



COOK COUNTY GOVERNMENT

Office of the Chief Procurement Officer

**Request for Proposal
(RFP) No. 1435-14005**

for

VRMS (Voter Registration Management System)

Proposals must be delivered to:
Office of the Chief Procurement Officer
118 N. Clark Street, Room 1018 Chicago, IL 60602
Attention: Shannon E. Andrews, Chief Procurement Officer
Proposals are due no later than 10AM on January 30, 2015

There will be a pre-proposal conference on Tuesday, December 2, 2014 at 11AM
Location: 118 N. Clark, Room 1018, Chicago, IL 60602

Questions regarding the RFP should be directed to:
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Toni Preckwinkle
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Shannon E. Andrews
Chief Procurement Officer

Table of Contents

1.	Introduction	5
1.1.	Background	5
1.2.	Business Goals and Objectives	5
1.3.	Schedule	6
2.	Scope	6
3.	Current State	9
4.	Future State	11
4.1	FUNCTIONAL MATRIX (ATTACHMENT)	24
4.2	PROJECT MANAGEMENT	24
4.3	MAINTENANCE AND SERVICE AGREEMENTS	25
4.4	TESTING, TRAINING, KNOWLEDGE TRANSFER	26
4.5	Key Personnel	28
4.6	Subcontracting or teaming	28
4.7	Implementation	28
4.8	OTHER INFORMATION	29
5.	Proposed Solution	30
5.1.	Solution Overview	30
5.2.	Software Overview	30
5.3.	Hosting and Platform Architecture	30
5.4.	Integration/Interface	31
6.	Solution Requirements	31
6.1.	Hardware and Equipment Requirements	31
6.2.	Physical Environment Requirements	31
6.3.	Network Requirements	32
7.	Proposed Project Approach and Implementation Methodology	32
7.1.	Overview of the Implementation Methodology	32
7.2.	Project Task List and Timeline	33
7.3.	Assessment, Change Management and Reengineering Approach	33
7.4.	Requirements Validation and System Design/Configuration	34

7.5.	System Implementation and Configuration.....	34
7.6.	Data Conversion and Migration	35
7.7.	Secure Development and Configuration Practices	36
7.8.	Quality Assurance (“QA”).....	36
7.9.	Knowledge Transfer /Training and Transition (Cutover)	37
7.10.	Contract Performance Review and Acceptance	38
7.11.	Invoicing and Payment.....	39
8.	Solution Ownership and Other Terms and Conditions	39
8.1.	Data Ownership	39
8.2.	Intellectual Property Ownership.....	39
8.3.	Hardware and Software Licensing	40
8.4.	Software and Hardware Warranties	40
8.5.	Other Terms and Conditions.....	40
9.	Solution Performance and Availability	41
9.1.	Support and Maintenance Service Levels.....	41
9.2.	Data Access and Retention	42
9.3.	Business Continuity and Disaster Recovery	42
9.4.	Audit Requirements	44
10.	INSTRUCTIONS TO PROPOSERS.....	44
10.1.	Instructions	44
10.2.	Availability of Documents	44
10.3.	Pre-Proposal Conference	45
10.4.	Special Access to the Pre-Proposal Conference.....	45
10.5.	Clarifications.....	45
10.6.	Delivery of Proposal Package	45
10.7.	Uniformity	46
10.8.	Proposal Material.....	46
10.9.	Addenda.....	46
10.10.	Proposer’s Responsibility for Services Proposed	46
10.11.	Errors and Omissions	46

10.12.	RFP Interpretation.....	47
10.13.	Confidentiality and Response Cost and Ownership.....	47
10.14.	Use of Subcontractors.....	47
10.15.	MBE/WBE Participation Goals	47
10.16.	Proposer’s Disclosure and Conflict of Interest.....	47
10.17.	Cook County RFP Format	47
10.18.	Pricing.....	48
10.19.	Period of Firm Proposal	48
10.20.	Awards	48
10.21.	Cook County Rights	48
10.22.	Alteration/Modification of Original Documents.....	48
10.23.	Recycling	48
11.	EVALUATION AND SELECTION PROCESS	49
11.1.	Responsiveness Review	49
11.2.	Acceptance of Proposals.....	49
11.3.	Evaluation Process	49
11.4.	Proposer Presentations.....	49
11.5.	Right to Inspect	49
11.6.	Best and Final Offer.....	50
11.7.	Selection Process	50
12.	EVALUATION CRITERIA.....	50
12.1.	Responsiveness of Proposal.....	50
12.2.	Technical Proposal (Listed in order of importance).....	50
12.3.	Price Proposal	51
13.	SUBMISSION OF PROPOSAL.....	51
13.1.	Instructions for Submission	51
13.1.1.	Number of Copies	51
13.1.2.	Time for Submission.....	51
13.1.3.	Format.....	51
13.1.4.	Complete Submission.....	51

13.1.5. Packaging and Labeling 51

13.1.6. Timely Delivery of Proposals 51

13.1.7. Late Proposals 52

13.1.8. Schedule of Revisions to RFP Schedule 52

13.2. Submission Requirements 52

13.2.1. Cover Letter 52

13.2.2. Executive Summary 52

13.2.3. Qualifications of the Proposer 52

13.2.4. Propose Plan of Action, Implementation and Solution 52

13.2.5. Key Personnel 53

13.2.6. MBE/WBE Participation 53

13.2.7. Financial Status 53

13.2.8. Legal Actions 53

13.2.9. Conflict of Interest 53

13.2.10. Economic Disclosure Statement 53

13.2.11. Contract 53

13.2.12. Other 54

Appendix I (Definitions) 55

Appendix II (Insurance Requirements) 58

Appendix III (Price Proposal) 62

Appendix IV (Economic Disclosures and Affidavit) 63

1. Introduction

1.1. Background

The Cook County Clerk's Election Division conducts elections and registers voters for suburban Cook County. The Cook County Clerk ("the Clerk") is the government official responsible for the administration of the elections in suburban Cook County, outside the City of Chicago. Cook County currently maintains a voter database of 3 million. Suburban Cook County covers approximately 743 square miles. The extreme distance from north to south is approximately 40 miles. Cook County is divided into 30 townships consisting of a total of approximately 1,673 precincts and 1,100 polling places. The County is further divided into 109 political districts such as Congressional, State Senate, Representative, Judicial, County Board. Other jurisdiction include, 129 cities, 131 municipal wards, 201 various park, library, sanitary and fire protection districts, along with 191 elementary, high school, and college districts. All of the above-mentioned districts may be involved in elections during the term of this Contract.

In addition to Election Day, Cook County conducts Early Voting at 44 sites throughout the County, starting fifteen (15) days prior to every Election Day and continuing through Election Day. The Elections Division also administers grace period voting.

1.2. Business Goals and Objectives

The Clerk is seeking proposals to replace the legacy Voter Registration Management System ("VRMS") used by the Clerk's Elections Division to manage and/or interface with Mail Voting, Ballot Entitlement, Deputy Registrars, Election Locations Management (polling places, early/grace voting sites, receiving stations, etc.), Election Judge Management, Election Management Reporting, Candidate Filing, Electoral Boards, Election Asset Management, Post-Election Auditing, Communications tools, and other election preparation tasks through the design, construction and installation of a new Voter Registration Election Management System.

The Clerk's vision of the future of voter registration is an increasingly centralized, highly automated network of data sets about voters and potential voters that are compared on a routine basis in-order to increase access to county specific voter lists and improve the accuracy of those lists. Further, communications with voters will be increasingly automated and digital. The goal of the project is twofold. First, to conduct business successfully under the current business rules, and second to deploy a sound system foundation and architecture that conforms to the vision above, that would allow easy adaptation to changing business needs or can easily conform to data sharing requirements necessary to add functionality in the future.

1.3. Schedule

The County anticipates the following Schedule:

RFP posted to the County website	November 21, 2014
Pre-Proposal Conference	December 2, 2014
Proposer Inquiry Deadline	December 9, 2014
Response to Inquiries	December 23, 2014
Proposal Due Date	January 30, 2015
Evaluation of Proposals	February—April 2015
Contract Award	June 2015

2. Scope

The Elections Division has a legacy Voter Registration Management System (VRMS), originally developed by a third party vendor and subsequently highly customized for Cook County. This system runs on several sets of clustered Windows servers (one set for an application server, one set for database and a non-clustered development machine). The system software utilizes Windows Server 2003 running Oracle v10g with more than 100 concurrent users.

Numerous areas of automation have been developed to integrate with the current Voter Registration Management System, including:

- The Election Judge Management System built in Microsoft Dynamics CRM, which the proposed solution will be expected to replace; and
- Separate modules for Candidate Filing, Electoral Boards, Election Asset Management, and Voter Communications that are based externally to the utilized the current VRMS.

The proposed system must be expandable and scalable, allowing for future modules (for example, various public web interfaces) to be readily developed and deployed without major effect on the proposed system's underlying architecture. If the proposed solution is less than an entirely new integrated system replacement, the Proposer must present solutions for integrating our existing areas of automation.

The Clerk's office continually looks to increase voter outreach and streamline operations using contemporary technology. Responders to this RFP will be expected to demonstrate technological innovation and leadership in using modern technologies, including understanding how to leverage emerging technologies such as social networking, mobile computing, and cloud computing.

System security is of the utmost importance, and responders must demonstrate extensive knowledge of current system security practices including the latest coding and database security techniques to prevent hostile intrusion or unintended vulnerability due to user or operational errors.

The Clerk is looking for responders whose technology platform is supported by a wide range of third party companies who could take over support if the Clerk's office chose to terminate any support contract with the responder.

In addition, the Clerk shares data through web services with numerous external applications, such as the Statewide Voter Database, the Electronic Poll Book, and other custom modules. The communication path between Clerk's environment and external applications is comprised of web services and windows services. The proposed solution must take into account all communications, data flows and synchronization between the Clerk's environment and any existing external applications.

Serious consideration will be given only to those proposers who demonstrate the capability to effectively interface with a large variety of third-party applications, both existing and those yet to come.

All existing data residing in VRMS must be successfully converted into the new database of record.

The proposed system may be either on premises on the Clerk's hardware, in the cloud, or a hybrid, but the proposed system must be flexible enough to be hosted in either environment, or moved at any time without substantive modification of the system.

The successful proposer will be expected to propose a project team to include a dedicated project manager for all phases of this project who will work primarily with:

- business users in the Elections Division under the direction of the Director of Elections;
- the Clerk's existing technology team (Clerk IT) under the management of the IT Director;
- an internal project manager appointed by the Clerk.

In the role as team member, the selected Contractor will take the lead in technology recommendations, design concepts, and technical expertise in building and deploying these recommendations and concepts. The Clerk's internal project manager and election team will play an active role in the analysis and design, specifications, and acceptance testing of the new system and the Clerk's technology team will assist where applicable with the hardware configurations, technical design, development, and deployment of the new system.

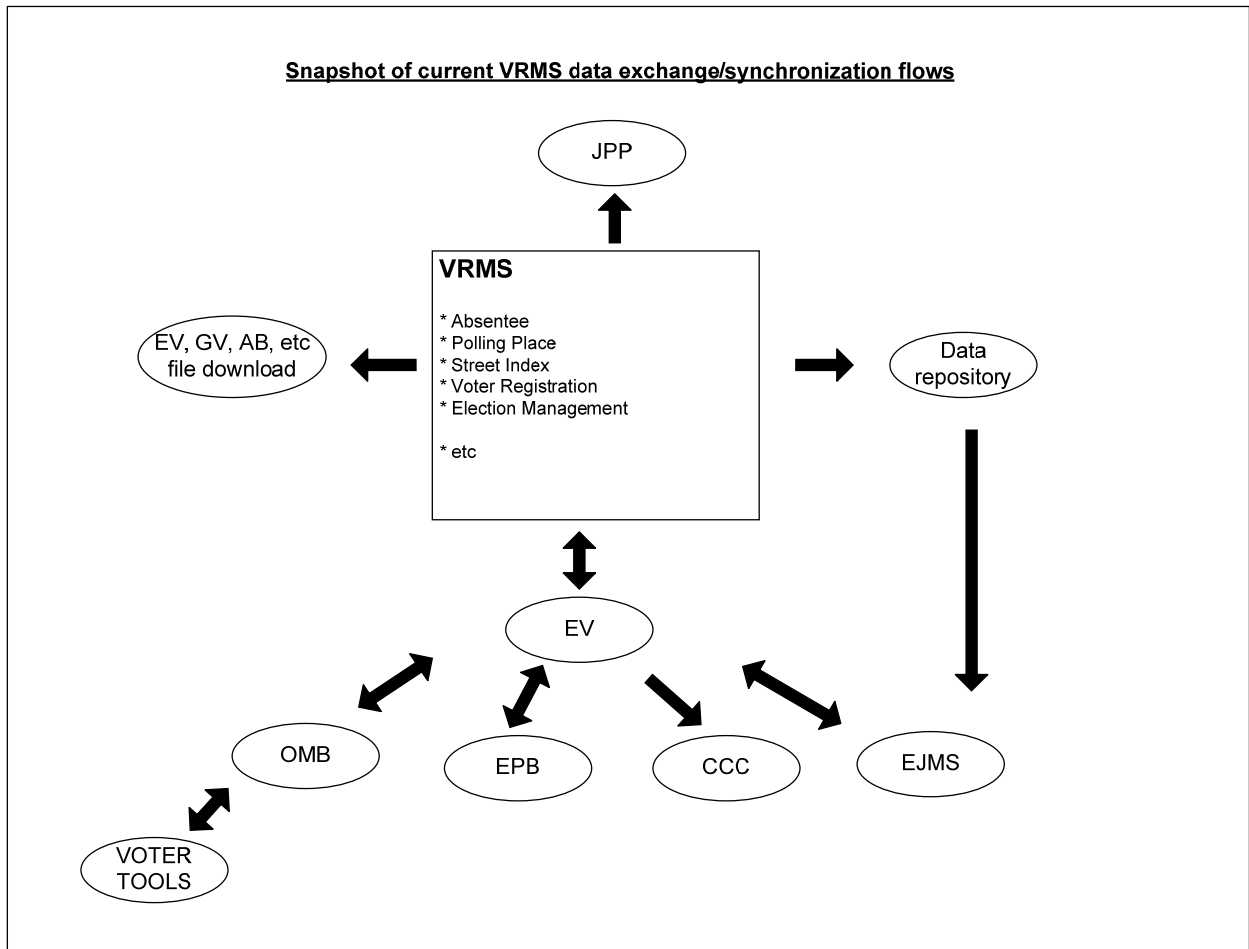
The Contractor is expected to provide sufficient training, system documentation, schematics of the database design and structure, table definitions and dictionary in order to allow Clerk IT staff to maintain and enhance the system after deployment.

