

The Sheriff's Office seeks competent and capable Contractors with a proven expertise in the combined areas of metropolitan policing, public safety, security, and related operations management to assess existing law enforcement functions and departmental operations within the Cook County Department of Corrections and Sheriff's Police Department in order to provide technical assistance to improve departmental management, officer training, and law enforcement investigation procedures.

The Contractor must have a demonstrated expertise with the technical and functional aspects of the matters contained in this Section II, Special Conditions, and in Attachment B, Proposer Questionnaire, of this RFP. This section supplies information relating to the Proposer's organization, experience and qualifications. Include specific experience and successes within the criminal justice/corrections field, allowing the Proposal Review Committee to evaluate each Proposer's qualifications and capabilities to perform the services required within this RFP.

2.03.2.1 Contractor Qualifications

- A. Eligibility of Applicants: The selected Contractor must be experienced in jail management and law enforcement operations and management must meet the following requirements:
- Proposers must have the requisite education (preferably graduate) and professional credentials and certifications in the fields of law enforcement, criminal justice and jail management.
 - Proposers must have demonstrated experience in policing, public safety, security, and related operations management for a population of not less than 1,000,000 inhabitants.
 - Proposers must have maintained a well-developed system of linkages to relevant law enforcement agencies.
 - Proposers must be skilled in assessing jail management and operations and law enforcement agencies using standardized assessment methods and tools approved by the Sheriff's Office.
 - Proposers must be able to have flexible schedules to accommodate the needs of the programs.
 - Proposers must provide relevant on-going in-service training for all staff members at the expense of the Sheriff's Office least **quarterly**.
 - Proposers must fully cooperate and be able to collaborate with individuals/agencies that Sheriff's Office interacts or contracts with to enhance project outcomes.
- B. Evidence of Capability: As required by the Sheriff's Office, Proposers must submit documentation that demonstrates the Proposer's ability to provide comprehensive consultation services as defined in this RFP.

2.03.3 Project Goals

The Sheriff's goals for this project include:

- A. Achieve efficient and effective operation and management of the Cook County Department of Corrections in accordance with its governing General Orders and the Duran Consent Decree;
- B. Establish model investigatory methods and procedures of the Sheriff's Police Department;
- C. Improve the structure, function, operations and curriculum of the Sheriff's Office Training Academy, consistent with state and federal credentialing standards; and
- D. Develop an operational model for the Sheriff's Office of Professional Review to effectively respond to allegations of misconduct and ensure compliance with local, state, and federal laws.

2.03.4 Project Objectives

During the annual term of the contract, the Sheriff's Office expects the following to be provided:

- A. The successful Contractor must provide a full written assessment and review of the subject areas listed in this Section, in addition to any related areas that stem from these areas by mutual agreement of the parties.
- B. The successful Contractor must provide a written implementation plan and schedule for each improvement or change assessed under this Section, which is agreed to by the parties.
- C. The successful Contractor must provide oversight for each recommendation included in the implementation plan, including the creation of any forms, documents, protocols, procedures or techniques necessary for implementation of a recommendation.
- D. The successful Contractor must provide training as required for any recommendation included in the implementation plan.
- E. The successful Contractor must evaluate the assessment and implementation of the project, providing timeline, methods and measurable outcomes.

2.03.5 Evaluation

- A. RFP Evaluation

Proposal evaluation will include the following criteria:

- 75% Theoretical framework for assessment and review of current operations, jail management methodologies, project approach, technical capabilities, exceptions (if any), law enforcement strategies, implementation planning, and project evaluation methodology, Proposer Questionnaire, Proposer capability and background, corporate experience, and business references.
- 25% Cost

The Sheriff's Office reserves the right, and may in its sole discretion, exercise the right and option to conduct investigations with respect to Proposer qualifications; to exercise its discretion and apply its judgment with respect to any aspect of the RFP, the evaluation of Proposals, and the negotiations and award of this Contract; and to recommend the Proposal that best satisfies the overall interests of the Sheriff's Office (not necessarily on the basis of price or any other single factor).

B. Project Evaluation

The Contractor must meet at least quarterly with the Sheriff's Office and present written documentation regarding performance measures, monthly expenditure reports, staffing and project progress reports and issues. During the interim, all matters must be addressed to the Undersheriff.

C. Project Performance Measure

The Sheriff's Office will expect the Contractor to meet the following performance measures:

- An assessment and review of each subject area outlined in Section II utilizing an instrument or instruments developed jointly by the Contractor and the Sheriff's Office and administered upon acceptance by the Sheriff's Office within 60 (sixty) days of award of the Contract.
- A written implementation plan and schedule, including measurable outcomes for evaluation for each recommendation addressing each subject area outlined in Section II prepared within 120 (one hundred twenty) days of award of the Contract.
- A written status report of implementation of each recommendation addressing each subject area outline in Section II not later than 180 (one hundred eighty) days after the award of the Contract.
- A written evaluation of the outcome of each recommendation addressing each subject area outline in Section II not later than 360 (three hundred sixty) days after the award of the Contract utilizing U.S. Government Performance Results of 1993 Act standards.

The Sheriff's Office will provide consultation on program development during the period between the contract award and start date, as well as on-going contract compliance.

2.03.6 Term of Contract

The Sheriff's Office is appropriated money to cover its operating expenses. These funding streams are corporately appropriated to satisfy expenses generated by the Enhanced Jail Management and Law Enforcement ("EJMLE") Consulting Project for the Cook County Department of Corrections and the Sheriff's Police Department. Upon award of this contract by the Cook County Board of Commissioners, the Purchasing Agent shall issue a Notice of Award to the successful Proposer via certified and regular mail.

The contract term commences as of the date of award (the "Effective Date") and shall terminate twelve months from the Effective Date. The terms of this contract may be extended, at the County's sole option, for two additional twelve-month periods, upon sixty days written notice to the Contractor prior to the expiration of the original term of this Contract. All terms and conditions of this Contract shall remain the same, including hourly Professional Fee, for the extension period.

2.03.7 Project Costs

A. In General

- A complete cost quotation is provided in Attachment F. Cost quotations are to be broken down by each major Deliverable based upon Project Personnel, Project Services, Project Equipment, Project Goods, Administrative Costs, and Evaluation, as required. There should be no hidden fees or costs. All costs should be included in the cost section of this Proposal. The Proposer is invited to provide optional services. Optional Solutions must be submitted under a separate alternative response proposal. Submit firm, fixed prices for all of the required items of this project. Include all costs related to the administration of the project, including, if necessary, site visit(s), data handling, overhead, etc.
- The Contractor is required to submit a complete **line-item** budget for a one-year period. Attached are the budget detail instructions along with a budget worksheet (Attachment G). The worksheet is to assist the Contractor in the preparation of the budget.

B. Professional Fee and Other Costs

- The Proposal Cost Form must also set forth Proposer fees, which shall include for each consultant a per hour Professional Fee for actual consulting services rendered and reasonably incurred actual travel expenses, as allowed under the County Procurement Code. The Professional Fee rate shall remain firm for the entire term of the contract.

C. Payment

- Payment to Contractor will be made monthly, in arrears, after Contractor's submission of its monthly invoice. Contractor shall prepare invoices on a county budget office form of line item expenditures to be approved by the Sheriff's Office. All payment requests shall be submitted to the Cook County Sheriff's Budget Office for approval and processing. Incomplete payment requests will not be processed for payment. The county will not pay late payment interest penalties.

PART III:GENERAL CONDITIONS AND EXECUTION FORMS

**ATTACHMENT A:
COOK COUNTY CERTIFICATIONS AND EXECUTION
FORMS**

INDEX

EXECUTION FORMS

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COOK COUNTY ACCEPTANCE AND EXECUTION	EF-15

THE TERMS "CONTRACTOR" AND "CONTRACT" ARE USED THROUGHOUT THESE EXECUTION FORMS. HOWEVER, THE SOLE PROPRIETOR, PARTNERSHIP, JOINT VENTURE, OR CORPORATION COMPLETING THESE EXECUTION FORMS (REFERRED TO IN THIS PARAGRAPH AS "VENDOR")

UNDERSTANDS AND ACKNOWLEDGES THAT NO CONTRACT IS CREATED WITH COOK COUNTY, AND VENDOR IS NOT A CONTRACTOR OF COOK COUNTY, WITH RESPECT TO THIS CONTRACT, UNTIL THE DATE UPON WHICH THE DESIGNATED COUNTY OFFICIALS EXECUTE THIS CONTRACT BY COMPLETING THIS PAGE ENTITLED "COUNTY ACCEPTANCE AND EXECUTION" AT PAGE EF-12.

CONTRACTOR CERTIFICATIONS

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND COOK COUNTY ORDINANCES. CONTRACTOR IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO EXECUTION OF THIS CONTRACT. EXECUTION OF THE CONTRACT SHALL CONSTITUTE EXECUTION OF THESE CERTIFICATIONS AND SHALL ALSO CONSTITUTE A WARRANTY BY CONTRACTOR THAT ALL THE STATEMENTS SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE AND CORRECT STATEMENTS. CONTRACTOR IS HEREBY NOTIFIED THAT FAILURE TO EXECUTE THESE CERTIFICATIONS SHALL RESULT IN DISQUALIFICATION FROM ELIGIBILITY FOR THE AWARD OF THIS CONTRACT. CONTRACTOR IS FURTHER NOTIFIED THAT IN THE EVENT THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THE CONTRACT SHALL BE SUBJECT TO TERMINATION.

A. COOK COUNTY ORDINANCE CHAPTER 10, SECTION 10-7.1.

Chapter 10, Section 10-7.1. of the Ordinances and Resolutions of the County of Cook provide as follow:

10-7.1. - PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION. No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, if that person or business entity,

(a) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state or local government or school district in the State of Illinois in that officer's or employee's official capacity.

(b) Has been convicted of an act committed, within the State of Illinois, of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 et seq.

(c) Has been convicted of bid-rigging or attempting to rig bids under the laws of the State of Illinois,

(d) Has been convicted of an act committed, within the State of Illinois, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1 et seq.

(e) Has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois.

(f) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois,

(g) Has made an admission of guilt of such conduct as set forth in subsections (a) through (f) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to,

(h) Has entered a plea of nolo contendere to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (a) through (f) above. (Ord. 7-2-79, p. 4213.)

THE UNDERSIGNED HEREBY CERTIFIES THAT:

(1) the entity on whose behalf this certification is submitted has not been convicted, or entered a plea of nolo contendere, or made an admission of guilt to any act described in Chapter 10, Section 10-7.1. (a) through (h) of the Ordinances and Resolutions of the County of Cook;

(2) the owner, partner or shareholder who controls, directly or indirectly, twenty percent (20%) or more of the business entity has not been convicted or entered a plea of nolo contendere or made an admission of guilt to any act described in Chapter 10, Section 10-7.1. (a) through (h);

(3) it does not employ as an officer, any individual who was an officer of another business entity at the time the latter business entity committed a disqualifying act described in Chapter 10, Section 10-7.1. (a) through (h);

(4) it does not have an owner who controls, directly or indirectly, twenty percent (20%) or more of the business who was an owner who, directly or indirectly, controlled twenty percent (20%) or more of a business entity at the time the latter committed a disqualifying act described in Chapter 10, Section 10-7.1. (a) through (h).

B. BID-RIGGING OR BID ROTATING.

In accordance with Public Act 85-1295 (as amended by Public Act 86-150) Section 33E-11 (Illinois Compiled Statutes, 720ILCS 5/33 E-11).

THE UNDERSIGNED CERTIFIES BY SIGNING THE EXECUTION FORM, HEREIN THAT: it is not barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.

C. DRUG FREE WORKPLACE ACT

In accordance with Public Act 86-1459 (Illinois Compiled Statutes, 30 ILCS 580/3).

THE UNDERSIGNED CERTIFIES BY SIGNING THE EXECUTION FORM, HEREIN THAT: it will provide a drug free workplace as per the requirements of Public Act 86-1459.

D. COOK COUNTY ORDINANCE CHAPTER 10, SECTION 10-6.1.

Cook County Ordinance Chapter 10, Section 10-6.1 provides that no person or business entity shall be awarded a contract or subcontract for goods or services with the County of Cook that is delinquent in the payment of any tax (including real estate tax) or fee administered by the County of Cook.

THE UNDERSIGNED CERTIFIES BY SIGNING THE EXECUTION FORM, HEREIN THAT: it is not delinquent in the payment of any tax or fee administered by the County of Cook (including real estate tax) unless such tax is being contested in accordance with the procedures established by County Ordinance.

E. COOK COUNTY HUMAN RIGHTS ORDINANCE CHAPTER 25, SECTION 25-76 (adopted March 16, 1993)

No person who is a party to a contract with Cook County ("County") shall engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public

accommodations, housing, or provision of County facilities, services or programs.

THE UNDERSIGNED CERTIFIES BY SIGNING THE EXECUTION FORM, HEREIN THAT: it is in compliance with these policies and it is in agreement to abide by such policies as a part of its contractual obligations.

F. ILLINOIS HUMAN RIGHTS ACT

In accordance with Public Act 81-1216 (Amended by P.A. 87-1257) (Illinois Compiled Statute, 775 ILCS 5/2-105).

THE UNDERSIGNED CERTIFIES BY SIGNING THE EXECUTION FORM, HEREIN THAT: it is in compliance with the Act and is in agreement to abide by the requirements of the Act as part of its contractual obligations.

G. LIVING WAGE ORDINANCE (adopted September 15, 1998 effective December 1, 1998)

The Cook County Living Wage Ordinance mandates that a base wage of \$7.60 per hour be paid to individuals employed under contracts between Cook County and any person or entity awarded a Contract by Cook County or the subcontractor of any such person or entity.

"Contract" means any written agreement requiring Board approval whereby the County is committed to or does expend funds in connection with the agreement or a subcontract thereof. The term "contract" as used in this ordinance specifically excludes contracts with the following:

- 1.) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for-profit law);
- 2.) Community Development Block Grants;
- 3.) President's Office of Employment Training;
- 4.) Sheriff's Work Alternative Program; and
- 5.) Department of Correction inmates.

THE UNDERSIGNED CERTIFIES BY SIGNING THE EXECUTION FORM, HEREIN THAT: it is in compliance with this Ordinance and agrees to abide by the requirements of this Ordinance as part of its contractual obligations.

H. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (adopted November 18, 1997)

Effective July 1, 1998 every Applicant for a County Privilege shall be in full compliance with any Child Support Order before such Applicant is entitled to receive or renew a County Privilege. When Delinquent Child Support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

"Applicant" means any person or business entity, including all Substantial Owners, seeking issuance of a County Privilege or renewal of an existing County Privilege from the County. This term shall not include any political subdivision of the federal or state government, including units of local government, and not-for-profit organizations.

"County Privilege" means any business license, including but not limited to liquor dealers' licenses, packaged goods licenses, tavern licenses, restaurant licenses, and gun licenses; real property license or lease; permit, including but not limited to building permits, zoning permits or approvals; environmental certificate; County HOME Loan, and contracts exceeding the value of \$10,000.00.

"Substantial Owner" means any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole proprietorship, Substantial Owner means that individual or sole proprietor.

In this regard, please provide the name and social security number of each Substantial Owner of the business entity, the name of which appears on the execution page.

If not applicable (ie. there are no Substantial Owners as defined above) you must indicate here that "there are no Substantial Owners as defined above":

_____ (check here, if applicable)

There are no Substantial Owners, as defined above.

Substantial Owner Name	Substantial Owner Social Security Number	Date of Birth
---------------------------	---	---------------

_____	_____	
-------	-------	--

Home Address: _____

City, State, Zip: _____

Home Phone#: _____

Substantial Owner Name	Substantial Owner Social Security Number	Date of Birth
---------------------------	---	---------------

_____	_____	
-------	-------	--

Home Address: _____

City, State, Zip: _____

Home Phone#: _____

Substantial Owner Name	Substantial Owner Social Security Number	Date of Birth
---------------------------	---	---------------

_____	_____	
-------	-------	--

Home Address: _____

City, State, Zip: _____

Home Phone#: _____

Substantial Owner Name	Substantial Owner Social Security Number	Date of Birth
---------------------------	---	---------------

_____	_____	_____
-------	-------	-------

Home Address: _____

City, State, Zip: _____

Home Phone#: _____

THE UNDERSIGNED CERTIFIES BY SIGNING THE EXECUTION FORM, HEREIN THAT:

he/she has personal knowledge of the information provided above and
that the information provided is correct.