3. Current State

VRMS environment	
client	win 7
Databases(s)	Oracle v10g (windows 2003 R2 cluster - 2 nodes)
File Servers	windows 2003 R2 cluster - 2 nodes
Application Servers	windows 2003 R2 cluster - 2 nodes
Proprietary Applications	<p>VRMS is based on a dedicated client-server based computer system running Windows Server 2003 Ent R2 and Oracle10g enterprise edition. The client programs are written in Visual Basic 6.0 and run on Win 7 PCs. All Pcs are located in Clerk's Office premise. The system has a centralized Oracle database configured using Oracle 10g enterprise edition clustering services.</p> <p>VRMS source code was enhanced in 2003 with the Help America Vote Act (HAVA). Architecturally, the system comprises of several discrete executables (exes). In the recent years, changes in State Laws and rapid advancement of computer technology has enabled in-house developer team to add on web services to meet State Law requirements for VRMS to exchange data externally. These external entities are written in C#.Net framework4 MVC3 and SQL server 2008</p>
Network Infrastructure	Current VRMS application is only accessible via client-server on premise. There are at least a dozen web services in place for data exchanges/synchronization between VRMS and several external entities

Sample of data exchanges/synchronization between VRMS and external entity	
External Entity 1 - Web Hosting	
VRMS to EV	at least 13 web services (eg. VRMS to voter, VRMS to signature, etc)
EV to VRMS	3 web services (eg. EV to VRMS\evhist, EV to VRMS\special voters, etc)
OMB to VRMS	1 web service
EV to CCC	1 web service
External Entity 2 - WinEDS (Election Tally Systems)	
VRMS to/from WinEDS	a predefined fixed format file is imported and exported between VRMS and Wineds system before, during and after each election
External Entity 3 - State of Illinois Voter Reg System (State IVRS)	

VRMS to/from State IVRS	a web service and a connection to the State's database are in place to facilitate real time data exchanges
External Entity 4 - Electronic Poll Book (EPB)	
VRMS to/from EPB	web service
External Entity 5 - Joint Petition Program (JPP)	
VRMS to/from JPP	web service



4. Future State

Specific technology requirements are listed in the [System Requirements Functional Matrix \(See Attachment to this RFP\)](#).

The proposed system will be used to support Elections Management Operations (Note: this does NOT include the casting or tallying of actual votes and Electronic Pollbook (E-Pollbook), tasks currently accomplished through different systems that are not the subject of this RFP). It DOES include all other necessary tasks and operations needed to hold an election. Including, but not limited to, election setup and definition, ballot style creation, voter registration, mail ballot management and tracking, Election Judge (poll worker) management, interfaces with E-Pollbook the Illinois Voter Registration System (IVRS) and the Election Judges/Poll Workers public facing tool, election location management (e.g., polling places), and robust reporting to a variety of data interfaces related to elections.

Logging is critical. The proposed system must be able to “recreate” any current and past election data based on a number of variables such as, precincts, ballot styles, election locations, judge assignment/work history, etc. For example, a voter will belong to a different precinct if they move, however we need to know what precinct that voter voted in for each election from both their old address/precinct and their new address/precinct. All reports and views should be available as historical snapshots for past elections. The system should also maintain a change history of all transactions that are related to a voter record irrespective of election.

The system needs to be able to maintain history for each election over time including previous voting history (i.e. whether a voter voted, not whom they voted for) and type of voting such as early, at the polls, provisional, previous polling place, etc.

- A voter is someone who is qualified to register to vote based on many variables, including age, citizenship, and complete information on a registration form. The proposed system must maintain the verification that the voter is registered with the correct supporting documentation, signature, and card images. Tracking the change history of data related to the voter such as, but not limited to address changes, name changes, and voting history. Besides maintaining a voting history, a voter may have several other relationships that need to be tracked such as serving as an election judge, being a candidate in an election, an elected official, deputy registrar and/or other relationships.
- Sensitive voter information such as date of birth, SSN, voting history and signature file (this is currently saved as an image file) and must be encrypted at the database level.
- A core data requirement of the proposed system is the street file, which maintains voters' addresses. Addresses provide the data that determine which candidates a voter may vote

for, assigns a voter to a polling place, etc. Addresses are used to create street ranges, which are assigned a tax code. These, in turn, are grouped into sub-precincts, which make up a precinct. Though it is currently what is used, the Clerk is open to systems other than a range-based system. A point-based system with a focus on GIS integration is acceptable. A system allowing for use of both is valuable.

- The proposed architecture allows for proposed or future changes to the state of Illinois voter registration laws and practice, for example:
 - Allow for “Universal Registration” that could be implemented nationally, one form of which might allow anyone with a verifiable address (using Social Security, IRS, or other government records) to become automatically registered.
 - Allow for potential interfaces with statewide and/or multi-state voter registration systems (e.g., several states now allow online registration for anyone with a valid driver’s license that is on file with that state’s department of motor vehicles).
 - Allow voters to use online queries including, looking up elected officials, obtaining sample ballots, finding polling places, etc.

Data integrity checks should be built into the front end of the system in order to minimize incorrect or duplicate records. The current system VRMS, has a number of real time audits for finding duplicate or erroneous entries. The proposed system must check for and allow resolution of duplicates as well as data required for a complete registration. The new system should also use existing sources of data verification such as external address verification systems and the IVRS.

Although the Clerk desires a system that automates as many operations as possible, the elections process itself is largely defined by its exceptions to the rule. Therefore, the ability for user-defined tables and parameters are a requirement of the system. Any process built into the new system must have the ability to be overridden by manual intervention. There are no processes in the Elections Department that can be inflexibly implemented in 100% of all cases.

Interfaces to other systems, both internal and external are integral to functioning of the existing system, and therefore will be critical to the success of the new system. The new system must be flexible and facilitate interfacing with other systems, both current and future.

The system should make use of configurable workflows that allow the Elections Division to work with various queues of information. These workflows should allow for rerouting of information to supervisors and/or other work groups, bypassing certain records for later review.

The proposed application must meet the highest security standards to guard against malicious attacks. The voter database contains sensitive information that could make it an attractive attack target. The proposed solution must provide layered defenses that prevent currently known and future unknown attacks including, but not limited to, Distributed Denial of Service, SQL Injection, Cross-Site Scripting, Buffer Overflow, and other common or exotic attack methods. The successful bidder must provide detailed documentation in their response, which demonstrates an in-depth knowledge of Internet security issues and prevention methods including substantive knowledge of third party security tools and services (e.g. Web Application Firewalls). The proposed solution must also include a security module application for administrators to utilize to control user access, assignment of specific roles, and rules with the specific functions.

The proposed system should provide at a minimum the following categories:

1. Voter Registration Module-New Add / Update
 - 1.1 Image / Signature Capture Storage
 - 1.2 Provisional Ballot Applications
 - 1.3 Voter Searches
2. Street Address and Precinct Management
 - 2.1 District Entitlement
 - 2.2 Ballot Style Management
 - 2.3 GIS Interface
3. Election Setup and Election Management
4. Non-Election Day Voting
 - 4.1 Mail Voting
 - 4.2 Early Voting / Grace Period Voting
 - 4.3 Nursing Home Voting
5. Site Location Module
 - 5.1 Polling Places
 - 5.2 Early Voting Sites /Grace Period Voting Sites / Receiving Station Sites
6. Poll Workers
 - 6.1 Election Judges
 - 6.2 Election Day Workers
7. Deputy Registrar
8. Special Applications
 - 8.1 Productivity
 - 8.2 Candidate / Objection Management
 - 8.3 Petition Record Examination
9. Lower Priority Applications
 - 9.1 Election Calendar
 - 9.2 Online Helpdesk
 - 9.3 Election Equipment Management
 - 9.4 E-Commerce
10. System Security

- 11. Quality Assurance / Quality Control
 - 11.1 Data Integrity Screening
 - 11.2 Purge Management
- 12. Reporting / Query Building
- 13. Interfacing & Compatibility
- 14. Communications

Overview of System Requirements:

1) Voter Registration Module-New Add/Update

This large category encompasses many processes to facilitate the registration of voters.

1.1 Image / Signature Capture Storage

- Registration of voters comes from a variety of sources including digital, hard copy, and other external interfaces. For a voter registration to be valid, several verifications and certain record retention requirements need to be used. Utilization of various methods to automate this process includes Optical Character Recognition (OCR) and entry from electronic files from the Secretary of State (SOS) and the State Board of Elections (SBOE).
- Image file management allows for the capture and digital retention of signature images as well as other important image data.
- Imaging capability is not only a requirement for voter registration but also for document capture, mapping, communications, and other records.

1.2 Provisional Ballot Applications

- The ability to input, process, and report on provisional applications that are received.

1.3 Voter Searches

- Voting history is maintained for all individuals. The historical information relating to the voter regarding the party they voted, how they voted (early voting, mail voting, or at a polling place), date, and site information are all maintained within a voters' history.
- Voter change history provides the storage of the changed information to a voter's records. It displays date and time, user IDs, as well as the original data and new data. Ability to add notes, track and record communications, and other historical information related to the voter.

2) Street Address and Precinct Management

- A core data element for the system are addresses. Addresses provide the data that determine which offices a voter may vote for and assigns a voter to a polling place. Addresses are used to create street ranges, which are attached to a tax code, a group, and a precinct. The best system must integrate use of address ranges and points for different purposes.

2.1 District Entitlement

- District entitlement is the process of determining which districts and jurisdictions a voter belongs to based upon the voter's geographic location (i.e. the address at which they are registered to vote).

2.2 Ballot Style Management

- Ballot styles relate to districts on the ballot and are constrained by township and precinct/group. Ballot Style Management creates the entire set of "ballot styles" that will be used in an election.

2.3 GIS Interface

- Ability to interface voter data in a GIS application including, displaying customized maps in a voter application.

3) Election Setup and Election Management

- Election setup maintains values associated with each specific election such as, election date, ID number, description, mail voting open and closed dates, grace period open and closed dates as well as book-closed dates. This information also includes the ability to designate the precincts in each election as well as the offices associated with the election. To the extent you have a calendaring function or create workflows base upon specific dates, it would be included here.

4) Non-Election Day Voting

4.1 Mail Voting

- The Mail Voting module needs to be able to track disabled, military, overseas, nursing homes, and regular mail voters as well as track the mail voting process from the request of the mail ballot application to the tallying of the ballot. This should be configurable for future or category additions. The Clerk currently uses vendors for various mail voting processes specifically to prepare and mail ballots, allow online ballot delivery, and processing of returned complete ballots. The proposed system is expected to interface with these current vendors through web-services.

4.2 Early Voting / Grace Period Voting

- Early Voting allows voters to vote at designated locations prior to Election Day. Early Voting typically lasts two weeks. The Clerk currently uses an E-Pollbook system to manage both Election Day voting and Grace Period voting. The proposed system is expected to interface with this web-based E-Pollbook application by using the digital data the state of Illinois provides for grace period registration and voting, which allows an eligible person to register and vote at the same time after the close of registration (and currently up through Election Day). The E-Pollbook application utilizes a real time data exchange for confirmation and updating of the voter database.

4.3 Nursing Home Voting

- Nursing Home Voting offers supervised voting on mail ballots on a specific day and time just prior to Election Day. The Voter Registration System supports ballot distribution and election judge assignment to support the Nursing Home voting process. Requirements include relating nursing homes and their relevant data to nursing home voters, and managing communication with nursing home administrators.

5) Site Location Module

5.1 Polling Places

- Voters are assigned to precincts. Precincts are assigned to polling places. Some polling places may contain more than one precinct. As a result, there are stand-alone and multiple precinct polling places. The proposed system must allow for grouping and reporting by precinct or polling place.

5.2 Early Voting Sites / Grace Period Voting Sites / Receiving Station Sites

- In addition to the polling places used on Election Day, we also have early voting, grace period voting sites, and receiving station locations and each of those locations must be managed as well.
- Accessibility, equipment information, location addresses, contact name, and other information needs to be maintained for each election.
- The ability to assign, track, and communicate with workers of early/grace/receiving station sites through the election cycle.
- This view should be retained after the election is over and allow the users to review each election's information.
- The Clerk's vision for the future is to allow polling place site managers online access to detailed information about their locations.

- The ability to access and view map images, documents, and videos that the Clerk may associate with the location and wish to make available to the voter through the County Clerk website interface.

6) Poll Workers

The effective delivery of an election is highly dependent on paid volunteer poll workers (election judges and equipment managers) that manage each polling place from equipment setup through delivering and returning materials to the receiving station at the end of the Election Day. Ensuring an effective and efficient Judges process is paramount to an election's success. The Judges process is a complex logistical challenge that is changing until and through Election Day.

6.1 Election Judges

- **Need:** Approximately 8,500 Judges are needed for an election to serve 30 townships, which, consists of 1,673 precincts and about 1,100 polling places. Five Judges are required for each precinct, a combination of Democrats and Republicans. There are six types of judges, depending on pre-Election or Election Day voting; Election Judge, Administrative Judge, Equipment Manager, Early Voting Equipment Manager, Nursing Home Election Judge, and Nursing Home Supply Judge.
- **Polling Places/Locations:** An election specific view should be available which displays all details related to the election location including, the number of voters per precinct, the names of judges assigned to work at each polling location, detailed contact information, etc.
- **Recruiting and Assigning Judges:** Recruiting judges primarily focuses on getting judges who have served in the past and continue to serve. The current judges' database has 12,000 potential Judges. The Committeemen, Democratic and Republican for each of the 30 townships work with the Judges Unit to recruit and assign judges.
- **Training:** Judges require various levels of training to serve as a judge. There are currently five types of training classes that vary in duration from several hours to several classes over a number of days. Election Judge Training, New Equipment Manager Training, Returning Equipment Manager Judge Training, Early Voting Equipment Manager Training, and Nursing Home Judge Training. All of these training classes need to be scheduled and staffed with high quality trainers.
- **Post-Election:** Judges payroll is tallied and checks are mailed. In addition, various reports are generated that mainly cover complaints, judge performance, reassignment, removal, and watch lists. These are compiled and used for the next election.

- Performance Evaluation: We have constructed an external judge performance database to track how effective individual judges and teams are at administering the elections. This system consist of scores based upon both subjective and objective criteria. Judges are ultimately given a rating. It would be best to integrate this performance evaluation into a new judges system.

6.2 Election Day Workers

- Apart from Election Judges and Equipment Managers, the Clerk's office also employs 500+ workers to fulfill various capacities from Election Day remote data transmitters to trainers who are employed seasonally. To manage these seasonal employees the Clerk's office must have the ability to add/update Election Day workers, assign election assignments, send notifications, and generate both ad hoc and customizable reports.

7) Deputy Registrar

- Illinois voter registration allows for the use of a deputy registrar program. The solution must provide a module to record the deputy registrar agency and the deputy registrars. As well as, track the number of registrations cards returned by each deputy registrars.
- There must be an ability to communicate with the agency or the individual registrar via email or letters about trainings, recommissions, and ID numbers.

8) Special Applications

Listed below are various applications that serve independent functions and operate outside the umbrella of voter registration but are able to communicate and exchange data. Some of these are optional applications whose value we would have to assess against the existing independent systems, but we will be interested to hear of solutions for any of these needs.

8.1 Productivity

- Tracking staff productivity and accuracy is an application that allows management to evaluate the quantity and quality of work done by the staff. It also includes daily work log reports, required by staff and rating done by the supervisors based on standard established output goals.

8.2 Candidate / Objection Management

- A database of candidate information for a specific Election with the ability to enter or import names, addresses, contact information, filing date, filling location, party, offices, districts, etc. It must have the ability to interface with existing web applications, ballot layout system, election tally system, and candidate certification applications. As well as, the ability to input, update, report, and communicate filing information to attorneys, the public, and the electoral board.