I. **COOK COUNTY MACBRIDE ORDINANCE (adopted May 16, 1995)**

Cook County MacBride Ordinance provides that if the primary contractor currently conducts business operations in Northern Ireland, or will conduct business during the projected duration of a County contract, it is hereby required that the contractor shall make all reasonable and good faith efforts to conduct any such business operations in Northern Ireland in accordance with the MacBride Principles for Northern Ireland as defined in Illinois Public Act 85-1390.

THE UNDERSIGNED CERTIFIES BY SIGNING THE EXECUTION FORM, HEREIN THAT: it is in full compliance with the provisions of this Ordinance and is in agreement to abide by the requirements of the MacBride Principles for Northern Ireland as part of its contractual obligations.

J. **LOCAL BUSINESS PREFERENCE (adopted March 6, 1997)**

The Purchasing Agent shall, in the purchase of all supplies, services and construction by sealed RFP bidding, accept the lowest bid price or lowest evaluated bid price from a responsive or responsible local business, provided that the bid does not exceed the lowest bid price or lowest evaluated bid price from a responsive and responsible non-local business by more than two percent (2%).

"Local Business" shall mean a person authorized to transact business in this State and having a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County, including a foreign corporation duly authorized to transact business in this State and which has a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County.

1.) Is bidder/proposer a "Local Business" as defined above?

Yes:_____ No:_____

2.) How many persons are currently employed on a full-time basis by bidder/proposer? _____

3.) Did the bidder/proposer have a bona fide establishment at transacting business within Cook County on the date this bid was advertised? Yes:_____ No:_____

If yes, list such bidder/proposer business addresses:

4.) Does bidder/proposer have locations at which it transacts business outside the County of Cook? Yes:_____ No:_____

If yes, list such bidder/proposer business addresses:

(Attach Additional Sheets if Necessary)

5.) How many of bidder/proposer's current full-time employees work at locations within the County of Cook? _____

THE UNDERSIGNED HEREBY CERTIFIES THAT: he/she has personal knowledge of the information provided above and that the information provided is correct.

MINORITY AND WOMEN BUSINESS ENTERPRISE GOALS

REQUIRED SUBMITTALS

I. POLICY AND GOALS

- A. It is the policy of the County of Cook to prevent discrimination in the award of or participation in the County contracts and to eliminate arbitrary barriers for participation, as both prime and subcontractors, in such contracts by local businesses certified as Minority Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE). In furtherance of this policy, the Cook County Board of Commissioners has adopted a Minority-and-Women-owned Business Enterprise Ordinance (the “Ordinance”) which establishes a “best efforts” goal of awarding not less than thirty-five percent (35%) of the annual total dollar amount of professional and consulting service contracts and agreements to certified MBEs and WBEs.
- B. A contractor may achieve the MBE/WBE participation goals by its status as a MBE or WBE; by entering into a joint venture with one or more MBEs and/or WBEs; by subcontracting a portion of the work to one or more MBEs or WBEs; by entering into a Mentor-Protégé Agreement with a MBE or WBE; by the indirect participation of MBEs or WBEs in other aspects of the contractor’s business; or by a combination of the foregoing.
- C. A contractor’s failure to carry out its MBE/WBE commitments in the course of a contractor’s performance shall constitute a material breach of the contract, and if such breach is not appropriately cured, may result in the termination of the contract or such other remedy authorized by the Ordinance as the County deems appropriate.

II. REQUIRED SUBMITTALS

To be considered responsive to the requirements of the Ordinance, a contractor shall submit Items A, B and C listed below. All documentation submitted shall be reviewed by the Contract Compliance Administrator. Failure to submit one of the items required shall be cause to consider a contract non-responsive to the Ordinance goals and to be rejected.

A. MBE/WBE Participation Documentation

Each contractor shall submit supporting documentation which evidences efforts taken to achieve the County’s “best efforts” MBE/WBE participation goals. Such documentation shall include:

- 1. A summary plan identifying all firms intended to be used to fulfill the goals; the MBE or WBE status of each firm; the name, address, and phone number of the contact person for each MBE/WBE firm; the dollar value of the goods or services to be provided by MBE and WBE firm; and the dollar value for each expressed as a percentage of the total value of the proposed contract. (See Exhibit I)
- 2. A Letter of Intent for each MBE/WBE containing specific information regarding the goods to be provided or services to be performed by the MBE/WBE; the dollar value of the goods or services; and the original signatures of the appropriate officer of both the contractor and of the MBE/WBE firm. (See Exhibit II.)
- 3. Current letters of certification for each MBE and WBE firm. Acceptable certifying agencies are: Cook County, City of Chicago, CTA, Pace, Metra, IDOT, WBDC, CMBDC, NMSDC, SBA.

B. Use of MBE/WBE Professionals

Each contractor shall submit with its proposal, a statement which discloses how it intends to maximize the use of its minority and women professional in the course of performing the contract.

C. Affirmative Action Plan

Each contractor shall submit a copy of its current internal affirmative action plan. If contractor has no internal affirmative action plan, contractor shall submit a statement stating that no plan exists. In lieu of an internal affirmative action plan, a contractor may submit a copy of its current Letter of Compliance from the United States Department of Labor, Office of Federal Contract Compliance Programs.

III. NON-COMPLIANCE

If the County of Cook determines that the contractor has failed to comply with its contractual commitments or any portion of the Ordinance, it will notify the contractor of such non-compliance and may take any and all appropriate actions as set forth within the Ordinance.

IV. REPORTING/RECORD-KEEPING REQUIREMENTS

The contractor shall comply with the reporting and record-keeping requirements as may be established by the Contract Compliance Administrator. Upon award of a contract, contractor is responsible for acquiring all necessary County reporting and record-keeping forms which will be made available in the Office of Contract Compliance.

V. EQUAL EMPLOYMENT OPPORTUNITY

Compliance with MBE and WBE requirements will not diminish or supplant Equal Employment Opportunity and Civil Rights provisions as otherwise required by law as they relate to contractor and subcontractor obligations.

Any questions concerning this portion of the Execution Forms should be directed to:

Ms. Betty Hancock Perry
Administrator
Cook County Office of Contract Compliance
118 N. Clark Street – Room 1020
Chicago, Illinois 60602
(312) 603-5502

EXHIBIT I CONTRACTOR'S MBE/WBE EFFORTS DOCUMENTATION

CONTRACTOR HEREBY STATES that all MBE/WBE firms identified herein are certified MBEs/WBEs by at least one of the following entities: Cook County, City of Chicago, CTA, PACE, Metra, IDOT, WBDC, NMSDC, CMBDC, SBA or have a completed application for MBE/WBE certification on file with the Office of Contract Compliance.

I. CONTRACTOR'S MBE/WBE STATUS: (check the appropriate line)

- ___ Contractor is a certified MBE or WBE firm. (If so, attach copy of appropriate Letter of Certification.)
- ___ Contractor is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs. (If so, Letters of Certification, completed Joint Venture Affidavit clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture) (Joint Venture Affidavit available from the Office of Contract Compliance.)
- ___ Contractor is not a certified MBE or WBE firm, nor a Joint Venture with MBE/WBE partners, but will utilize MBE and WBE firms either directly or indirectly in the performance of the Contract. (If so, complete Section II and III).

II. Direct Participation of MBE/WBE Firms

MBEs/WBEs that will perform as subcontractors/suppliers/consultants include the following:

1. Name of MBE/WBE: _____
Address: _____
Contact Person: _____ Phone: _____
Dollar Amount of Participation \$ _____
Percent Amount of Participation: _____ %
Letter(s) of Intent attached? Yes _____ No _____
Letter(s) of Certification attached? Yes _____ No _____

III. Indirect Participation of MBE/WBE Firms

1. Name of MBE/WBE: _____
Address: _____
Contact Person: _____ Phone: _____
Dollar Amount of Indirect Participation: \$ _____
Percent Amount of Indirect Participation: _____ %
Letter(s) of Intent/Invoices attached? Yes _____ No _____
Letter(s) of Certification attached? Yes _____ No _____

Attach additional sheets as needed to fully document MBE/WBE participation.

EXHIBIT II COOK COUNTY LETTER OF INTENT

FROM MBE/WBE TO PERFORM AS SUBCONTRACTOR, SUPPLIER AND/OR COSULTANT

Contract Title & Number: _____/_____

From: _____
(Name of MBE/WBE Firm)

To: _____ and the County of Cook
(Name of Prime Contractor)

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

Each item supplied or service performed will be detailed under Fee/Cost with all items/services totaled to equal the full dollar amount of the Letter of Intent. ***All services performed or supplies provided must be either directly or indirectly related to this specific Cook County contract and must not include any services or supplies relating to any other governmental entity's contracts.***

<u>Description of Service/Supply</u>	<u>Fee/Cost</u>
1. _____	\$ _____ %
2. _____	\$ _____ %
3. _____	\$ _____ %
4. _____	\$ _____ %
5. _____	\$ _____ %
	Total: \$ _____ %

If more space is needed to fully describe the MBE/WBE firm's description of service/supply and/or fee/cost, attach additional sheets.

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding subcontract agreement conditioned upon the Prime Bidder's receipt of a signed contract from the County of Cook. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/Supply and Fee/Cost were completed.

Upon Penalty of perjury, I _____ (print name)
the _____ (title) and duly authorized representative of the

MBE and/or WBE _____ (firm name) affirm that all of the foregoing information is true and correct and that the products/services indicated above will be supplied/performed for the above indicated dollar amount of \$ _____ which represents the above indicated percentage of ____% of this contract bid amount of \$ _____

_____/_____/_____
(Signature of affiant) (Date)

Subscribed and sworn to before me this ____ day of _____, 20__.

(Notary's Signature) (Notary Seal)

Upon Penalty of perjury, I _____(print name)

the _____(title) and duly authorized representative of the

Prime Bidder _____(firm name) affirm that all of the foregoing information is true and correct and that the products/services indicated above will be purchased and paid for in the above indicated dollar amount of \$ _____ which represents the above indicated percentage of _____% of this contract bid amount of \$ _____.

_____/_____/_____
(Signature of affiant)

(Date)

Subscribed and sworn to before me this ____ day of _____, 20 ____.

(Notary's Signature)

(Notary Seal)

EXECUTION BY A SOLE PROPRIETOR

"The undersigned acknowledges receipt of a full set of Contract Documents for Contract Number _____. The undersigned agrees to all of the terms and conditions of the Contract Documents. The undersigned certifies that all of the foregoing statements of the Contract Certifications are true and correct. The undersigned warrants that all of the facts and information submitted by the undersigned in connection with this Contract are true and correct."

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FEIN/SSN: _____

FAX NUMBER: _____

* COMPLETE LIST OF REAL ESTATE OWNED IN COOK COUNTY:

PERMANENT INDEX NUMBER(S): _____

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS).

If no real estate is owned in Cook County, please write "No Real Estate Owned in Cook County".

**COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SOLE PROPRIETOR'S SIGNATURE: X _____

Date : _____

Subscribed and Sworn to

before me this ____ day

of _____, 200____.

My commission expires:

X _____

Notary Public Signature

Notary Seal

* REQUIRED PER COOK COUNTY ORDINANCE CHAPTER 10, SECTION 10-6.1.

** If you are operating under an assumed name, provide the Cook County Registration Number hereunder as provided by Illinois Compiled Statutes, 805 ILCS 405/1.

EXECUTION BY A PARTNERSHIP (AND/OR A JOINT VENTURE)

"The undersigned acknowledges receipt of a full set of Contract Documents for Contract Number _____. The undersigned agrees to all of the terms and conditions of the Contract Documents. The undersigned certifies that all of the foregoing statements of the Contract Certifications are true and correct. The undersigned warrants that all of the facts and information submitted by the undersigned in connection with this Contract are true and correct."

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FEIN/SSN: _____

CONTACT PERSON: _____ FAX NUMBER: _____

* COMPLETE LIST OF REAL ESTATE OWNED IN COOK COUNTY:

PERMANENT INDEX NUMBER(S): _____

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS).
If no real estate is owned in Cook County, please write "No
Real Estate Owned in Cook County".

**COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SIGNATURE OF PARTNER AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF PARTNERSHIP:

*** BY: X _____ Date: _____

Date : _____

Subscribed and Sworn to
before me this _____ day
of _____, 200____.

My commission expires:

X _____
Notary Public Signature

Notary Seal

* REQUIRED PER COOK COUNTY ORDINANCE CHAPTER 10, SECTION 10-6.1.

** If you are operating under an assumed name, provide the Cook County
Registration Number hereunder as provided by Illinois Compiled Statutes,
805 ILCS 405/1.

*** Attach hereto a partnership resolution or other document authorizing
execution of this Contract on behalf of the Partnership.

EXECUTION BY A CORPORATION

"The undersigned acknowledges receipt of a full set of Contract Documents for Contract Number _____. The undersigned agrees to all of the terms and conditions of the Contract Documents. The undersigned certifies that all of the foregoing statements of the Contract Certifications are true and correct. The undersigned warrants that all of the facts and information submitted by the undersigned in connection with this Contract are true and correct."

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____

FEIN: _____ *IL CORPORATE FILE NUMBER: _____

** COMPLETE LIST OF REAL ESTATE OWNED IN COOK COUNTY

PERMANENT INDEX NUMBERS(S): _____

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS).
If no real estate is owned in Cook County, please write "No Real Estate Owned in Cook County".

LIST ALL CORPORATE OFFICERS:

PRESIDENT: _____ VICE PRESIDENT: _____

SECRETARY: _____ TREASURER: _____

***SIGNATURE OF PRESIDENT: X _____

ATTEST: X _____ (CORPORATE SECRETARY)

Subscribed and Sworn to
before me this ____ day
of _____, 200__.

My commission expires:

X _____
Notary Public Signature

Notary Seal

- * If the corporation is not registered in the State of Illinois, a copy of your certificate of good standing from the State in which you are incorporated, is to be *submitted with these Execution Forms*.
- ** Required per COOK COUNTY ORDINANCE CHAPTER 10, SECTION 10-6.1.
- *** In the event that this Contract is executed by someone other than the President and Secretary, attach hereto a certified copy of the corporate by-laws or other authorization by the corporation which authorizes such persons to execute this Contract on behalf of the corporation.

COOK COUNTY ACCEPTANCE AND EXECUTION

The undersigned on behalf of the County of Cook, a body politic and corporate of the State of Illinois, hereby enter into and accept the foregoing Contract identified as Contract Number _____.

ITEM(S), SECTION(S), PART(S):_____

TOTAL AMOUNT OF CONTRACT:\$_____

(DOLLARS AND CENTS)

FUND CHARGEABLE:_____

DATED AT CHICAGO, ILLINOIS THIS_____DAY

OF_____, 200_____.

PRESIDENT, COOK COUNTY BOARD OF COMMISSIONERS

COOK COUNTY PURCHASING AGENT

COOK COUNTY COMPTROLLER

APPROVED AS TO FORM:

ASSISTANT STATE'S ATTORNEY

ATTACHMENT B: PROPOSER QUESTIONNAIRE

CONTRACTOR QUALIFICATIONS ITEMS REQUIRED TO BE SUBMITTED WITH PROPOSAL:

CONTRACTOR MUST DEMONSTRATE THAT IT IS EXPERIENCED AND QUALIFIED TO PROVIDE THE SERVICES REQUIRED. EACH CONTRACTOR SHALL SUBMIT THE FOLLOWING INFORMATION IN PROPOSAL FOR THE SHERIFF'S CONSIDERATION:

A. DESCRIPTION OF COMPANY

Introduction (or Executive Summary). This shall include a brief background of the firm and the professional services offered that meet the County's objectives including

- Name of Company; if a joint venture, name of joint venture and names of individual companies
- Address of corporate headquarters and Chicago area location, if differing;
- Telephone and fax number(s) for Chicago area location(s);
- Form of company; i.e. sole proprietor, partnership, corporation;
- Date company formed; date incorporated if a corporation;
- Company principals including President, chairman, vice presidents, secretary, chief operation officer, chief financial officer, general manager(s), and the length(s) of time each has accumulated in his area of expertise;
- FEIN: Provide the Federal Employee Identification Number of the Proposer.
- SSN: In the case of a sole proprietorship, provided the Social Security Numbers of all Owners/Partners;
- Licenses (to do business in the State of Illinois). In the event that a corporation or LLC is the successful Proposer, such corporation shall present evidence, before, an agreement is executed, that it is authorized to do business in the State of Illinois, which may include a print-out from the Illinois Secretary of State website.