8.3 Petition Record Examination

- This function will be used to maintain the list of challenged petition. Using this module, the user may enter the challenged petition information, input the challenge details, and view challenged page summaries. This module should also allow the user to process the petition by displaying the challenged lines from the petition, retrieve the matching voter records, validate the objection, the reason for doing so, sustain, or overrule the challenge.

9) Lower Priority Applications

9.1 Election Calendar

- An election calendar with the ability to be changed and updated with the input from multiple users that can capture and manage important pre and post-election deadlines, project start and end dates, and staffing information throughout the election cycle.

9.2 Online Helpdesk

- An online helpdesk to capture, categorize, and report real-time complaints and requests from Election Day fieldworkers to Election Management.

9.3 Election Equipment Management

- Cook County has a current inventory of more than fifteen thousand pieces of equipment including touchscreen voting machines, optical scanner voting machines, card activators, E-Pollbooks, associated components, and equipment carriers. During an election period, each of these pieces of equipment will be assigned to a specific precinct and polling location including early voting locations. The equipment management function must include at least:
 - Records: User customizable tables for defining and setting up of all variables required in this component, e.g. equipment types, types of maintenance issues, machine identification numbers, assignment to specific polling locations/early voting sites, training sites etc.
 - Status: The system must accommodate several different types of statuses including, warehouse status (in storage, in repair, awaiting parts, etc.), maintenance history (the date, cost, and description of all maintenance activities etc.), deployment status (assigned, deployed, in transit, etc.), and operational status (operational, not powered up, requires repair, etc.).
 - Equipment Tracking: This is a history of all deployed equipment by election to locations including the precinct, polling place, election and date, as well as whether or not the machine was actually used during any given deployment (not all machines deployed to a

location are voted on during an election). Equipment Issues and repair information must also be included in history.

- Interface: The Elections warehouse currently uses hand scanners to track the barcodes using a windows based OS interface. Utilization of GPS for tracking election equipment is desired.

9.4 E-Commerce

- The new system should create exports suitable for possible e-commerce applications. It is possible that the Clerk's office will devise products for sale based on voter history, precinct maps, or other information (these types of products are currently produced by private, third party vendors, for sale to political campaigns and other interested parties).

10) System Security

- Ability to define specific roles/functions to a user
- Various types of users defined within groups according to function

11) Quality Assurance / Quality Control

11.1 Data Integrity Screening

- Data Integrity Screening is performed periodically to verify voters' addresses, precinct/district assignments, voter status changes, etc. This ensures voter data (voter name, IDs, address, and districts) are complete, accurate, and are up to date. Data integrity checks include viewing the data entered, checking for duplicate records, and review of logical consistency between voter tables against district tables.

11.2 Purge Management

- The Clerk's office also validates and checks voter data against several outside sources including, the Illinois Voter Registration System (IVRS) (which provides possible intrastate and interstate matches), Vital Records (for possible death certificate matches), the Secretary of State (for possible invalid Social Security numbers and Driver's License numbers), and the U.S. Post Office. Bringing these multiple sources of data together in a single screen for a voter or in some way their streamline integration to identify records with multiple hits or possible mismatches would be a desirable quality control tool.

12) Reporting / Query Building

- Reporting needs to be flexible and allow ad hoc requests to be facilitated without programming/coding. Operational, public, campaign, management, and election specific reports are needed. The ad hoc reporting system must be powerful enough to facilitate complex queries (including table joins) yet user friendly enough so that a sophisticated user

can build queries without programmer support. Output options should be allowable for printouts, file formats, and creation of exports to Excel or another database structures.

- Reporting flexibility is critical for any system considered and should provide flexible comprehensive reporting capabilities that users can self-generate. There must be the ability for user to create real-time and batch reports, to schedule daily and weekly transactional reports, and allow for easy view, print, and export (to Microsoft Excel, Word, PDF, etc.) of reports, both pre-defined and ad hoc. It should be able to create one-page summary screens (dashboards) that show essential information for management to understand key metrics for the voter registration workflow at a glance and allow for ad hoc end-user reporting without requiring programmer assistance.

13) Interfacing & Compatibility

There are varieties of interfaces to other systems, both internal and external, that will interact with the longer-term system. Communication may be inbound only, outbound only, or both. Interfaces to the following systems must be part of the proposed solution:

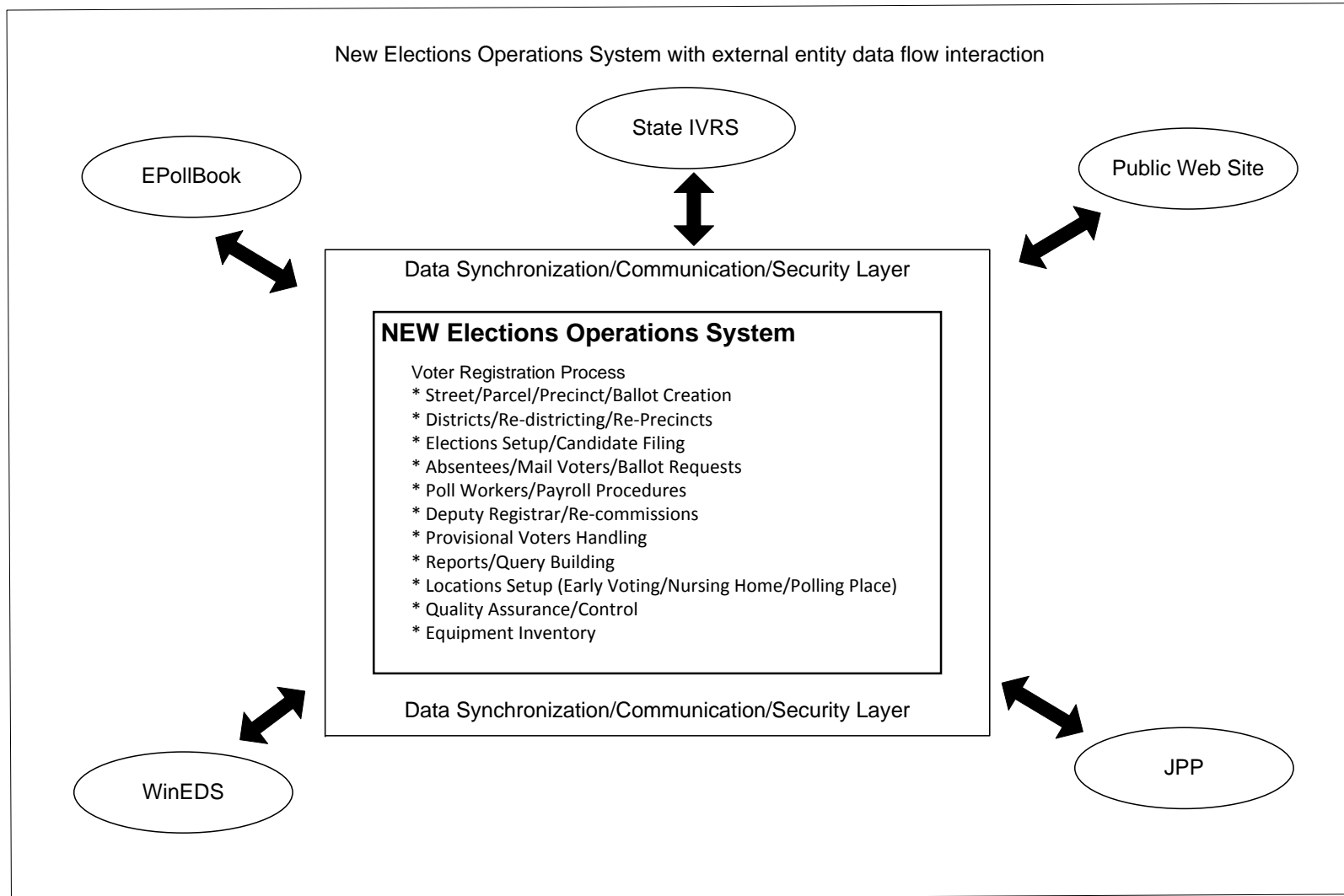
- Illinois Voter Registration System (IVRS)
- Illinois Vital Records System (IVRS)
- Illinois Secretary of State Motor Voter system (SOS)
- Electronic Pollbook (E-Pollbook)
- Mail ballot sorting/application vendors
- BPS/WinEDS from Dominion Tally system
- Clerk's public website (www.cookcountyclerk.com)
 - Voter inquiry external to voter registration system
 - Internal and custom developed systems including, Directory of Elected Officials, Find my Elected Official, etc.
- Countywide GIS
- Other internal systems including an Optical Character Recognition (OCR) scanning system from Autonomy, Inc.

14) Communications

- Communication integration is very important for any system considered. Capabilities to trigger both automated emails and form letters are required. The system must be able to track email opens, bounce backs, click through rate and be able to report on those instantly.
- Automatically email or print letters for US mail for various communications. This will be based on whether we have a valid email address. If not, a letter for postal mail needs to be generated. In addition, there may be situations that require a postal mail letter. The new system needs to allow flexibility and automation for communication with voters and other constituents.

- Build into system automated “triggers” for various communications. For example, when precincts are consolidated or expanded, each voter needs to be notified of their new precinct and polling place. Provide a method to retain and track all calls/correspondence with voters, political campaigns, or others seeking information.
- Voter Communication includes a variety of mailings and/or emails triggered by events or changes in the voter’s record, for example, creating a missing information notice for requesting missing information needed to complete a voter’s registration, etc

The proposed system encompasses all the categories as described in this section with the inclusion of data flows/synchronization among various external entities as illustrated in a simplified diagram below.



4.1 FUNCTIONAL MATRIX (ATTACHMENT)

Proposers should complete the attached matrix including any relevant detail and/or samples of screens shots, reports, etc.

It is mandatory if your current solution does not have a process for the requirement that you indicate this as well as indicate whether you will supply this at no charge to the County or provide hourly rates for customization of the software.

One of the most important parts of a smooth transition from our legacy VRMS to a new VR product is database conversion. VRMS database is relational which has a numerous tables of the data items. Entire data conversion is a one-time undertaking task. The Clerk wishes to have an inclusive plan in database conversion not only with the voter registration data, historical data of voting, districts, precinct, and ballot information into newer database scheme but also having end-users roles and all others. It can be with multiple phases such as initial mapping data fields, legacy data definitions into new ones, etc.

Data Synchronization

The Clerk is facing an extreme challenge with the data synchronizations when the transition of new VRMS is taking place. Keeping data synchronization currently is a stable processes of establishing consistency with the amount data from VRMS database to a variety of the target data storages, and database servers, web application servers, third party software, FTPs, mobile devices by using different tools such as flat file with fixed length synchronization, user-level import/export in programming, window services/web services and continuous harmonization data scripts nightly.

The Clerk is seeking to have reconciliation of the data synchronization, which reduces from those overlapping data sync tools. Hopefully, official email notifications are the new beginning, which alerts on synchronizing data is not working.

4.2 PROJECT MANAGEMENT

Elections are, in essence, large-scale projects with fixed delivery dates. The proposed system should include a project management mechanism for tracking all the steps necessary for holding an election. Such a system should contain at a minimum:

- Calendar System: This should be something similar to Goggle Calendar that allows multiple users to enter calendar events
- Task List: The task list must be integrated into the calendar so that entering an item on the task list automatically enters it into the calendar, and vice versa.
- Workflow: Task completions (or other events) must be able to trigger additional events
- Tracking: Reporting should include typical project management information such as, tasks due, late tasks, completed tasks, open tasks. Reports should be displayed with full drill down capability to the

lowest level of detail available. Ad hoc reporting tools (i.e. not requiring programmer assistance) must be built in.

- Information Captured: This should include, but not be limited to:
 - Task name
 - Description
 - Planned start date
 - Actual start date
 - Planned end date
 - Actual end date
 - Person responsible
 - Triggering event
 - Subsequent events to be triggered
 - Values of trigger (e.g. upon completion, upon start, upon slippage, etc.)

- Copy to New Election: The steps necessary to hold an election will not vary much from election to election. The project management system must have the capability to copy the steps from one election to another. Copying must be by type of election, e.g. copy the most recent Presidential Primary into the upcoming election. Giving the copied election a start date should automatically fill in the subsequent dates for all tasks based on the date intervals from the election that is being copied, i.e. if the start of the source election was Sept 1 and the next step was scheduled for Sept 4 (an interval of 3 business days), then in the destination election when a start date of Sept 3 is entered, the next step of this new election would be scheduled for 3 business days later.

Describe your project management methodology and plan for the implementation of your proposed solution including project timelines.

4.3 MAINTENANCE AND SERVICE AGREEMENTS

- Proposer must provide a detail support plan as part of their proposal including response times and the number of staff devoted to Cook County support.

- The Proposer must provide six months of on-site support for the first election cycle.

- The Proposer must provide online and phone help desk support (8:30 am – 6:00 pm CST) capabilities for at least one (1) year after Final Acceptance date. This would include 12-hour coverage during an election cycle.

- It is preferable that the Proposer utilize a Help Desk Tracking System for maintaining and recording issues and dispositions of each call.

- The Proposer must provide detail for the escalation of support call issues.

- The Proposer must provide user documentation and training materials.

- The Proposer must provide Administrator Manual and documentation.
- The Proposer must provide technical documentation for the use of the Clerk's IT department.
- The Proposer shall define all maintenance service levels available to the Clerk following Final Acceptance of the System.
- The Proposer must specifically address how the system can function if the system is down or servers are disabled.
- The Proposer must provide backup and restore procedures for all stored information, application, and security features.
- The Proposer response must include within their Proposals the service levels to which they will perform, methodology used to measure and report against service levels, and the remedy the Proposer will provide the Clerk should service levels not be satisfied. Proposer must respond to service levels listed below and are encouraged to include any additional service measures and to suggest credits to be awarded should the service not be met. The Proposer must include service-level performance measures for this project.

Describe in detail the software maintenance agreement. Include a sample of your SLA as an appendix to this RFP.

4.4 TESTING, TRAINING, KNOWLEDGE TRANSFER

Testing

The Clerk recognizes that system testing is an integral part of any implementation. Developing the right methodologies, tools, and procedures is essential to system testing. The minimum requirements for a testing plan include, but are not limited to, the following items:

- Overview and introduction of system features and functions
- Outline of testing strategy
- Scope and expected duration of each testing phase (i.e., unit testing, integration testing, user acceptance testing, etc.)
- Identification of any systems function that will be tested
- Description of the level of detail for test cases and scripts for all testing phases
- Sources of test data and description of how the data will be prepared
- Description and technical information for any special equipment required with the system
- Description of the procedure for tracking the resolution of any problems encountered during testing
- Description of the criteria that will be used to determine whether tests have been satisfactorily passed

Describe in detail the software delivery, testing, and release strategy for this project.

Training

- The Proposer will be asked to define its Training Plan and procedures for this project in its response. Responses must address the following:
- The Proposer must provide customized training manuals, including but not limited to end user, trainer and train-the-trainer manuals and administrator manuals as well as provide measurable outcomes.
- The Proposer must be able to train on site and have the capability for web-based training.
- The Proposer must provide a minimum of 20 on-site training days. The schedule will be developed with the Clerk management team.