In addition, the Proposer shall provide:

1. Organization Chart and Rationale for Team – An organization chart for the company should show reporting relationships of principals and areas of responsibility pertaining to the required services, as outlined in Section II and the rationale for assembling this specific team. Describe why this firm is best suited to be selected.
2. Team Member Firms' Key Personnel – Submit resumes for key personnel committed to this project; these personnel can be both managerial and technical. Include a description of any key personnel's specialized experience.

3. A summary of the history of Contractor's company in terms of its size, range and types of services Contractor has offered and currently offers through its company; and the types of clients and geographic areas serviced by Contractor.
4. Indicate how many years your company has been in business and the number of years devoted to healthcare. If your company is a subsidiary, include a copy of the corresponding information on the parent company.

This information may be considered in the determination of Contractor's qualifications to provide Services as outlined in this Request for Proposal, but shall not be binding upon the County.

B. GENERAL INFORMATION

C. FINANCIAL STATEMENT

Provide a copy of the most recent audited financial statement, or an annual report by a certified public accountant and a Dunn and Bradstreet rating. If applicable, submit the financial report of your parent company.

D. REFERENCES

Qualifications of the firm: Provide a list of references for other customers that are utilizing your services as Customer Service Training consultants. Contractor agrees that the County may contact these references to obtain any and all information regarding Contractor's performance of services.

Provide a list of all current and prior customers/clients for the past three (3) years.

D.MBE/WBE PARTICIPATION

Provide Contractor's plan for meeting the County's affirmative action objectives for MBE/WBE participation as described in the attached Minority and Women Business Enterprise Goals. All contracts awarded by the County are subject to County Ordinance, Chapter 10, Section 10-43, a copy of which is available for review and inspection in the Office of Contract Compliance Administrator, Cook County Building, Room 1020, 118 N. Clark or on the web at www.cookcountygov.com Under Agencies, Contract Compliance.

THE CONTRACTOR AGREES THAT THE SHERIFF'S OFFICE MAY CONTACT ANY PERSONS FOR INFORMATION REGARDING CONTRACTOR'S PAST CONTRACT PERFORMANCE. FAILURE TO SUBMIT THE INFORMATION REQUIRED BY THIS SECTION, OR THE RECEIPT OF UNSATISFACTORY INFORMATION BY THE SHERIFF SHALL, IN THE SHERIFF'S DISCRETION, CONSTITUTE CAUSE FOR PROPOSAL DISQUALIFICATION.

ATTACHMENT C: PROPOSER REGISTRATION FORM



THE COOK COUNTY SHERIFF
Budget Office
George W. Dunne Cook County Office Building
69 West Washington Street, Suite 840
Chicago, Illinois 60602
Telephone (312) 603-0044
Facsimile (312) 603-9806

**REQUEST FOR PROPOSALS
FOR
ENHANCED JAIL MANAGEMENT AND LAW ENFORCEMENT PROJECT**

PROPOSER REGISTRATION FORM

NOTE TO PROSPECTIVE PROPOSERS: BY COMPLETING AND RETURNING THIS FORM TO THE SHERIFF'S OFFICE, ON OR BEFORE OCTOBER 15, 2007, YOU WILL RECEIVE ANY ADDENDA ISSUED BY THE SHERIFF'S OFFICE WHICH EITHER REVISE THE DATES FOR SUBMITTAL OF PROPOSALS, RESPOND TO QUESTIONS SUBMITTED BY OTHER PROSPECTIVE PROPOSERS, OR WHICH SUPPLEMENT OR CHANGE THE REQUIREMENTS SET FORTH IN THE REQUEST FOR PROPOSALS. THIS FORM MAY BE RETURNED BY FAX TO THE NUMBER SPECIFIED ABOVE.

IF YOU FAIL TO SUBMIT THIS FORM, YOU WILL NOT BE ENTITLED TO ANY OF THE ADDENDA, IF ISSUED, AND ANY DEFICIENCY IN YOUR PROPOSAL RESULTING FROM SUCH FAILURE MAY RESULT IN THE DISQUALIFICATION OF YOUR PROPOSAL FROM CONSIDERATION, IN THE DISCRETION OF THE BUREAU. SUBMISSION OF THIS REGISTRATION FORM DOES NOT OBLIGATE YOU TO SUBMIT A PROPOSAL.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

NAME OF DESIGNATED REPRESENTATIVE FOR PURPOSES OF THIS RFP:

PHONE: _____

FAX: _____

EMAIL ADDRESS: _____

ATTACHMENT D: GENERAL CONDITIONS

CONTRACT FOR SERVICE
PART II
GENERAL CONDITIONS
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CONTRACT FOR SERVICE
PART II
GENERAL CONDITIONS

GC-01 INDEMNIFICATION

The Contractor covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Contractor, or the acts or omissions of the officers, agents, employees, contractors, subcontractors, licensees or invitees of the Contractor. The Contractor expressly understands and agrees that any Performance Bond or insurance protection required of the Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

GC-02 SUBCONTRACTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

Once awarded, this Contract shall not be subcontracted or any part thereof assigned without the express written approval of the County Purchasing Agent ("Purchasing Agent"). In no case, however, shall such approval relieve the Contractor from his obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or claims due or to become due without the advance written approval of the Purchasing Agent. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on the County and are null and void.

The Contractor shall identify in its proposal any and all contractors and subcontractors he intends to use in the performance of the Contract. All such persons shall be subject to the prior approval of the County. The County reserves the right to prohibit any person from entering any County facility for any reason. All contractors and subcontractors of the Contractor shall be accountable to the Director of the Using Department or his designee ("Director") while on any County property and shall abide by all security regulations imposed by the County.

GC-03 INDEPENDENT CONTRACTOR STATUS

The Contractor and its employees, contractors, subcontractors, agents and representatives are, for all purposes arising out of the Contract, independent contractors and not employees of the County. It is expressly understood and agreed that the Contractor and its employees, contractors, subcontractors, agent and representatives shall in no event as a result of the Contract be entitled to any benefit to which County employees are entitled, including, but not limited to, overtime, retirement benefits, worker's compensation benefits and injury leave or other leave benefits.

GC-04 MATERIALS INSPECTION AND RESPONSIBILITY

The County shall have a right to inspect any materials used in carrying out this Contract and shall be responsible for the quality and standards of all materials or completed work furnished under this Contract. Materials or completed work not complying herewith may be rejected by the Purchasing Agent and shall be replaced and/or reperformed by the Contractor at no cost to the County. Any materials rejected shall be removed within a reasonable time from the premises of the County at the entire expense of the Contractor, after notice has been given by the County to the Contractor that such materials have been rejected.

GC-05 INSURANCE

Contractor shall purchase and maintain during the term of this Contract insurance coverage which will satisfactorily insure him against claims and liabilities which could arise because of the performance of the Contract. Such insurance shall include, but not be limited to, Workers' Compensation and Employer's Liability, Auto Liability, Professional Liability and Commercial General Liability, including broad form Contractual and Product Liability. The provision of this paragraph shall not be deemed to limit the liability of Contractor hereunder or to limit any rights that Contractor or County may otherwise have.

GC-06 TAXES

Federal Excise Tax does not apply to materials purchased by the County by virtue of Exemption Certificate No. 36-75-0038K. Illinois Retailers' Occupation Tax, Use Tax and Municipal Retailers' Occupation Tax do not apply to materials or services purchased by the County by virtue of statute. The price or prices quoted herein shall include any and all other federal and/or state, direct and/or indirect taxes which apply to this Contract. The County's State of Illinois Sales Tax Exemption Identification No. is E-9998-2013-01.

GC-07 PRICE REDUCTION

The County is to be considered a most favored customer of the Contractor. If any time during the term of the Contract any other customer of Contractor is given a lower price than that charged to the County on any materials or services similar in scope, size, contractual requirements and function to those provided herein, the County will be entitled to that price. If at any time after the date of submission of Contractor's proposal, Contractor makes a general price reduction in the price of any goods and services covered by the Contract, the equivalent price reduction based on similar quantities and/or considerations shall apply to this contract for the duration of the Contract period. Such price reductions shall be effective at the same time and in the same manner as the reduction in the price to customers generally.

GC-08 CONTRACTOR CREDITS

To the extent the Contractor gives credits toward future purchases of goods or services, financial incentives, discounts, value points or other benefits based on the purchase of the materials or services provided for under this Contract, (the "credits") such credits belong to the County and not the Using Department or any other County department. Contractor shall report any such credits to the Purchasing Agent.

GC-09 DISPUTES

Any dispute arising under the Contract between the County and Contractor shall be decided by the Purchasing Agent. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Purchasing Agent. Upon request of the Purchasing Agent, the party complained against shall respond to the complaint in writing within five days of such request. The Purchasing Agent will reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor and the Director. The decision of the Purchasing Agent will be final and binding. Dispute resolution as provided herein shall be a condition precedent to any other action at law or in equity. Notwithstanding a dispute, Contractor shall continue to discharge all its obligations, duties and responsibilities set forth in the Contract during any dispute resolution proceeding unless otherwise agreed to by the County in writing.

GC-10 DEFAULT

Contractor shall be in default hereunder in the event of a material breach by Contractor of any term or condition of this Contract where Contractor has

failed to cure such breach within ten (10) days after written notice is given to Contractor by the County, setting forth the nature of such breach.

County shall be in default hereunder if any material breach of the Contract by County occurs which is not cured by the County within ninety (90) days after written notice has been given by Contractor to the County, setting forth the nature of such breach.

GC-11 COUNTY'S REMEDIES

Following notice of a material breach or notice of default to Contractor, the County reserves the right to withhold payments owed to Contractor until such time as Contractor has cured the breach or noncompliance which is the subject matter of the notice. If the Contractor fails to remedy a material breach during the ten (10) day cure period pursuant to General Condition GC-10, Default, the County shall have the right to terminate this Contract provided, however, that County shall give Contractor five (5) days prior written notice of termination.

In the event of termination, the County reserves the right to elect to continue using the Contractor's services in whole or in part for the period of time necessary to allow the County to obtain and implement replacement services. During such transition period all terms and conditions of the Contract shall be in full force and effect. The County may elect to continue using Contractor's existing services in full; increase monitoring and oversight of Contractor's operations; or substitute the County's designees for the Contractor's personnel utilizing Contractor's facilities pending the implementation of replacement services. Any payments due Contractor will be prorated based on the services Contractor is then providing. Contractor will agree to cooperate with the implementation of the replacement services should the County so request. After the County has secured replacement services and such services are operational, the Contractor shall promptly remove any and all of Contractor's personnel, products and equipment, unless such items remain with the County pursuant to the terms of this Contract.

In addition, the County shall have the right to pursue all remedies in law or equity.

GC-12 CONTRACTOR'S REMEDIES

If the County has been notified of default and fails to remedy a material breach during the ninety (90) day cure period pursuant to General Condition GC-10, Default, the Contractor shall have the right to terminate this Contract providing, however, that Contractor shall give the County thirty (30) days prior written notice of termination. In the event of termination the County shall be given the right to continue using the Contractor's services in full for a reasonable period of time until the County shall have replaced such services. Contractor will agree to cooperate with the implementation of the replacement services should the County so request. During such transition period all terms and conditions of the Contract shall remain in full force and effect. After replacement services have been secured and are operational the Contractor shall promptly remove any and all of Contractor's personnel, products and equipment, unless such items remain with the County pursuant to the terms of this Contract.

Contractor shall have the right to pursue all remedies available in law or equity. In all cases the Contractor's damages shall be those provable damages not to exceed the value of the Contract as awarded by the Cook County Board of Commissioners. Contractor shall not disrupt the operation or repossess any component thereof.

GC-13 DELAYS

Contractor agrees that no charges or claims for damages shall be made by Contractor for any delays or hindrances from any cause whatsoever during the progress of any portion of this Contract.

GC-14 MODIFICATIONS AND AMENDMENTS

The parties may from time to time during the term of the Contract make modifications and amendments to the Contract but only as provided in this section. Such modifications and amendments shall only be made by mutual agreement in writing. No such modifications and amendments which individually or cumulatively result in additional cost of \$25,000.00 or greater or which extend the term of the Contract by thirty (30) days or more shall be deemed as authorized without the advance approval of the Cook County Board of Commissioners. Modifications and amendments which increase cost by less than \$25,000.00 or which do not extend the term of the Contract by more than thirty (30) days may only be made with the advance written approval of the Purchasing Agent.

Contractor is hereby notified that except for the specific changes listed in the following paragraph, no County department or employee thereof has authority to make any modification or amendment to this Contract. Any modification or amendment to this Contract except as provided for in the following paragraph made without the express written approval of the Purchasing Agent is void and unenforceable.

The Director may, by written order, make changes with respect to the times of delivery and the places of performance thereof. Any such change shall not cause an increase or decrease the Contract price or the time required for Contract performance.

GC-15 PERSONNEL

The quality, experience and availability of personnel employed by the Contractor is of the essence. The Contractor shall provide the County with a list of all key personnel to be used on the project and their designated assignment. The list shall include the qualifications of each person named. The County may at any time request, in writing, the Contractor to remove any of the Contractor's assigned personnel for cause and forthwith furnish to the County other acceptable personnel with thirty (30) days of notification. Notwithstanding the County's approval of Contractor's personnel, the Contractor shall be fully responsible to County for all work performed pursuant to this Contract by Contractor's employees, subcontractors or others who may be retained by the Contractor with the approval of the County.

GC-16 PATENTS, COPYRIGHTS AND LICENSES

Contractor agrees to hold harmless and indemnify the County, its officers, agents, employees and affiliates from and defend, at its own expense (including reasonable attorneys', accountants' and consultants' fees), any suit or proceeding brought against County based upon a claim that the ownership and/or use of equipment, hardware and software or any part thereof utilized in performing Contractor's services constitutes an infringement of any patent, copyright or license or any other intellectual property right. Where applicable, the County shall notify Contractor in writing of any such suit or proceeding or significant threat thereof and hereby agrees to give Contractor information and reasonable assistance for the defense. In the event the use of any equipment, hardware or software or any part thereof is enjoined, Contractor with all reasonable speed and due diligence shall provide or otherwise secure for County, at the Contractor's election, one of the following: the right to continue use of the equipment, hardware or software; an equivalent system having the specifications as provided in this Contract; or to modify the system or its component parts so that it becomes non-infringing while performing in a substantially similar manner to the original system, meeting the specifications of this Contract.

GC-17 CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

Contractor acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Contractor in any way, whether during the term of this Contract or any time thereafter, except solely as required in the course of Contractor's performance of services hereunder. Contractor shall comply with the applicable privacy laws and regulations affecting the County and will not disclose any of the County's records, materials, or other data to any third party. Contractor shall not have the right to compile and distribute statistical analyses and reports that are beyond the scope of the Contract, utilizing data derived from information or data obtained from the County without the prior written approval of the County. In the event such approval is given, any such reports published and distributed by Contractor shall be furnished to the County without charge.

All documents, data, studies, reports, work product or product created as a result of the performance of services under this Contract (the "Documents") shall be the property of the County. It shall be a breach of this Contract for the Contractor to reproduce or use, any Documents, or product obtained from the County, for its own purposes or for that of any third party. During the performance of the services herein provided for, the Contractor shall be responsible of any loss or damage to the Documents while they are in his possession, and any such Document lost or damaged shall be restored at the expense of the Contractor. Full access to the Contractor's work during the preparation of the Documents shall be available to the County and other interested public agencies. In the event Contractor utilizes any of his own proprietary of confidential information in whatever form, in the performance of duties under this Contract, it must be clearly marked as such.

GC-18 AUDIT; EXAMINATION OF RECORDS

The Contractor agrees that the County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after the final payment under the Contract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices, and records of the Contractor related to the Contract, or to Contractor's compliance with any term, condition or provision thereof. The Contractor shall be responsible for establishing and maintaining records sufficient to document the costs associated with performance under the terms of this Contract.

The Contractor further agrees that it shall include in all of its subcontracts hereunder a provision that the subcontractor agrees that the County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after final payment under the subcontract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices and records of such subcontractor involving transactions relating to the subcontract, or to such subcontractor's compliance with any term, condition or provision thereunder or under the Contract.

In the event the Contractor receives payment under the Contract, reimbursement for which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Contractor under any contract with the County.

GC-19 COMPLIANCE WITH LAWS

The Contractor shall observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner affect the performance of the Contract, including but not limited to those County Ordinances set forth in the Certification attached hereto and incorporated herein. Assurance of compliance

with this requirement by the Contractor's employees, agents or subcontractors shall be the responsibility of the Contractor. The Contractor shall secure and pay for all federal, state and local licenses, permits and fees required hereunder.