Knowledge Transfer

A transfer of technology skills for designated members of the Clerk staff shall be a part of the overall training plan and ongoing throughout the duration of the project.

- Ideally, the proposed system should be maintainable and extensible by the Clerk's own IT staff after the implementation period ends and the knowledge transfer necessary to effect this goal must be specifically described in the RFP response.
- Technical and User documentation to complement the knowledge transfer is required.
- The Vendor shall provide training to Clerk management and end-users of the system prior to Final Acceptance, so that Clerk personnel are knowledgeable enough to execute test scripts. The Contractor must train the Clerk staff on the proposed system software applications and hardware.
- Documentation must be available with the proposed system, in both an electronic and hard copy format, including a data element dictionary, and context-sensitive on line help text with the customizable help screen. The Proposer will be asked to list the documentation that will be provided for this project.
- During System Testing and prior to Final Acceptance, the Contractor shall prepare and deliver three (3) written or published copies of Documentation and one (1) electronic copy. The Documentation provided should include detailed documentation of the security, audit, and control options provided by the system, and those that were actually implemented as part of the system installation, which includes, but not limited to the following:

1. General systems information
2. Workstation descriptions
3. User functions
4. Inquiry / Query functions
5. Output specifications
6. On-line updates
7. Security and Administrative functions
8. On-line user HELP documentation

9. Jobs/programs/systems/operations documentation
10. Program identification
11. Functional descriptions
12. Frequency of operations
13. Rerun and restart procedures
14. Messages
15. Input and output requirements

- The Clerk shall have the right to reproduce this Documentation for its use.

Describe in your response the detail knowledge transfer plan for this project addressing the aforementioned requirements.

4.5 Key Personnel

The proposer must identify the key personnel that will be committed to the project. The Chief Procurement Officer reserves the right to reject any key personnel proposed if it is determined in the County's best interest. All key personnel must be committed to the project without competing priorities. The evaluation of proposals includes the qualifications of the personnel proposed; therefore, proposers will name key personnel as part of their proposal. Key Personnel must not be replaced during the project without the approval of the Chief Procurement Officer.

4.6 Subcontracting or teaming

The proposer may be comprised of one or more firms as to assure the overall success of the project. The firm shall identify each team member and specify their role. The Chief Procurement Officer reserves the right to accept or reject any of the team members if in the Chief Procurement Officer's sole opinion replacement of the team member, based on skills and knowledge, is in the best interest of the County

4.7 Implementation

Proposer shall be required to work with the Clerk staff from the time a Contract is executed through data conversion, delivery of software, system acceptance testing for each software delivery and final acceptance of the system by the Clerk.

Proposer shall propose a realistic timeframe, which shall permit the development and installation of a fully operational Voter Registration Election Management System. A project timeline should be provided defining all tasks related to the implementation in the Clerk's office.

The Proposer shall include as a part of the Implementation Plan an installation plan for the hardware and software. For the installation to be complete, the system must have all hardware and peripherals attached, the software loaded, and all functions of the system fully operational as outlined in this RFP with final software acceptance and sign-off by the Clerk. The Proposer shall solve any installed software and hardware problems incurred for at least one year after the Final Acceptance and shall be responsible for resolving all problems resulting from the initial implementation for both hardware and software.

Team Structure / Project Leadership. In order to have an effective deployment, a well-trained and experienced team must be put into place. The vendor must provide a project manager with experience in large voter registration implementation and other members of the team who demonstrate experience in election delivery. To have successful implementation, the vendor must be able to build a partnership that includes their team and Clerk Election employees including Clerk IT staff.

The Proposer must also designate an on-site project manager who shall be assigned to this project for the duration of the Contract. It is preferable that this project manager be PMP certified or have extensive background in large jurisdiction implementations. The project manager must have good communication and interpersonal skills, be technically qualified, have election project leadership experience, and be familiar with and committed to the project's objectives and requirements.

The project manager shall be responsible for communicating verbally and in writing all project related affairs to the project team and management of the Clerk, as well as controlling the activities of the selected Proposer's personnel and its subcontractors.

The project manager shall work closely with the Clerk management to reach mutual agreement on key activities, milestones, and tasks that must be reported by the project leader.

The project manager shall utilize a change management methodology, which is reviewed and approved by the Clerk management team.

The Proposer shall state whether the project manager will submit to the Clerk management reports on a weekly basis which include, but are not limited to:

- An activity scheduling, using project management software, that shows major project activities with durations and dependencies. The schedule must depict work planned versus work accomplished over a plotted time line and identify milestones and deliverables.
- Project status report that concisely lists the tasks accomplished for the week, the tasks planned for the next week, and any outstanding issues and recommendations.
- Status reports shall include the System Testing Demonstration and review results, as well as the results from parallel testing and production installation.
- Issue list and risk mitigation plan with escalation process.

4.8 OTHER INFORMATION

Open Source solutions are also encouraged, including developers willing to create new software under an Open Source license. However, the use of Open Source is NOT a requirement in choosing a solution. A vendor with a proprietary software solution, if selected, will NOT be required to open that proprietary solution or submit to any manner of open source licensing.

5. Proposed Solution

If awarded, Proposer's responses may be incorporated into the final contract.

Note that Cook County reserves the right to purchase software, hardware, network equipment or other components directly through its own Countywide contracts, unless such recommended items are unique, intrinsic to the proposal, and can only be acquired through the Proposer.

5.1. Solution Overview

Proposers should present a concise high-level overview of the proposed solution, including:

1. System architecture diagrams;
2. If the proposal include multiple deployment options (e.g., Cloud, On-Premise, etc.), an overview of the differences the options;
3. Minimum application requirements for front-end and back-end modules;
4. Minimum requirements for backend based on the stated requirements;
5. Interfaces and integration points;
6. Third party hardware and software; and
7. Other key elements that will help the County better understand your proposed system design.
8. Completed Functional Matrix

5.2. Software Overview

Proposer should provide a detailed description of the product(s) and product versions being proposed. The response to this section must detail the system features and capabilities and indicate if these are native to the software or if integration with a 3rd party software is required or recommended.

5.3. Hosting and Platform Architecture

The Proposer must give an overview of the hosting and platform architecture, including at a minimum:

- a. **System Environments** – The proposer shall state all environments (e.g., production, development, and test) included in the proposal. If such environments are limited in functionality, scope or otherwise, the proposal shall describe such limits.
- b. **Shared Components of the System:** - The proposer shall clearly state and describe all shared components of the System (e.g., network segments, back-up tapes, etc.). The proposer shall assume responsibility that any System components not identified as shared components are provided by the proposer as System components dedicated for the County's use only.

If proposer proposes a cloud-based solution, the proposer must provide the following:

- a. Proposed service model (e.g., SaaS, PaaS, IaaS);
- b. Proposed Cloud deployment model (e.g., Private Cloud, Public Cloud, Community Cloud or Hybrid Cloud);
- c. Does solution rely on third parties in the provisioning of its Cloud deployment model;
- d. Proposer's rationale for its choice of Cloud deployment model;
- e. Whether the proposer offers any other Cloud deployment;

5.4. Integration/Interface

The County will consider cost efficient and feasible recommendations to import and export the necessary data from the stated systems of record – only if financially reasonable. Proposers should then state feasible integration points between the proposed system and the stated existing technologies as well as, the proposed phase/timeline for interface(s) to go live. This approach must clearly show all integration related costs, alternate integration costs models, and feasible and realistic integration recommendations.

Proposers must also provide information about any implementation where the proposed solution is interfacing with existing technologies.

6. Solution Requirements

6.1. Hardware and Equipment Requirements

The proposer must give an overview of all hardware and equipment requirements, including:

- a. Required hardware and equipment, including minimum specifications of each;
- b. Responsibility for procuring all hardware and equipment (e.g., proposer or County);
- c. Responsibility for installation of all hardware and equipment (e.g., proposer or County);
- d. Ownership of all hardware and equipment (e.g., whether County holds title to hardware and equipment that proposer provides);
- e. Procedures for acceptance, partial shipments and back ordered hardware and equipment;
- f. Warranties associated with all hardware and equipment;
- g. Any terms and conditions accompanying the required hardware and equipment.

6.2. Physical Environment Requirements

The proposer must give an overview of all physical environment requirements:

- a. Physical location requirements (e.g., cooling, space, connectivity, etc.)
- b. Cabling/wiring and whether the County or Proposer would be responsible for procuring;
- c. County's additional power requirements for operating required hardware and equipment.

6.3. Network Requirements

The proposer must give an overview of all network and bandwidth requirements associated with the proposal:

- a. **Normal Bandwidth Requirements**– The proposer shall include a reasonable estimate of minimum bandwidth required for concurrent application access and data access for “normal” daily operational use for cloud, hybrid and/or on-premise systems. Proposer shall also provide its definition of “normal daily operational use.”
- b. **Peak Bandwidth Requirements**– The proposer shall include a reasonable estimate of peak volume/times for retrieval and uploading transactions.
- c. **Typical Impact** – The proposer shall include a reasonable estimate of the typical impact expected on the network post implementation.
- d. **Other Network Requirements** – The proposer should describe the optimal physical network infrastructure required for an on-premise solution to effectively mitigate latency and data speed issues. If proposing a Cloud-based solution, please describe the physical network infrastructure, connectivity testing and performance assurance.

7. Proposed Project Approach and Implementation Methodology

The proposed approach and methodology shall include, but should not be limited to, the following sections.

The County requires a managed implementation that accomplishes tangible deliverables by a date agreed to within a joint project task list and timeline. Immediate functionality priorities are defined in the **System Requirements/Functional Matrix**. These priorities highlight the functionality that the County will use within the completed solution.

Proposers are expected to propose a best-industry methodology and solution, and are encouraged to provide innovative ideas to meet the needs of the County in a timely manner. The proposed plan of action should adhere to a leading industry **project delivery methodology** (e.g., agile, waterfall, etc.).

7.1. Overview of the Implementation Methodology

Proposers should provide a high level diagram/table representing its implementation strategy, and include:

1. Brief description of proposed methodology, clearly describing at minimum the number or proposed iterations and required steps to complete the work;
2. Proposed project phases;
3. Team roles, including subcontractors;
4. Milestones;
5. Critical success factors; and
6. assumptions

The proposer must agree to comply with the County’s content management procedures for tracking progress and documents for the duration of the project. This may be either the County’s SharePoint site or one provided by the Proposer. In addition, the Consultant Proposer will submit written weekly or monthly status reports to the County, which may include: work accomplished, updated Gantt charts, production goals, accepted deliverables, meetings and minutes, status of risks, issues or problems, summaries of approved project changes, and invoicing and payment.

7.2. Project Task List and Timeline

Limit this response to the project plan and related timeline. Proposers should provide detailed scope tasks/activities, organized in phases including, but not limited to, project management activities, key resources, and estimated hours per key activity. Microsoft Project files are acceptable as attachments but this section requires an easy to read format (do not insert long “black lines” for the last pages of MS project plans).

7.3. Assessment, Change Management and Reengineering Approach

Proposers should provide a detailed description of your team’s approach to assessing and reengineering the County’s current state, while concurrently executing a feasible and effective change management plan. The County expects this section to include at minimum:

1. Assessment approach;
2. Human change management approach;
3. Reengineering approach;
4. County responsibilities for each of the above; and
5. Expected Deliverables in the following format below and see the Section 1 of the Deliverable Table Template attached.

Key Activity	Deliverables	Key Personnel/Responsibility	Acceptance Criteria
1. Assessment	1. 2. 3.		
2. Change Management	1. 2. 3.		
3. Reengineering	1. 2. 3.		
4. Other key activities – software installation- if			

<i>Key Activity</i>	<i>Deliverables</i>	<i>Key Personnel/Responsibility</i>	<i>Acceptance Criteria</i>
applicable here			

7.4. Requirements Validation and System Design/Configuration

Please limit this response to five (5) pages. Proposers should provide a detailed description of its approach to validating business and technical requirements, including at minimum:

1. Business requirements validation approach and related;
2. Technical requirements validation approach and related steps;
3. System design approach and related steps;
4. County responsibilities for each of the above; and
5. Expected Deliverables in the following format below and see the Section 2 of the Deliverable Table Template attached.

<i>Key Activity</i>	<i>Deliverables</i>	<i>Key Personnel/Responsibility</i>	<i>Acceptance Criteria</i>
1. Business requirements validation	1. 2. 3.		
2. Technical requirements validation	1. 2. 3.		
3. System design	1. 2. 3.		
4. Other key activities such as software installation tasks	1. 2. 3.		

7.5. System Implementation and Configuration

Please limit this response to five (5) pages. Proposers should describe its build and release approach, including at minimum:

1. Required level of effort based on the expected configuration and customization work.
2. Proposed environments (development, quality assurance, staging, production, etc).
3. Software configuration approach including checking and checkout procedures;
4. Software development approach including checking and checkout procedures;

5. System configuration and development management (documentation) procedures;
6. County responsibilities for each of the above; and
7. Expected Deliverables in the following format below and see the Section 3 of the Deliverable Table Template attached.

<i>On Premise Key Activity*</i>	<i>Deliverables</i>	<i>Key Personnel/Responsibility</i>	<i>Acceptance Criteria</i>
1. Environment Set up	1. 2. 3.		
2. Software configuration	1. 2. 3.		
3. Software customizations	1. 2. 3.		
4. Requirements Traceability Matrix	1. 2. 3.		
5. As-built system documentation	1. 2. 3.		
6. Other key tasks			

7.6. Data Conversion and Migration

Please limit your response to three (3) pages. This section should include your strategy and approach to migrating/converting data from existing systems. Please consider the following questions when providing a response:

- What County resources do you anticipate will be required to execute your data conversion strategies? What are the County's responsibilities?
- What is your approach regarding definition of data mapping rules?
- How does your approach address data extraction, transformation, staging, cleansing and validation?
- Is the County or vendor responsible for cleansing County Data prior to migration?
- What strategies do you employ to conduct the final conversion process?

If any conversion or migration tasks require additional cost, the proposer shall state such costs **in its separate pricing proposal**. Data migration tasks must be reflected on the project plan and timeline.

7.7. Secure Development and Configuration Practices

Proposer must describe its application development and configuration practices and how it will reasonably protect the security, confidentiality and privacy of County Data and any individuals who may be considered data subjects as to the solution.

Specifically, the proposer shall state whether it will adhere to the following:

- a. Microsoft Secure Coding Guidelines for the .NET Framework;
- b. CERT Secure Coding Standards;
- c. OWASP Secure Coding Principles;
- d. Privacy by design principles; and
- e. Federal Trade Commission’s Fair Information Practice Principles.

7.8. Quality Assurance (“QA”)

Please limit this response to three (3) pages. Proposers should provide a detailed description of the proposed QA methodology adhering to best practices and clearly identifying control tasks and testing required to transition functionally from one environment to the next (e.g. QA to staging and production). The County expects this section to include at minimum:

1. High level proposed QA approach;
2. Proposed testing and promotion process;
3. Proposed user acceptance process;
4. County responsibilities for each of the above; and
5. Expected Deliverables in the following format provided in Section 4 of the attached excel spreadsheet.