GC-20 CONDUCT OF THE CONTRACTOR

The Contractor agrees to inform the County on a timely basis of all of the Contractor's interests, if any, which are or which the Contractor reasonably believes may be incompatible with any interest of the County. The Contractor shall take notice of and comply with the Cook County Lobbyist Registration Ordinance (No. 93-0-22, 6-22-93). The Contractor shall not, under circumstances which might reasonably be interpreted as an attempt to influence the recipient in the conduct of its duties, accept any gratuity or special favors from individuals or organizations with whom the Contractor is doing business or proposing to do business, under the Contract. The Contractor shall not use for personal gain or make other improper use of privileged information which is acquired in connection with the Contract.

GC-21 ACCIDENT REPORTS

The Purchasing Agent and Director shall be given written notification within twenty-four (24) hours of any occurrence, on the site or otherwise, which pertains in any way to this Contract and involves the Contractor's personnel, or those of any of his subcontractors or others whether said occurrence be in the nature of bodily injury to employees or third parties or property damage.

The report shall include the name of person(s) injured, name of his employer, date, time and location of occurrence, extent of injury and/or damage, name(s) of eyewitnesses, and who treated the person(s) for injuries sustained, and such other information as may be relevant. The Contractor shall notify the local police any occurrence requiring an official police record. The accident report should indicate whether the police were notified and, if so, the number of the police report, if obtainable.

GC-22 USE OF PREMISES

Contractor shall confer with the Director to ascertain full knowledge of all rules and regulations of the County facilities relative to this Contract and shall comply therewith. The Contractor shall confine the operations of his employees to the limits indicated by laws, ordinances, permits and/or direction of the Director and shall not encumber the premises with materials or debris. The Contractor shall not load or permit any part of the structure to be loaded with a weight that will endanger its safety.

GC-23 GENERAL NOTICE

All notices required pursuant to this Contract shall be in writing and addressed to the parties at their respective addresses set forth below. All such notices shall be deemed duly given if personally delivered or if deposited in the United States mail, registered or certified, return receipt requested. Notice as provided herein does not waive service of summons or process.

TO THE COUNTY:

PURCHASING AGENT
County of Cook
Room 1018 County Building
118 North Clark Street
Chicago, Illinois 60602
(Reference County Contract Number)

TO THE CONTRACTOR:

At address provided in its proposal or as otherwise indicated in writing to County.

GC-24 TERMINATION FOR CONVENIENCE

The County may terminate this Contract, or any portion, at any time by notice in writing from the County to the Contractor. If the Contract is terminated by the County, the Contractor shall deliver to the County all finished or unfinished Documents prepared by the Contractor under this Contract and these shall be and become the property of the County. Payment for the work performed before the effective date of such termination shall be based upon an estimate of the services/materials actually performed/supplied by the Contractor to the date of termination. Such payment made to the Contractor shall be in full settlement for services rendered under this Contract.

GC-25 GUARANTEES AND WARRANTIES

All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Director before final voucher on the Contract is issued. The Contractor agrees that the materials or services to be furnished shall be covered by the most favorable commercial warranties the Contractor gives to any customer for the same or substantially similar materials or services and that the rights and remedies so provided are in addition to and do not limit any rights afforded to County.

GC-26 STANDARD OF MATERIALS

In the event materials are supplied for purposes of this Contract, then only new, originally manufactured materials will be accepted by the County. The County will not accept any materials that have been refurbished, rebuilt, restored or renovated in any manner. In addition, experimental materials will not be acceptable. Materials not produced by regular production methods and/or which have not been offered for sale to the public through accepted industry trade channels for a reasonable period of time prior to the offering of the proposal, will be considered experimental.

GC-27 DELIVERY

All materials shipped to the County shall be shipped F.O.B. designated location, County of Cook, Illinois. If delivery is made by truck, arrangements shall be made in advance by the Contractor in order that the County may arrange for receipt of the materials. Truck deliveries will be accepted before 3:00 P.M. on weekdays only. No deliveries will be accepted on Saturdays, Sundays or County Holidays. The County is not responsible for delivery delays due to waiting times for loading and unloading at dock locations.

The quantity of material delivered by truck will be ascertained from a weight certificate issued by a duly licensed Public Weight-Master. In the case of delivery by rail, weight will be ascertained from bill of lading from originating line, but the County reserves the right to re-weigh at the nearest available railroad scale.

The County reserves the right to add new delivery locations or delete previously listed delivery locations as required during the contract period. The only restriction regarding the County's right to add new delivery locations shall be that any new or additional location shall be within the geographical boundaries of the County.

GC-28 QUANTITIES

The quantities of services and/or materials required for the performance of the Contract are estimates for the purpose of determining an approximate total contract amount and may not be the actual quantities required during the term of the Contract. The County reserves the right to increase or decrease the quantities at the contract price, to correspond to the actual needs of the

County. The County will be obligated to order and pay for only such quantities as are from time to time ordered, delivered, and accepted on purchase orders issued by the Office of the Purchasing Agent.

GC-29 GOVERNING LAW

This Contract shall be governed by and construed under the laws of the State of Illinois. The Contractor irrevocably agrees that, subject to the County's sole and absolute election, any action or proceeding in any way, manner or respect arising out of the Contract, or arising from any dispute or controversy arising in connection with or related to the Contract, shall be litigated only in courts within the City of Chicago, County of Cook, State of Illinois, and the Contractor consents and submits to the jurisdiction thereof. In accordance with these provisions, Contractor waives any right it may have to transfer or change the venue of any litigation brought against it by the County pursuant to this Contract.

GC-30 WAIVER

No term or provision of this Contract shall be deemed waived and no breach consented to unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. The waiver of any such provision shall be strictly limited to the identified provision.

GC-31 ENTIRE CONTRACT

It is expressly agreed that the provisions set forth in this Contract constitute all the understandings and agreements between the parties. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Contract are of no force and effect.

GC-32 FORCE MAJEURE

Neither Contractor nor County shall be liable for failing to fulfill any obligation under this Contract if such failure is caused by an event beyond such party's reasonable control and which is not caused by such party's fault or negligence. Such events shall be limited to acts of God, acts of war, fires, lightning, floods, epidemics, or riots.

GC-33 CONTRACT INTERPRETATION

Whenever the singular is used herein, the masculine, feminine and neuter gender shall be deemed to include the others. If any language is stricken or deleted from this contract, such language shall be deemed never to have appeared herein and no connotations or inferences shall be drawn therefrom. The headings of articles, paragraphs and sections in this Contract are included for convenience only and shall not be considered by either party in construing the meaning of this Contract. If any provision or clause of this Contract shall be held to be invalid, such provision or clause shall be deleted from the Contract and the Contract shall be construed to give effect to the remaining portions thereof.

GC-34 MINORITY AND WOMEN BUSINESS ENTERPRISES

COOK COUNTY ORDINANCE CHAPTER 10, SECTION 43.1 - 43.10

I. POLICY AND GOALS

- A. It is the policy of the County of Cook to prevent discrimination in the award of or participation in County contracts and to eliminate arbitrary barriers for participation, as both prime and subcontractors, in such contracts by local businesses certified as Minority Business Enterprises (MBE) and Women-owned Business

Enterprises (WBE). In furtherance of this policy, the Cook County Board of Commissioners has adopted a Minority- and Women-owned Business Enterprise Ordinance (the "Ordinance") which establishes a "best efforts" goal of awarding not less than thirty-five (35%) of the annual total dollar amount of professional and consulting service contracts and sole source agreements to certified MBEs and WBEs.

- B. A contractor may achieve the contract MBE/WBE participation goals by its status as a MBE or WBE; by entering into a joint venture with one or more MBEs and/or WBEs; by subcontracting a portion of the work to one or more MBEs or WBEs; by entering into a Mentor-Protege Agreement with a MBE or WBE; by the indirect participation of MBEs or WBEs in other aspects of the contractor's business; or by a combination of the foregoing.
- C. A contractor's failure to carry out its MBE/WBE commitments in the course of a contractor's performance shall constitute a material breach of the contract, and if such breach is not appropriately cured, may result in the termination of the contract or such other remedy authorized by the Ordinance as the County deems appropriate.