<i>Key Activity</i>	<i>Deliverables</i>	<i>Key Personnel/Responsibility</i>	<i>Acceptance Criteria</i>
2. High level QA approach	1. 2. 3.		
3. Testing & promotion	1. 2. 3.		
4. System Testing (i.e., integration, conversion, regression, usability etc.)	1. 2. 3.		
5. Test Plans/Case	1. 2.		

Development	3.		
6. User Acceptance Testing	1. 2. 3.		
7. Other key tasks			

It is the expectation and requirement of the County that the proposer shall complete system testing prior to County user acceptance testing (UAT). Proposer shall provide all documentation related to system testing for County verification, validation and approval prior to UAT.

7.9. Knowledge Transfer /Training and Transition (Cutover)

Please limit this response to five (5) pages. Proposers should describe the recommended knowledge transfer and change management methodology ensuring County staff participation from the onset of the project. Describe the County’s responsibilities and related escalation procedures if/when County participation is not promptly identified. This plan should include at minimum:

1. Knowledge transfer approach;
2. End user training approach (including training location, format, total training hours, number of employees trained, timing and signoff process);
3. Administrator training approach (including training location, format, total training hours, number of employees trained, timing and signoff process);
4. Transition/cutover approach;
5. Rollout support approach (the County expects on-site support during rollout);
6. County responsibilities for each of the above (e.g., facilities, scheduling, training content, etc.); and
7. Expected Deliverables (e.g., whether training materials are custom or standard, the frequency of updates to materials, etc.) in the following format provided below and also see Section 5 of the deliverable table template attached.

<i>Key Activity</i>	<i>Deliverables</i>	<i>Key Personnel/Responsibility</i>	<i>Acceptance Criteria</i>
1. Knowledge transfer	1. 2. 3.		
2. End user training	1. 2. 3.		
3. Administrator training	1. 2. 3.		
4. Transition	1. 2.		

	3.		
5. Rollout support	1. 2. 3.		
6. Other			

7.10. Contract Performance Review and Acceptance

Proposers should describe all expected contract performance metrics, an approach to collect and transfer all assets to the County, the required key staff to attend close out session(s), and expected close out activities. This close out plan should include at a minimum:

1. List of all expected final documentation and respective acceptance criteria/process;
2. Vendor Performance Review expectations;
3. Final Project Lessons Learned review expectations; and
4. Sample Schedule of Performance Credits for failing to meet SLA and project milestones.
5. For hosted solutions, the procedure to import County Data to internal site, and the County's responsibilities in the event the County would want to transition to on premise hardware; and
6. Vendor Performance Review expectations as follows:

Contract Performance Review Item	Description – acceptance criteria	Acceptance via
Project Goals and Objectives:		
1. Simplify the online filing process;		
2. Reduce repetitive work;		
3. Reduce human error;		
4. Reduce cost associated with manual work and paper; printing;		
5. Increase transparency to management and the citizens of the County;		
6. Increase efficiency;		
7. System reliability;		
8. System scalability;		
9. System functionality;		
10. System front-end (website) functionality;		
11. System integrates with the existing comparison tool;		
12. Critical data is available in the new system;		
13. Project transition;		
14. Budget and schedule;		

15. Other – please insert		
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7.11. Invoicing and Payment

The Proposer must clearly address the following topics relating invoicing and payments (**but all pricing itself shall be separately stated in the pricing proposal**):

1. Pricing methodology – The Proposer shall clearly explain whether it seeks fixed fee payment(s), time and materials payments(s), or any other payment basis, including examples if necessary.
2. Milestone-based or deliverable-based payments – The Proposer shall describe how it shall invoice the County upon the County’s acceptance of deliverables or project milestones
3. If the proposal calls for tendering deliverables of different types (e.g., hardware components vs. custom coding), the Proposer shall clearly explain its corresponding payment expectations.
4. Payment terms – The Proposer shall describe the timeframe by which it requests the County pay invoices (e.g., Net 60, etc.)
5. Late fees – The Proposer shall describe any fees it requests for late payment of invoices.

The proposal shall clearly state all goods or services requiring payment. If the proposal does not include such items, proposer waives right to assert payment obligations at a later date. Examples of such goods or services might include:

1. Travel and expenses – The Proposer shall state its willingness to obtain the County’s written approval prior to billing the County for travel and expenses, as well as its willingness to adhere to the County’s travel policy.
2. Data transfer and data storage limits and overages – The proposer shall clearly state all limits on data storage or data transfer. If exceeding those limits would require additional fees, the proposer shall state such costs **in its separate pricing proposal**.

8. Solution Ownership and Other Terms and Conditions

8.1. Data Ownership

Limit your response to three (3) pages. If awarded, all County Data shall be the exclusive property of the County. The selected Proposer will treat County Data as Confidential Information.

8.2. Intellectual Property Ownership

Limit your response to one (1) page. Proposer’s deliverables may be considered “works made for hire” or otherwise assigned to or owned by the County. Proposer must state its agreement or must state any objection to this section. Specifically, the Proposer must address intellectual property ownership individually with respect to each of the following in its proposal:

- a. Commercial-off-the-shelf software or software components;

- b. Software customizations;
- c. Database schemas;
- d. Workflows;
- e. Project plans;
- f. Documentation;
- g. Training materials;
- h. Other Deliverables.

8.3. Hardware and Software Licensing

The proposal shall include a clear, high-level, non-legalese explanation of its hardware and software licensing. At a minimum, the explanation shall answer the following questions:

- a. What type of hardware and software license will the County receive? For example, would the County own licenses after the term of the proposed agreement?
- b. Who are the licensors? For example, is the proposer reselling or integrating a third party's hardware or software?
- c. Are any conditions attached to the hardware or software licenses? For example, would the County's licenses cease if the County chose to end maintenance services?
- d. Do any licenses propose to limit the manufacturers' liabilities or the County's remedies?

In an appendix, the proposal shall attach complete copies of hardware and software licensing agreements related to the proposal.

8.4. Software and Hardware Warranties

The proposal shall include a clear, high-level, non-legalese explanation of its hardware and software warranties. At a minimum, the explanation shall answer the following questions:

- a. What type of hardware and software warranties will the County receive?
- b. What would the warranties cover? If defects only, how are defects defined?
- c. What would the warranties exclude?
- d. What would be the County's remedies under the warranties? Repair and replace or other?

In an appendix, the proposal shall attach complete copies of hardware and software warranties related to the proposal.

8.5. Other Terms and Conditions

If the proposer requires any additional terms, the proposal shall include a clear, high-level, non-legalese explanation of them. At a minimum, the explanation shall answer the following questions:

- a. Does the proposer intend to impose upon the County any additional terms and conditions, such as end user license agreements, acceptable use policies, terms of service, product use agreements, etc.?

- b. Does the proposer want to reference its terms and conditions via URL or change its terms and conditions at a later date? Or would the proposer include copies of the additional terms and conditions as exhibits to a contract with the County?
- c. Do any additional terms limit the proposer's liabilities or the County's remedies?

In an appendix, the proposal shall attach complete copies of any additional terms and conditions related to the proposal.

9. Solution Performance and Availability

9.1. Support and Maintenance Service Levels

Please limit this response to five (5) pages. The proposal must individually address each the following requirements and provide sufficient detail on whether and how it meets the following requirements:

- a. **Multi-tiered support** – The proposal must provide multiple tiers of support and must state whether the County is assumed to provide tier 1 support.
- b. **Severity levels** – The proposal must provide support and maintenance response proportionate to varying levels of incident severity.
- c. **Multiple contact method** – The proposal should provide for multiple methods of reporting an incident to the proposer.
- d. **First-tier support scripts** – If the proposer assumes that the County will provide Tier 1 support, and then the proposer shall deliver sufficient scripts and training to County help desk staff to adequately function as Tier 1 support.

The proposal must individually address the following service level agreements (SLAs) for support and maintenance services, whether such SLAs are offered, any additional cost for such SLAs, and detail on such:

- a. **Proposer's Response Time SLAs** – Response Time is the number of seconds it takes an End-User to connect with Respondent's contact center live representative. Respondent will provide toll-free telephone lines in adequate quantity to handle call volume; ACD system(s) to record call date, time and duration information; and electronic interfaces to all systems for monitoring and reporting.
- b. **Proposer's Resolution Time SLAs** – Resolution is the time elapsed from the initiation of the Help Desk Incident until Service is restored.
- c. **Other SLAs**

For each SLA, the proposer must:

- d. Detail on how proposer will enable the County to verify SLA compliance.
- e. Detail any tiering of SLAs, whether by severity or other classification.
- f. Offer specific and calculable service level credits, fee reductions, and/or earn backs.

9.2. Data Access and Retention

Furthermore, the response must state whether Proposer will meet the following data-related system requirements:

- a. At all times, the County shall be able to receive County data, associated metadata, and reasonably granular subsets thereof, as well as any associated files or attachments, from the System in a useable, encrypted format.
- b. Upon termination of the contract and at the County's written request, the Proposer shall destroy County Data, including backups and copies thereof, according to NIST standards or as otherwise directed by the County.
- c. The System shall have the ability to retain County data in a manner that is searchable and capable of compliance with records retention laws and best practices.
- d. At no time may Proposer suspend or terminate County's access to County Data or the System for breach of contract or term or condition relating to the System without giving the County reasonable notice and opportunity to cure according to the County's dispute resolution process.

9.3. Business Continuity and Disaster Recovery

Cloud and Hybrid Proposals

Cloud and Hybrid proposals must individually address each the following requirements and provide sufficient detail on whether and how it meets the following requirements:

- a. Proposers must have an automated backup and recovery capability for the system and application, including incremental and full back-up capabilities. Additionally, system backups must be accomplished without taking the application out of service and without degradation of performance or disruption to County operations.
- b. Proposers must be able to provide the service from at least two geographically diverse data centers that do not share common threats (e.g. the data centers cannot be in the same earthquake zone, likely hurricane path, same flood zone, etc.). The data centers must at a minimum meet Tier III standards for redundancy of power, telecommunications, HVAC, security, fire suppression, and building integrity.
- c. Proposers must specify whether, in the event of a technology or other failure at the primary processing center, the alternate system will meet High Availability, for which the County's use should be identical regardless of which location is processing the County's work. Proposers must specifically describe how the System meets such tier:

Category	Availability	RTO	Characteristics & RPO
High Availability	99.982%	Intra-day	Typically involves data replication to a hot-site for each transaction or at short intervals, like 15 minutes.

- d. Proposers must implement Crisis Management, Business Continuity and Disaster Recovery Plans, subject to County approval, which the County will not reasonably withhold. These plans must outline how the Proposer will support the County's recovery at the alternate site, including backup staff required to implement the plan in an emergency if the Proposer's primary staff is unavailable. Such plans shall also include a minimum of annual testing in coordination with the County.
- e. Proposers must specify the System has proven Recovery Time Objectives and Recovery Point Objectives in case the primary site becomes unavailable.

Cloud and Hybrid Proposers must detail available performance credits offered for a failure to meet uptime, RTO and RPO requirements.

On Premise Proposals

Proposers must provide a High Availability disaster recovery solution using the County's production and disaster recovery data centers. The proposal must include hardware, software, networking, and operational requirements to implement a solution in the case of a single component failure or a widespread disaster at the production data center. The disaster recovery datacenter is within 100 kilometers and has broadband connectivity.

Category	Availability	RTO	Characteristics & RPO
High Availability	99.982%	4 Hours	Data replication for each transaction or at short intervals with no significant data loss.

Proposers must recommend an Active/Passive solution that supports a 4-hour recovery time objective (RTO). The recovery system at the secondary datacenter must have processing capability commensurate with the production workload and be ready to automatically resume processing after failure at the primary datacenter.

The County's interfaces and operational procedures should be identical regardless of which servers or locations are performing the functions. System backups must be accomplished without taking the application out of service and without degradation of performance or disruption to County operations.

As part of their solution, proposers should describe redundancy and procedural processes in the following categories:

- Hardware redundancy at the primary site for critical servers and components
- Contingency site hardware requirements, including environmental requirements for Rackspace power and network switching
- Replication methodology and software requirements
- Estimated bandwidth requirements for internal networking
- Backup methodology for data and environmental software
- Failover procedures
- Testing methodology

- Proposers must specify how their solutions can meet the Recovery Time and Recovery Point Objectives.

9.4. Audit Requirements

The proposal must individually address each the following requirements and provide sufficient detail on whether and how it meets the following requirements:

- a. The proposer will provide annual SOC 2 audit reports to the County or otherwise upon County's request;
- b. The proposer will provide corrective action plans or actions taken to resolve any exceptions, material weaknesses and/or control deficiencies identified in the SOC report.
- c. The County will have the right to access and audit proposer's System and Hosting;
- d. The County will have the right to request reasonable adjustments at the proposer's expense where those requests are based upon audit findings pertaining to the System or Hosting.

10. INSTRUCTIONS TO PROPOSERS

10.1. Instructions

This RFP provides potential proposers with sufficient information to enable them to prepare and submit proposals. This RFP also contains the instructions governing the submittal of a proposal and the materials to be included therein, including the County requirements, which must be met to be eligible for consideration. All proposals must be complete as to the information requested in this RFP in order to be considered responsive and eligible for award. Proposers providing insufficient details will be deemed non-responsive. The County is not obligated, either to purchase the full services or the products proposed by the proposer, nor to enter into an agreement with any one proposer.

10.2. Availability of Documents

The County will publish their competitive bid, RFP, and other procurement notices, as well as award information, at:

<http://www.cookcountyil.gov/office-of-the-chief-procurement-officer/procurement-opportunity-postings-vendor-registration/>

Interested proposers should note that, unless otherwise stated in the bid or RFP documents, there is no charge or fee to obtain a copy of the bid documents and respond to documents posted for competitive solicitations. Proposers intending to respond to any posted solicitation are encouraged to visit the web site above to ensure that they have received a complete and current set of documents. Some procurement notices may provide a downloadable version of the pertinent documents and any amendments to them, that will be available to suppliers after they have completed a simple registration process. Additionally, some notices may permit a supplier to submit a response to a posted requirement in an electronic format.

Any proposers receiving a copy of procurement documents from a bid referral service and/or other third party are solely responsible for ensuring that they have received all necessary procurement documentation, including amendments and schedules. The County is not responsible for ensuring that all or any procurement documentation is received by any proposer that is not appropriately registered with the County.

10.3. Pre-Proposal Conference

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

Date: December 2, 2014 at 11AM

Location: 118 N. Clark Street, Room 1018, Chicago, IL 60602

10.4. Special Access to the Pre-Proposal Conference

If special accommodations are required for Proposer to attend the Pre-Proposal Conference or the proposal opening, contact the contact person listed on the cover page of this RFP via email or by phone no later than three (3) days before the event.

10.5. Clarifications

Questions regarding this RFP will be submitted in writing to the contact person listed on the cover page of this RFP no later than December 9, 2014 at noon.

10.6. Delivery of Proposal Package

The Proposal and the Pricing Proposal will be delivered either by hand or sent to the County, Office of the Chief Procurement Officer through U.S. Mail or other available courier services to the address shown on the cover page of this RFP. Include the RFP number on any package delivered or sent to the County Office of the Chief Procurement Officer and on any correspondence related to this RFP or the Proposal. The Proposer remains responsible for insuring that its Proposal is received at the time, date, place, and office specified. The County assumes no responsibility for any Proposal not so received, regardless of whether the delay is caused by the U.S. Postal Service, any other carrier, or some other act or circumstance. Proposals received after the time specified will not be considered.

If using an express delivery service, the package must be delivered to the designated building and office and not to the County Central Receiving facilities.

10.7. Uniformity

To provide uniformity and to facilitate comparison of Proposals, all information submitted must clearly refer to the page number, section or other identifying reference in this RFP. All information submitted must be noted in the same sequence as its appearance in this RFP. The County reserves the right to waive minor variances or irregularities.

10.8. Proposal Material

The Proposal material submitted in response to the RFP becomes the property of the County upon delivery to the Office of the Chief Procurement Officer and will be part of any contract formal document for the goods or services which are the subject of this RFP.

10.9. Addenda

Should any proposer have questions concerning conditions and specifications, or find discrepancies in or omissions in the specifications, or be in doubt as to their meaning, they should notify the Office of the Chief Procurement Officer no later than December 9, 2014 at noon to obtain clarification prior to submitting a Proposal. Such inquires must reference the proposal due date and the County RFP number.

Any clarification addenda issued to Proposer prior to the Proposal due date shall be made available to all proposers. Since all addenda become a part of the Proposal, **all addenda must be signed by an authorized Proposer representative and returned with the Proposal on or before the Proposal opening date. Failure to sign and return any and all addenda acknowledgements shall be grounds for rejection of the Proposal.**

Interpretations that change the terms, conditions, or specifications will be made in the form of an addendum to the solicitation by the County. If issued, the County will post the addenda on the County website:<http://legacy.cookcountygov.com/purchasing/proposals.html>. In the event there are any conflicts between the general terms and conditions and any special terms and conditions, the special terms and conditions shall take precedence.

10.10. Proposer's Responsibility for Services Proposed

The Proposer must thoroughly examine and will be held to have thoroughly examined and read the entire RFP document. Failure of Proposers to fully acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

10.11. Errors and Omissions

The Proposer is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself of any error or omission to the detriment of the services or the County. Should the Proposer suspect any error, omission, or discrepancy in the specifications or instructions, the Proposer shall immediately notify the County in writing, and the County will issue written corrections or clarifications. The Proposer is responsible for the contents of its Proposals and for satisfying the requirements set

forth in the RFP. Proposer will not be allowed to benefit from errors in the document that could have been reasonably discovered by the Proposer in the process of putting the proposal together.

10.12. RFP Interpretation

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

10.13. Confidentiality and Response Cost and Ownership

From the date of issuance of the RFP until the due date, the Proposer must not make available or discuss its Proposal, or any part thereof, with any employee or agent of the County. The Proposer is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

10.14. Use of Subcontractors

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

10.15. MBE/WBE Participation Goals

Consistent with Cook County, Illinois Code of Ordinances (Article IV, Section 34-267 through 272), the County has established a goal that MBE/WBE firms retained as subcontractors receive a minimum of 35% of the overall estimated expenditures for this procurement. In an effort to continue to promote and expand the participation of certified MBE/WBE firms, the proposer shall make good faith efforts to utilize MBE/WBE certified firms as subcontractors. In its response, a proposer shall state the name(s) of the minority and women subcontractor(s) and the level of participation proposed for each firm to be awarded a subcontract.

10.16. Proposer's Disclosure and Conflict of Interest

The Proposer must complete and return the enclosed "Economic Disclosure Statement & Forms" along with their proposal. In the event that further clarification is required on any of the information provided, the County reserves the right to make any necessary inquiry with a proposer for such purpose. Such inquiry, if made, may include a deadline by which time any necessary clarifying information must be submitted.

10.17. Cook County RFP Format

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

10.18. Pricing

All price and cost information requested in this solicitation should be provided by the proposer. While price is a factor in the evaluation of responses received, the relevant importance of price may vary based on the nature of the purchase and the related significance of other criteria as may be expressed elsewhere in this solicitation. In evaluating price, the County may give consideration to all cost of ownership factors relevant to determine the total final cost to the County, including but not limited to: administrative cost of issuing multiple awards. The County will be the sole determinant of the relevant and appropriate cost factors to be used in evaluating any Base or Alternate offers and/or Options.

10.19. Period of Firm Proposal

Prices for the proposed service must be kept firm for at least one hundred and twenty (120) days after the last time specified for submission of Proposals. Firm Proposals for periods of less than this number of days may be considered non-responsive. The Proposer may specify a longer period of firm price than indicated here. If no period is indicated by the Proposer in the Proposal, the price will be firm until written notice to the contrary is received from the Proposer, unless otherwise specified in this RFP.

10.20. Awards

The County may, at its discretion evaluate all responsive Proposals. The County reserves the right to make the award on an all or partial basis or split the award to multiple Proposers based on the lowest responsible proposers meeting the specifications, terms and conditions. If a split award impacts the outcome of the project it must be so stated in the proposal.

10.21. Cook County Rights

The County reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the Proposer, to accept any item in the offer. The County also reserves the right to accept or reject all or part of your Proposal, in any combination that is economically advantageous to the County.

10.22. Alteration/Modification of Original Documents

The Proposer certifies that no alterations or modifications have been made to the original content of this Bid/RFP or other procurement documents (either text or graphics and whether transmitted electronically or hard copy in preparing this proposal). Any alternates or exceptions (whether to products, services, terms, conditions, or other procurement document subject matter) are apparent and clearly noted in the offered proposal. Proposer understands that failure to comply with this requirement may result in the proposal being disqualified and, if determined to be a deliberate attempt to misrepresent the proposal, may be considered as sufficient basis to suspend or debar the submitting party from future County Bid and RFP procurement opportunities.

10.23. Recycling

Packaging which is readily recyclable, made with recyclable materials, and designed to minimize potential adverse effects on the environment when disposed of by incineration or in a landfill is desired

to the extent possible. Product(s) offered which contain recycled materials may be acceptable provided they meet all pertinent specifications and performance criteria outlined in this RFP. If the product(s) offered are manufactured utilizing recycled materials, identify the percentage composition and nature of the recycled content within.

11. EVALUATION AND SELECTION PROCESS

11.1. Responsiveness Review

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

11.2. Acceptance of Proposals

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

11.3. Evaluation Process

An evaluation committee comprised of the County personnel will evaluate all responsive proposals in accordance with the evaluation criteria detailed below.

This evaluation process may result in a short-list of proposals. The evaluation committee, at its option, may request that all or short-listed proposers make a presentation, other customer testimonials, submit clarifications, schedule a site visit of their premises (as appropriate), provide a best and final offer, provide additional references, respond to questions, or consider alternative approaches.

11.4. Proposer Presentations

The County reserves the right to, but is not obligated to, request and require that each Proposer provide a formal presentation of its Proposal at a date and time to be determined. If required by the County, it is anticipated that such presentation will not exceed four (4) hours. No Proposer will be entitled to present during, or otherwise receive any information regarding, any presentation of any other Proposer.

11.5. Right to Inspect

The County reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the Proposer and any proposed subcontractors and to reject any Proposal regardless of price if it shall be administratively determined that in the County's sole discretion the Proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. The County reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

11.6. Best and Final Offer

The County reserves the right to request a Best and Final Offer from finalist Proposer(s), if it deems such an approach necessary. In general, the Best and Final Offer will consist of updated costs as well as answers to specific questions that were identified during the evaluation of Proposals.

If the County chooses to invoke this option, Proposals will be re-evaluated by incorporating the information requested in the Best and Final Offer document, including costs, and answers to specific questions presented in the document. The specific format for the Best and Final Offer would be determined during evaluation discussions. Turnaround time for responding to a Best and Final Offers document is usually brief (i.e., five (5) business days).

11.7. Selection Process

Upon review of all information provided by shortlisted proposers, the evaluation committee will make a recommendation for selection to the Chief Procurement Officer for concurrence and submission to the County elected officials. The County reserves the right to check references on any projects performed by the proposer whether provided by the proposer or known by the County. The selected proposal will be submitted for approval to the County Board. The County intends to select a proposal that best meets the needs of the County and provides the best overall value. Upon approval of the selected Proposer, a contract will be prepared by the County and presented to the Selected Proposer for signature.

12. EVALUATION CRITERIA

12.1. Responsiveness of Proposal

Proposer is compliant with all the submission requirements of the RFP.

12.2. Technical Proposal (Listed in order of importance)

Proposals will be reviewed and selected based on the following criteria:

- 1 Quality of the proposed solution and Proposer's understanding of the requirements to meet the County's stated business goals.
- 2 Capacity to achieve the County's business goals, objectives and Scope of Services described in this RFP.
- 3 Qualifications and experience of the Proposer to successfully perform and provide the services described in this RFP as evidenced by the successful implementation of similar programs in large complex public organizations such as County government, municipalities or other similar institutions.
- 4 Qualifications and experience of the proposed key personnel as evidenced by relevant experience listed in the submitted personnel qualifications.
- 5 Level, quality, and relevancy of proposed participation by certified MBE/WBE firms.

12.3. Price Proposal

Price will be evaluated separately for overall reasonableness.

13. SUBMISSION OF PROPOSAL

13.1. Instructions for Submission

13.1.1. Number of Copies

Proposers are required to submit one (1) hardcopy *original* and two (2) electronic copies no later than the time and date indicated in the RFP. Proposers should submit copies of the proposal on CD/DVD or flash drive. The original should be clearly marked "original."

13.1.2. Time for Submission

Proposals shall be submitted no later than the date and time indicated for submission in this RFP. Late submittals may not be considered.

13.1.3. Format

Proposal should be left-bound with information on one side only. Material should be organized following the order of the submission requirements separated by labeled tabs. Expensive paper and bindings are discouraged since no materials will be returned.

13.1.4. Complete Submission

Proposers are advised to carefully review all the requirements and submit all documents and information as indicated in this RFP. Incomplete proposals may lead to a proposal being deemed non responsive. Non responsive proposals will not be considered.

13.1.5. Packaging and Labeling

The outside wrapping/envelope shall clearly indicate the RFP Title and date and time for submission. It shall also indicate the name of the proposer. The Price Proposal shall be submitted in a separate sealed envelope. The envelope shall clearly identify the content as "Price Proposal". All other submission requirements shall be included with the Technical Proposal.

13.1.6. Timely Delivery of Proposals

The Proposal, including the Technical Proposal and the Pricing Proposal must be either delivered by hand or sent to Cook County, Office of the Chief Procurement Officer through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to the County, Office of the Chief Procurement Officer and on any correspondence related to the Proposal. If using an express delivery service, the package must be delivered to the designated building and office. Packages delivered by express mail services to other locations might not be re-delivered in time to be considered.

13.1.7. Late Proposals

The proposer remains responsible for ensuring that its Proposal is received at the time, date, place, and office specified. The County assumes no responsibility for any Proposal not so received, regardless of whether the delay is caused by the U.S. Postal Service, the County Postal Delivery System, or some other act or circumstance.

13.1.8. Schedule of Revisions to RFP Schedule

Should the Proposer consider that changes in the County's RFP schedule are required; the Proposer shall submit a revised summary schedule with an explanation for the revision for the County's review. The County will be under no obligation to accept revised schedules.

13.2. Submission Requirements

13.2.1. Cover Letter

The cover letter shall be signed by an authorized representative of the Proposer. The letter shall indicate the Proposer's commitment to provide the services proposed at the price and schedule proposed.

13.2.2. Executive Summary

The executive summary should include a brief overview of the Enterprise Service Bus Services and the key personnel who will be responsible for the services to be provided. The Summary shall also identify the members of the team that comprise the Proposer. Indicate the organizational relationship of the team members and include an organization chart for the project.

13.2.3. Qualifications of the Proposer

Include a brief description of the organization's track record, including history, number of employees, number of years in business, and a list of projects relevant to this RFP. Provide a list of references where relevant projects were implemented. Include the name of the contact person, name of the organization, project dollar value, address, telephone number and email address. Please provide at least three (3) references, preferably with municipal government projects. In addition, for each firm included in the proposal provide at least three (3) references with relevancy to the project scope.

13.2.4. Propose Plan of Action, Implementation and Solution

Provide a detailed proposed plan of action indicating how all requirements will be met and the methodology proposed recommendations and implementation plan to successfully meet the goals of the County. In addition, the proposed plan of action shall include key milestones, staff & schedule, and ability to deliver value with a solution evidenced by cost savings.

13.2.5. Key Personnel

Provide a chronological resume for each of the key personnel proposed. Each key personnel shall have three (3) references. In addition, provide the time commitment for each key personnel. Indicate the level of their commitment to other projects if any.

13.2.6. MBE/WBE Participation

For each MBE/WBE certified firm proposed, provide the name of the MBE/WBE firm(s), level of participation, the role that the subcontractor(s) will perform, the type of services that it will provide, and a brief background and resumes of proposed personnel proposed. The County may only award a contract to a responsible and responsive proposer. In the event that the proposer does not meet the MBE/WBE participation goal stated by the County for this procurement, the proposer must nonetheless demonstrate that it undertook good faith efforts to satisfy the participation goal. Evidence of such efforts may include, but shall not be limited to, documentation demonstrating that the proposer made attempts to identify, contact, and solicit viable MBE/WBE firms for the services required, that certain MBE/WBE firms did not respond or declined to submit proposals for the work, or any other documentation that helps demonstrate good faith efforts. Failure by the proposer to provide the required documentation or otherwise demonstrate good faith efforts will be taken into consideration by the County in its evaluation of the proposer's responsibility and responsiveness.

13.2.7. Financial Status

Provide the audited financial statements for the last three fiscal years. Include the letter of opinion, balance sheet, schedules, and related auditor's notes.

13.2.8. Legal Actions

Provide a list of any pending litigation in which the proposer may experience significant financial settlement and include a brief description of the reason for legal action.

13.2.9. Conflict of Interest

Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the proposal.

13.2.10. Economic Disclosure Statement

Execute and submit the Economic Disclosure Statement ("EDS"). In the event any further clarification is required on any of the information provided, the County reserves the right to make any necessary communication with the Proposer for such purpose. Such communication, if made, may include a deadline by which time any necessary clarifying information must be submitted.

13.2.11. Contract

The Contract (an attachment to this RFP) is provided for information only. Execution of the Contract is not required at the time the proposal is submitted. In the event you disagree with the Contract

provisions, submit any exceptions to the standard contract and include the rationale for taking the exception. If you are proposing alternate language, please include the language for consideration.

13.2.12. Other

Submit any information the Proposer deems pertinent to demonstrate its qualifications to perform the services being requested such as memberships in any professional associations.

Appendix I (Definitions)

For purposes of this RFP, the County uses the following definitions

“Acceptance” means the acceptance of the successful Implementation of the complete “System” and successful completion and delivery of all Deliverables as set forth herein.

“Application” means the software(s) proposed to fulfill the County’s requirements under this RFP, regardless of whether the proposer has manufactured or created the software(s).

“Cloud Computing”¹ or “Cloud” means a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.