II. REQUIRED SUBMITTALS

To be considered responsive to the requirements of the Ordinance: (a) a contractor for professional and consulting service contracts shall submit items A, B and C listed below; and (b) a contractor for sole source agreements, shall submit items A and B listed below. All documentation submitted by a contractor shall be reviewed by the Contract Compliance Administrator. Failure to submit one of the items required in accordance with these general conditions shall be cause to consider the contractor's proposal non-responsive and be rejected.

A. Affirmative Action Plan

Each contractor shall submit with its proposal, a copy of its current internal affirmative action plan. If contractor has no internal affirmative action plan, contractor shall submit a statement stating why contractor has no such plan. In lieu of an internal affirmative action plan, a contractor may submit a copy of its current Letter of Compliance for the United States Department of Labor, Office of Federal Contract Compliance Programs.

B. Contractor's MBE/WBE Efforts Documentation

Each contractor shall submit with its proposal, supporting documentation which evidences efforts the contractor has taken in attempting to achieve the County's "best efforts" MBE/WBE participation goals.

C. Contractor's Statement - Use of MBE/WBE Professionals

Each contractor shall submit with its proposal, a statement which discloses how the contractor intends to maximize the use of its MBE/WBE professionals in the course of performing the contract.

III. NON-COMPLIANCE

If the County of Cook determines that the contractor has failed to comply with its contractual commitments or any portion of the Ordinance, it will notify the contractor of such non-compliance and may take any and all appropriate actions as set forth within the Ordinance.

IV. REPORTING/RECORD-KEEPING REQUIREMENTS

The contractor shall comply with the reporting and record-keeping requirements as may be established by the Contract Compliance Administrator. Upon award of a contract, contractor is responsible for acquiring all necessary County reporting and record-keeping forms which will be made available in the Office of Contract Compliance.

V. EQUAL EMPLOYMENT OPPORTUNITY

Compliance with MBE and WBE requirements will not diminish or supplant Equal Employment Opportunity and Civil Rights provisions as otherwise required by law as they relate to contractor and subcontractor obligations.

GC-35 YEAR 2000 COMPLIANCE WARRANTY

This General Condition shall apply to all procurements of computerized equipment, computer hardware, software and related ancillary devices and any professional consulting services related thereto.

Contractor warrants fault-free performance and fault-free result in the processing date and date-related data (including, but not limited to calculating, comparing and sequencing) of all hardware, software and firmware products delivered and services provided under this Contract, individually or in combination, as the case may be from the effective date of this Contract. Contractor warrants the Year 2000 calculations will be recognized and accommodated and will not, in any way, result in hardware, software or firmware failure. The County, at its sole option, may require Contractor, at any time, to demonstrate the procedures it intends to follow in order to comply with all the obligations contained herein.

Contractor's warranty apply to products provided by the Contractor, its sub-contractor(s) or any third party(s) involved in the creation of the products to be delivered to the County under this Contract.

Contractor's warranty is separate and distinct from any other warranty specified in this Contract, and is not subject to any disclaimer of warranty or limitation of the Contractor's liability which may be specified in this Contract, its exhibits, attachments, schedules, or any document incorporated in this Contract by reference.

In the event of any hardware or software program failure related to time and date related codes and internal sub-routines that impede the hardware or software programs from operating beyond the millennium date change (Year 2000), Contractor shall immediately make all required corrections to restore the hardware, software and firmware programs to the same level of functionality as warranted herein at no charge to the County, and without interruption to the ongoing business of the County, time being of the essence. In the event Contractor fails to cure any such hardware or software failure, the County shall have the right to pursue all remedies at law or in equity and those remedies expressly set forth within this Contract including, but not limited to, its right to terminate for default. Nothing in this warranty shall be construed to limit any rights or remedies the County may otherwise have under this Contract with respect to defects other than Year 2000 performance.

END OF SECTION

E.OTHER INFORMATION AS NEEDED–TO BE DETERMINED BY THE SHERIFF’S OFFICE

1. Company Experience with Programs of Similar Size and Scope

- Provide date that company began providing services offered in this Proposal and a short history of range and types of services offered by the company.
- Describe the types of clients and geographic areas served by the company.
- Submit a sample maintenance agreement.

B. Company’s Leadership and Assigned Personnel.

- List the abilities, qualifications, licenses and experience of the persons who would be assigned to the engagement and their experience on similar contracts.
- Submit resumes for key personnel to this project, including a description of any key individual’s specialized experience. These individuals can be both managerial and technical.

2. Subcontractor Information

- Identify all Subcontractors and their specific responsibilities as required in Part I, Section 1.07for each proposed Subcontractor.
- Attach a letter of confirmation from each proposed Subcontractor indicating 1) Subcontractor’s willingness to contract with the primary firm for this engagement and 2) the Subcontractor’s qualifications to provide the specific Deliverables they are identified by the Proposer to provide under the Contract.

3. References

- Provide a list of no less than three business references or other organizations for similar operational systems. Use the following format for submitting reference information:

Organization: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Contact Person Name and Title: _____
Date of Implementation: _____

4. Other Information

- Provide any additional information deemed relevant to the analysis of the RFP that was not specifically requested in the above questions.

The Sheriff's Office reserves the right, and may in its sole discretion, exercise the right and option to conduct investigations with respect to Proposer qualifications; to exercise its discretion and apply its judgment with respect to any aspect of the RFP, the evaluation of Proposals, and the negotiations and award of this Contract; and to recommend the Proposal that best satisfies the overall interests of the Sheriff's Office (not necessarily on the basis of price or any other single factor).

ATTACHMENT F: COST PROPOSAL FORM

ATTACHMENT F: COST PROPOSAL FORM

PROPOSAL PAGE

The Proposer declares that it has carefully examined the Request for Proposal documents, the Proposal Forms, General and Special Conditions and Specifications identified as **ENHANCED JAIL MANAGEMENT AND LAW ENFORCEMENT PROJECT** as prepared by the Sheriff's Office and has become familiar with all of the conditions under which it must be carried out and understands that by submitting proposed pricing on these pages, Proposer waives all right to plead any misunderstanding regarding the same.

ITEM NO./DESCRIPTION

What is the number of units served by this project, if applicable? _____

What is the unit cost, if applicable? _____

What is the per diem cost, if applicable? _____

What is the annual cost of maintaining this project? _____

List any unique or one-time costs of this project, if applicable? _____

Complete the cost for each item listed below:

A. Project Personnel _____

B. Project Services _____

C. Project Equipment _____

D. Project Goods _____

E. Administrative Costs _____

F. Evaluation _____

GRAND TOTAL PROJECT COST \$ _____

SERVICE DATE:

(NUMBER OF CALENDAR DAYS AFTER AWARD OF CONTRACT)

ATTACHMENT G: BUDGET DETAIL INFORMATION

ATTACHMENT G: Budget Detail Instructions

Personnel

Job Title: Identify each personnel position by job title (e.g. Lead Consultant, Senior Consultant, Program Manager)

Salary Rate/Professional Fee and Time: Enter the salary/professional fee rate of each personnel position listed, the amount of time the individual will spend working with the program.

Social Security and other fringe benefits: Fringe benefits are allowable if they are comparable to those provided to other employees of the organization.

Equipment

Include each item of equipment to be purchased, which has a unit cost of more than \$50.00. For each item of equipment, include the number of units and the estimated cost per unit (including taxes, delivery, installation and all other related costs). Leased or rental equipment should be listed under the Contractual budget category. Equipment items under \$50.00 should be listed under Commodities.

Commodities

Include consumable supplies and any equipment items with initial prices under \$50.00. Itemize all commodities to be used for the programs; avoid the designation "miscellaneous."

Travel

For program personnel include mileage, subsistence, lodging, and transportation expenses for employees who are on official business only. Transportation vouchers for program participants also need to be included in the line budget.

Contractual

Include all costs incurred due to an agreement, letter of intent, contract or lease.

Consultants

Include professional service agreements required for program implementation.

Other Costs

Include program costs not included in the above categories.

Example of Budget Format:

Project Expenses	Unit Cost	# of Units/ % of Time	Total Costs
Personnel Service			
a. Personnel Position(s)			
b. Personnel Position(s)			
Equipment			
a. Equipment 1			
b. Equipment 2			
Commodities			
a. Supplies			
Travel			
a. Travel for Personnel Position(s)			
b. Travel for Participant(s)			
		GRAND TOTAL	