“Community Cloud” means a Cloud infrastructure provisioned for exclusive use by a specific community of consumers from organizations that have shared concerns (e.g., mission, security requirements, policy, and compliance considerations). It may be owned, managed, and operated by one or more of the organizations in the community, a third party, or some combination of them, and it may exist on or off premises.

“County Data” means any data, including metadata about such data and backup or other copies thereof, that the proposer or its subcontractors obtains or accesses for the purposes of performing its obligations under the its proposal; to the extent there is any uncertainty as to whether any data constitutes County Data, the data in question shall be treated as County Data.

“Hosting” means the environment in which the Application and corresponding services (e.g., SaaS, PaaS, or IaaS) are deployed, regardless of whether such environment is On-Premises, Remotely Hosted, or in the Cloud, and regardless of whether a party other than the proposer provides such environment and services. Hosting is included within the definition of System.

“Hybrid Cloud” means a Cloud infrastructure composed of two or more distinct Cloud infrastructures (private, community, or public) that remain unique entities, but are bound together by standardized or proprietary technology that enables data and application portability (e.g., cloud bursting for load balancing between clouds).

¹ Cook County generally follows the definitions of the National Institute of Standards and Technology (“NIST”) relating to cloud computing, which this RFP loosely summarizes. Proposers should find the complete NIST definitions set forth in NIST Special Publication 800-45, available at: <http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf> (last visited November 13, 2013)

“Hybrid Hosting” means a combination of two or more of the following: On-Premise Hosting, Remote Hosting and/or Cloud Computing. Hybrid Hosting is different than Hybrid Cloud.

“Infrastructure as a Service” or **“IaaS”** means a service model where the provider provisions processing, storage, networks, and other fundamental computing resources to the County for deploying and running arbitrary software, where the County does not manage or control the underlying infrastructure but where the County has control over operating systems, storage, deployed applications, and possibly limited control of select networking components (e.g., host firewalls).

“On-Premise Deployment” or **“On-Premise”** means Hosting that the County provides directly on its premises.

“Platform as a Service” or **“PaaS”** means a service model where the County deploys its own applications onto the provider’s infrastructure using provider-supported coding languages and tools, but where the County does not manage or control the underlying infrastructure.

“Private Cloud” means a Cloud infrastructure provisioned for exclusive use by a single organization comprising multiple consumers (e.g., business units). It may be owned, managed, and operated by the organization, a third party, or some combination of them, and it may exist on or off premises.

“Public Cloud” means a Cloud infrastructure provisioned for open use by the general public, which exists on the premises of the Cloud provider.

“Recovery Point Objective” or **“RPO”** means the point-in-time that systems and data must be recovered and may range from point-of-failure, which has minimal loss, to data backed up the previous night or previous week (e.g., point-of-failure, one hour of data, one day of transactions or paper work).

“Recovery Time Objective” or **“RTO”** means the timeframe business functions must be recovered after a declared outage (e.g., 24 hours).

“Remote Hosting” means Hosting that the County does not provide directly on its premises, but that also is not Cloud Computing.

“Software as a Service” or **“SaaS”** means a service model where, via a web browser or other interface, the County is to use the provider’s applications running on a Cloud Computing infrastructure, but where the County does not manage or control the underlying infrastructure.

“System” means the Application, other software, hardware, processes, services and Hosting proposed to fulfill the County’s requirements under this RFP, regardless of whether the aforementioned are County-specific customizations or the proposer’s standard offerings.

Appendix II (Insurance Requirements)

Insurance Requirements of the Contractor

Prior to the effective date of this Contract, the Contractor, at its cost, shall secure and maintain at all times, unless specified otherwise, until completion of the term of this Contract the insurance specified below.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract.

Contractor shall require all Subcontractors to provide the insurance required in this Agreement, or Contractor may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Contractor except paragraph (d) Excess Liability or unless specified otherwise.

The Cook County Department of Risk Management maintains the right to modify, delete, alter or change these requirements.

Coverages

(a) **Workers Compensation Insurance**

Workers' Compensation shall be in accordance with the laws of the State of Illinois or any other applicable jurisdiction.

The Workers Compensation policy shall also include the following provisions:

- (1) Employers' Liability coverage with a limit of
\$500,000 each Accident
\$500,000 each Employee
\$500,000 Policy Limit for Disease

(b) **Commercial General Liability Insurance**

The Commercial General Liability shall be on an occurrence form basis (ISO Form CG 0001 or equivalent) to cover bodily injury, personal injury and property damage.

Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
Completed Operations Aggregate	\$ 2,000,000

The General Liability policy shall include the following coverages:

- (a) All premises and operations;
- (b) Contractual Liability;
- (c) Products/Completed Operations;
- (d) Severability of interest/separation of insureds clause

(c) **Commercial Automobile Liability Insurance**

When any vehicles are used in the performance of this contract, Contractor shall secure Automobile Liability Insurance for bodily injury and property damage arising from the Ownership, maintenance or use of owned, hired and non-owned vehicles with a limit no less than \$1,000,000 per accident.

(d) **Umbrella/Excess Liability Insurance**

Such policy shall be excess over Commercial General Liability, Automobile Liability, and Employer's Liability with limits not less than the following amounts:

Each Occurrence:	\$1,000,000
General Aggregate	\$1,000,000

(e) **Professional / Technology Errors and Omissions Liability**

Contractor shall secure Professional Liability insurance covering any and all claims arising out of the performance or nonperformance of professional services for the County under this Agreement. This professional liability insurance shall remain in force for the life of the Contractor's obligations under this Agreement, and shall have a limit of liability of not less than \$2,000,000 per occurrence with a deductible of not more than \$100,000. If any such policy is written on a claims made form, the retroactive date shall be prior to or coincident with the effective date of this contract. Claims made form coverage, or extended reporting following the expiration or termination of this contract shall be maintained by the Contractor for a minimum of three years following the expiration or early termination of this contract and the Contractor shall annually provide the County with proof of renewal. Subcontractors performing professional services for the Contractor must maintain limits of not less than \$1,000,000 per occurrence with the same terms in this section.

(f) Network Security & Privacy Liability

Coverage for, but not limited to, Privacy and Security breaches, Service Interruption with minimum policy limits of \$2,000,000 in the aggregate. Subcontractors performing services for the Contractor must maintain limits of not less than \$1,000,000 per occurrence with the same terms in this section.

- (a) Any retroactive date or prior acts exclusion must be predate both the date of this agreement and any earlier commencement of any services.
- (b) Coverage must be maintained for a minimum of two (2) years after final completion of the services or work provided by the vendor

Additional requirements

(a) Additional Insured

The required insurance policies, with the exception of the Workers Compensation and Professional Liability, must name Cook County, its officials, employees and agents as additional insureds with respect to operations performed. Contractor's insurance shall be primary and non-contributory with any insurance maintained by Cook County. Any insurance or self-insurance maintained by Cook County shall be excess of the Contractor's insurance and shall not contribute with it. The full policy limits and scope of protection shall apply to Cook County as an additional insured even if they exceed the minimum insurance limits specified above.

(b) Qualification of Insurers

All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and shall have a financial rating no lower than (A-) VII as listed in A.M. Best's Key Rating Guide, current edition or interim report. Companies with ratings lower than (A-) VII will be acceptable only upon consent of the Cook County Department of Risk Management. The insurance limits required herein may be satisfied by a combination of primary, umbrella and/or excess liability insurance policies.

(c) Insurance Notices

Contractor shall provide the Office of the Chief Procurement Officer with thirty (30) days advance written notice in the event any required insurance will be cancelled, materially reduced or non-renewed. Contractor shall secure replacement coverage to comply with the stated

insurance requirements and provide new certificates of insurance to the Office of the Chief Procurement Officer.

Prior to the date on which Contractor commences performance of its part of the work, Contractor shall furnish to the Office of the Chief Procurement Officer certificates of insurance maintained by Contractor. The receipt of any certificate of insurance does not constitute agreement by the County that the insurance requirements have been fully met or that the insurance policies indicated on the certificate of insurance are in compliance with insurance required above.

In no event shall any failure of the County to receive certificates of insurance required hereof or to demand receipt of such Certificates of Insurance be construed as a waiver of Contractor's obligations to obtain insurance pursuant to these insurance requirements.

(d) **Waiver of Subrogation Endorsements**

All insurance policies must contain a Waiver of Subrogation Endorsement in favor of Cook County.

Appendix III (Price Proposal)

Proposer shall complete the attached Pricing Proposal and submit with its Proposal in a separate sealed envelope in both hardcopy and Excel format. Proposer's Pricing Proposal will be incorporated into the final Contract. The County makes no guarantee that the services identified in this RFP will be required as of the dates or in the quantities indicated.

The Proposer must provide sufficient pricing details to permit the County to understand the basis for the Proposal. Pricing will include any governmental discount provided to municipal entities.

The County is not obligated either to purchase the full quantities proposed by the Proposer or to enter into an agreement with any one Proposer.

Appendix IV (Economic Disclosures and Affidavit)

ECONOMIC DISCLOSURE STATEMENT
**ECONOMIC DISCLOSURE STATEMENT
AND EXECUTION DOCUMENT
INDEX**

Section	Description	Pages
Instructions	Instructions for Completion of EDS.....	EDS i - ii
1	MBE/WBE Utilization Plan.....	EDS 1
2	Letter of Intent.....	EDS 2
3	Petition for Reduction/Waiver of MBE/WBE Participation Goals.....	EDS 3
4	Certifications.....	EDS 4, 5
5	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest.....	EDS 6 – 12
6	Sole Proprietor Signature Page.....	EDS 13a/b/c
7	Partnership Signature Page.....	EDS 14/a/b/c
8	Limited Liability Corporation Signature Page.....	EDS 15a/b/c
9	Corporation Signature Page.....	EDS 16a/b/c
10	Cook County Signature Page.....	EDS 17

ECONOMIC DISCLOSURE STATEMENT**INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every party responding to a Request for Proposals or Request for Qualifications ("Proposer"), and others as required by the Chief Procurement Officer. If the Undersigned is awarded a contract pursuant to the procurement process for which this EDS was submitted (the "Contract"), this Economic Disclosure Statement and Execution Document shall stand as the Undersigned's execution of the Contract.

Definitions. Capitalized terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, or other documents, as applicable.

"Affiliated Entity" means a person or entity that, directly or indirectly: controls the Bidder, is controlled by the Bidder, or is, with the Bidder, under common control of another person or entity. Indicia of control include, without limitation, interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; and organization of a business entity following the ineligibility of a business entity to do business with the County under the standards set forth in the Certifications included in this EDS, using substantially the same management, ownership or principals as the ineligible entity.

"Bidder," "Proposer," "Undersigned," or "Applicant," is the person or entity executing this EDS. Upon award and execution of a Contract by the County, the Bidder, Proposer, Undersigned or Applicant, as the case may be, shall become the Contractor or Contracting Party.

"Proposal," for purposes of this EDS, is the Undersigned's complete response to an RFP/RFQ, or if no RFQ/RFP was issued by the County, the "Proposal" is such other proposal, quote or offer submitted by the Undersigned, and in any event a "Proposal" includes this EDS .

"Code" means the Code of Ordinances, Cook County, Illinois available through the Cook County Clerk's Office website (<http://www.cookctyclerk.com/sub/ordinances.asp>). This page can also be accessed by going to www.cookctyclerk.com, clicking on the tab labeled "County Board Proceedings," and then clicking on the link to "Cook County Ordinances."

"Contractor" or "Contracting Party" means the Bidder, Proposer or Applicant with whom the County has entered into a Contract.

"EDS" means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.

"Lobby" or "lobbying" means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.

"Lobbyist" means any person or entity who lobbies.

"Prohibited Acts" means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

Sections 1 through 3: MBE/WBE Documentation. Sections 1 and 2 must be completed in order to satisfy the requirements of the County's MBE/WBE Ordinance, as set forth in the Contract Documents, if applicable. If the Undersigned believes a waiver is appropriate and necessary, Section 3, the Petition for Waiver of MBE/WBE Participation must be completed.

Section 4: Certifications. Section 4 sets forth certifications that are required for contracting parties under the Code. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

Section 5: Economic and Other Disclosures Statement. Section 5 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Undersigned to the warranties, representations, agreements and acknowledgements contained therein.

ECONOMIC DISCLOSURE STATEMENT**INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

Sections 6, 7, 8, 9: Execution Forms. The Bidder executes this EDS, and the Contract, by completing and signing three copies of the appropriate Signature Page. Section 6 is the form for a sole proprietor; Section 7 is the form for a partnership or joint venture; Section 8 is the form for a Limited Liability Corporation, and Section 9 is the form for a corporation. Proper execution requires THREE ORIGINALS; therefore, the appropriate Signature Page must be filled in, three copies made, and all three copies must be properly signed, notarized and submitted. The forms may be printed and completed by typing or hand writing the information required.

Required Updates. The information provided in this EDS will be kept current. In the event of any change in any information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Undersigned will supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is requested.

Additional Information. The County's Governmental Ethics and Campaign Financing Ordinances, impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit our web-site at www.cookcountygov.com and go to the Ethics Department link. The Bidder must comply fully with the applicable ordinances.

ECONOMIC DISCLOSURE STATEMENT

MBE/WBE UTILIZATION PLAN (SECTION 1)

BIDDER/PROPOSER HEREBY STATES that all MBE/WBE firms included in this Plan are certified MBEs/WBEs by at least one of the entities listed in the General Conditions.

I. **BIDDER/PROPOSER MBE/WBE STATUS:** (check the appropriate line)

- _____ Bidder/Proposer is a certified MBE or WBE firm. (If so, attach copy of appropriate Letter of Certification)
- _____ Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs. (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit – available from the Office of Contract Compliance)
- _____ Bidder/Proposer 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 Sections II and III).

II. _____ Direct Participation of MBE/WBE Firms _____ Indirect Participation of MBE/WBE Firms

Where goals have not been achieved through direct participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission. Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.

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

MBE/WBE Firm: _____

Address: _____

E-mail: _____

Contact Person: _____ Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of Participation: _____ %

*Letter of Intent attached? Yes _____ No _____

*Letter of Certification attached? Yes _____ No _____

MBE/WBE Firm: _____

Address: _____

E-mail: _____

Contact Person: _____ Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of Participation: _____ %

*Letter of Intent attached? Yes _____ No _____

*Letter of Certification attached? Yes _____ No _____

Attach additional sheets as needed.

***Additionally, all Letters of Intent, Letters of Certification and documentation of Good Faith Efforts omitted from this bid/proposal must be submitted to the Office of Contract Compliance so as to assure receipt by the Contract Compliance Administrator not later than three (3) business days after the Bid Opening date.**

ECONOMIC DISCLOSURE STATEMENT

COOK COUNTY GOVERNMENT LETTER OF INTENT (SECTION 2)

M/WBE Firm: _____ Certifying Agency: _____

Address: _____ Certification Expiration Date: _____

City/State: _____ Zip: _____ FEIN #: _____

Phone: _____ Fax: _____ Contact Person: _____

Email: _____ Contract #: _____

Participation: _____ Direct _____ Indirect

Will the M/WBE firm be subcontracting any of the performance of this contract to another firm?

No _____ Yes _____ If " Yes", please attach explanation. Proposed Subcontractor: _____

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/ Contract:

Indicate the Dollar Amount, or Percentage, and the Terms of Payment for the above-described Commodities/ Services:

(If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement conditioned upon the Bidder/Proposer'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.

Signature (M/WBE)

Signature (Prime Bidder/Proposer)

Print Name

Print Name

Firm Name

Firm Name

Date

Date

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

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

Notary Public _____
SEAL

Notary Public _____
SEAL

ECONOMIC DISCLOSURE STATEMENT

PETITION FOR WAIVER OF MBE/WBE PARTICIPATION (SECTION 3)

A. BIDDER/PROPOSER HEREBY REQUESTS:

_____ FULL MBE WAIVER _____ FULL WBE WAIVER
_____ REDUCTION (PARTIAL MBE and/or WBE PARTICIPATION)
_____ % of Reduction for MBE Participation
_____ % of Reduction for WBE Participation

B. REASON FOR FULL/REDUCTION WAIVER REQUEST:

Bidder/Proposer shall check each item applicable to its reason for a waiver request. Additionally, supporting documentation shall be submitted with this request. If such supporting documentation cannot be submitted with bid/proposal/quotation, such documentation shall be submitted directly to the Office of Contract Compliance no later than three (3) days from the date of submission date.

_____ (1) Lack of sufficient qualified MBEs and/or WBEs capable of providing the goods or services required by the contract. (Please explain)

_____ (2) The specifications and necessary requirements for performing the contract make it impossible or economically infeasible to divide the contract to enable the contractor to utilize MBEs and/or WBEs in accordance with the applicable participation. (Please explain)

_____ (3) Price(s) quoted by potential MBEs and/or WBEs are above competitive levels and increase cost of doing business and would make acceptance of such MBE and/or WBE bid economically impracticable, taking into consideration the Percentage of total contract price represented by such MBE and/or WBE bid. (Please explain)

_____ (4) There are other relevant factors making it impossible or economically infeasible to utilize MBE and/or WBE firms. (Please explain)

C. GOOD FAITH EFFORTS TO OBTAIN MBE/WBE PARTICIPATION:

_____ (1) Made timely written solicitation to identified MBEs and WBEs for utilization of goods and/or services; and provided MBEs and WBEs with a timely opportunity to review and obtain relevant specifications, terms and conditions of the proposal to enable MBEs and WBEs to prepare an informed response to solicitation. (Please attach)

_____ (2) Followed up initial solicitation of MBEs and WBEs to determine if firms are interested in business. (Please attach)

_____ (3) Advertised in a timely manner in one or more daily newspapers and/or trade publication for MBEs and WBEs for supply of goods and services. (Please attach)

_____ (4) Used the services and assistance of the Office of Contract Compliance staff. (Please explain)

_____ (5) Engaged MBEs & WBEs for indirect participation. (Please explain)

D. OTHER RELEVANT INFORMATION:

Attach any other documentation relative to Good Faith Efforts in complying with MBE/WBE participation.

ECONOMIC DISCLOSURE STATEMENT**CERTIFICATIONS (SECTION 4)**

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

A. 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, civil or criminal, if that person or business entity:

- 1) 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, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;
- 2) Has been convicted by federal, state or local government of an act 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.;
- 3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;
- 4) Has been convicted of an act committed, within the State, 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.;
- 5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;
- 6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;
- 7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) 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; or
- 8) Has entered a plea of nolo contendere to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20 % or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

THE UNDERSIGNED HEREBY CERTIFIES THAT: The Undersigned has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Undersigned has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Undersigned would not violate the provisions of such Section or of the Code.

B. BID-RIGGING OR BID ROTATING

THE UNDERSIGNED HEREBY CERTIFIES THAT: In accordance with 720 ILCS 5/33 E-11, neither the Undersigned nor any Affiliated Entity is 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

THE UNDERSIGNED HEREBY CERTIFIES THAT: The Undersigned will provide a drug free workplace, as required by Public Act 86-1459 (30 ILCS 580/2-11).

D. DELINQUENCY IN PAYMENT OF TAXES

THE UNDERSIGNED HEREBY CERTIFIES THAT: The Undersigned is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, by a local municipality, or by the Illinois Department of Revenue, which such tax or fee is delinquent, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-129.

E. HUMAN RIGHTS ORDINANCE

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 (Code Chapter 42, Section 42-30 et seq).

ECONOMIC DISCLOSURE STATEMENT**F. ILLINOIS HUMAN RIGHTS ACT**

THE UNDERSIGNED HEREBY CERTIFIES THAT: It is in compliance with the the Illinois Human Rights Act (775 ILCS 5/2-105), and agrees to abide by the requirements of the Act as part of its contractual obligations.

G. MACBRIDE PRINCIPLES, CODE CHAPTER 34, SECTION 34-132

If the primary contractor currently conducts business operations in Northern Ireland, or will conduct business during the projected duration of a County contract, the primary 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.

H. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-127;

The Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is determined from time to time by, and is available from, the Chief Financial Officer of the County.

For purposes of this EDS Section 4, H, "Contract" means any written agreement whereby the County is committed to or does expend funds in connection with the agreement or subcontract thereof. The term "Contract" as used in this EDS, Section 4, I, 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) Cook County Works Department;
- 4) Sheriff's Work Alternative Program; and
- 5) Department of Correction inmates.

ECONOMIC DISCLOSURE STATEMENT

REQUIRED DISCLOSURES (SECTION 5)

1. DISCLOSURE OF LOBBYIST CONTACTS

List all persons or entities that have made lobbying contacts on your behalf with respect to this contract:

Name	Address

2. LOCAL BUSINESS PREFERENCE DISCLOSURE; CODE, CHAPTER 34, SECTION 34-151(p);

"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.

a) Is Bidder a "Local Business" as defined above?

Yes _____ No _____

b) If yes, list business addresses within Cook County:

c) Does Bidder employ the majority of its regular full-time workforce within Cook County?

Yes _____ No _____

3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (PREFERENCE (CODE, CHAPTER 34, SECTION 34-366)

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.

All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-8) and complete the following, based upon the definitions and other information included in such Affidavit.

ECONOMIC DISCLOSURE STATEMENT

4. REAL ESTATE OWNERSHIP DISCLOSURES.

The Undersigned must indicate by checking the appropriate provision below and providing all required information that either:

a) The following is a complete list of all real estate owned by the Undersigned in Cook County:

PERMANENT INDEX NUMBER(S): _____

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

b) _____ The Undersigned owns no real estate in Cook County.

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

If the Undersigned is unable to certify to any of the Certifications or any other statements contained in this EDS and not explained elsewhere in this EDS, the Undersigned must explain below:

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Undersigned certified to all Certifications and other statements contained in this EDS.

ECONOMIC DISCLOSURE STATEMENT

COOK COUNTY AFFIDAVIT OF CHILD SUPPORT OBLIGATIONS

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 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.

All Applicants/Substantial Owners are required to complete this affidavit and comply with the Child Support Enforcement Ordinance before any privilege is granted. Signature of this form constitutes a certification the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information.

Privilege Information:

County Privilege: _____

County Department: _____

Applicant Information:

Last name: _____ First Name: _____ MI: _____

SS# (Last Four Digits): ____ _ Date of Birth: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Drivers License No: _____

Child Support Obligation Information:

The Undersigned applicant, being duly sworn on oath or affirmation hereby states that to the best of my knowledge (place an "X" next to "A", "B", "C", or "D").

_____ A. The Applicant has no judicially or administratively ordered child support obligations.

_____ B. The Applicant has an outstanding judicially or administratively ordered obligation, but is paying in accordance with the terms of the order.

_____ C. The Applicant is delinquent in paying judicially or administratively ordered child support obligations

_____ D. The Applicant is not a substantial owner as defined above.

The Undersigned applicant understands that failure to disclose any judicially or administratively ordered child support debt owed will be grounds for revoking the privilege.

Signature: _____ Date: _____

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

X _____

Notary Public Signature

Notary Seal

Note: The above information is subject to verification prior to the award of the contract.

ECONOMIC DISCLOSURE STATEMENT**COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT**

The Cook County Code of Ordinances (§2-610 et seq.) requires that any Applicant for any County Action must disclose information concerning ownership interests in the Applicant. This Disclosure of Ownership Interest Statement must be completed with all information current as of the date this Statement is signed. Furthermore, this Statement must be kept current, by filing an amended Statement, until such time as the County Board or County Agency shall take action on the application. The information contained in this Statement will be maintained in a database and made available for public viewing.

If you are asked to list names, but there are no applicable names to list, you must state NONE. An incomplete Statement will be returned and any action regarding this contract will be delayed. A failure to fully comply with the ordinance may result in the action taken by the County Board or County Agency being voided.

"Applicant" means any Entity or person making an application to the County for any County Action.

"County Action" means any action by a County Agency, a County Department, or the County Board regarding an ordinance or ordinance amendment, a County Board approval, or other County agency approval, with respect to contracts, leases, or sale or purchase of real estate.

"Entity" or "Legal Entity" means a sole proprietorship, corporation, partnership, association, business trust, estate, two or more persons having a joint or common interest, trustee of a land trust, other commercial or legal entity or any beneficiary or beneficiaries thereof.

This Disclosure of Ownership Interest Statement must be submitted by :

1. An Applicant for County Action and
2. An individual or Legal Entity that holds stock or a beneficial interest in the Applicant and is listed on the Applicant's Statement (a "Holder") must file a Statement and complete #1 only under Ownership Interest Declaration.

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers.

This Statement is being made by the Applicant or Stock/Beneficial Interest Holder

This Statement is an: Original Statement or Amended Statement

Identifying Information:

Name: _____ D/B/A: _____ EIN NO.: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____

Form of Legal Entity:

Sole Proprietor Partnership Corporation Trustee of Land Trust

Business Trust Estate Association Joint Venture

Other (describe) _____

ECONOMIC DISCLOSURE STATEMENT

Ownership Interest Declaration:

1. List the name(s), address, and percent ownership of each individual and each Entity having a legal or beneficial interest (including ownership) of more than five percent (5%) in the Applicant/Holder.

Name	Address	Percentage Interest in Applicant/Holder

2. If the interest of any individual or any Entity listed in (1) above is held as an agent or agents, or a nominee or nominees, list the name and address of the principal on whose behalf the interest is held.

Name of Agent/Nominee	Name of Principal	Principal's Address

3. Is the Applicant constructively controlled by another person or Legal Entity? [] Yes [] No
 If yes, state the name, address and percentage of beneficial interest of such person or legal entity, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship

Declaration (check the applicable box):

- [] I state under oath that the Applicant has withheld no disclosure as to ownership interest in the Applicant nor reserved any information, data or plan as to the intended use or purpose for which the Applicant seeks County Board or other County Agency action.
- [] I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

Name of Authorized Applicant/Holder Representative (please print or type)	Title

Signature	Date

E-mail address	Phone Number

Subscribed to and sworn before me	My commission expires:
this ____ day of _____, 20____.	

X _____

Notary Public Signature	Notary Seal

ECONOMIC DISCLOSURE STATEMENT

COOK COUNTY BOARD OF ETHICS
 69 W. WASHINGTON STREET, SUITE 3040
 CHICAGO, ILLINOIS 60602
 312/603-4304
 312/603-9988 FAX 312/603-1011 TT/TDD

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION:

Section 2-582 of the Cook County Ethics Ordinance requires any person or persons doing business with Cook County, upon execution of a contract with Cook County, to disclose to the Cook County Board of Ethics the existence of familial relationships they may have with all persons holding elective office in the State of Illinois, the County of Cook, or in any municipality within the County of Cook.

The disclosure required by this section shall be filed by January 1 of each calendar year or within thirty (30) days of the execution of any contract or lease. Any person filing a late disclosure statement after January 31 shall be assessed a late filing fee of \$100.00 per day that the disclosure is late. Any person found guilty of violating any provision of this section or knowingly filing a false, misleading, or incomplete disclosure to the Cook County Board of Ethics shall be prohibited, for a period of three (3) years, from engaging, directly or indirectly, in any business with Cook County. Note: Please see Chapter 2 Administration, Article VII Ethics, Section 2-582 of the Cook County Code to view the full provisions of this section.

If you have questions concerning this disclosure requirement, please call the Cook County Board of Ethics at (312) 603-4304. Note: A current list of contractors doing business with Cook County is available via the Cook County Board of Ethics' website at: http://www.cookcountygov.com/taxonomy/ethics/Listings/cc_ethics_VendorList_.pdf

DEFINITIONS:

"Calendar year" means January 1 to December 31 of each year.

"Doing business" for this Ordinance provision means any one or any combination of leases, contracts, or purchases to or with Cook County or any Cook County agency in excess of \$25,000 in any calendar year.

"Familial relationship" means a person who is related to an official or employee as spouse or any of the following, whether by blood, marriage or adoption:

Parent	Grandparent	Stepfather
Child	Grandchild	Stepmother
Brother	Father-in-law	Stepson
Sister	Mother-in-law	Stepdaughter
Aunt	Son-in-law	Stepbrother
Uncle	Daughter-in-law	Stepsister
Niece	Brother-in-law	Half-brother
Nephew	Sister-in-law	Half-sister

"Person" means any individual, entity, corporation, partnership, firm, association, union, trust, estate, as well as any parent or subsidiary of any of the foregoing, and whether or not operated for profit.

ECONOMIC DISCLOSURE STATEMENT

SWORN FAMILIAL RELATIONSHIP DISCLOSURE FORM

Pursuant to Section 2-582 of the Cook County Ethics Ordinance, any person* doing business* with Cook County must disclose, to the Cook County Board of Ethics, the existence of familial relationships* to any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County. Please print your responses.

Name of Owner/Employee: _____ Title: _____

Business Entity Name: _____ Phone: _____

Business Entity Address: _____

_____ The following familial relationship exists between the owner or any employee of the business entity contracted to do business with Cook County and any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County.

Owner/Employee Name:	Related to:	Relationship:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

If more space is needed, attach an additional sheet following the above format.

_____ There is no familial relationship that exists between the owner or any employee of the business entity contracted to do business with Cook County and any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County.

To the best of my knowledge and belief, the information provided above is true and complete.

Owner/Employee's Signature

Date

Subscribe and sworn before me this _____ day of _____, 20_____.

a Notary Public in and for _____ County

(Signature)

NOTARY PUBLIC

My Commission expires _____

SEAL

Completed forms must be filed within 30 days of the execution of any contract or lease with Cook County and should be mailed to:

**Cook County Board of Ethics
69 West Washington Street,
Suite 3040
Chicago, Illinois 60602**

ECONOMIC DISCLOSURE STATEMENT

SIGNATURE BY A SOLE PROPRIETOR

(SECTION 6)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

FEIN/SSN: _____

COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SOLE PROPRIETOR'S SIGNATURE: _____

PRINT NAME: _____

DATE: _____

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

My commission expires:

X _____

Notary Public Signature

Notary Seal

ECONOMIC DISCLOSURE STATEMENT

SIGNATURE BY A SOLE PROPRIETOR

(SECTION 6)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

FEIN/SSN: _____

COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SOLE PROPRIETOR'S SIGNATURE: _____

PRINT NAME: _____

DATE: _____

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

My commission expires:

X _____

Notary Public Signature

Notary Seal

ECONOMIC DISCLOSURE STATEMENT

SIGNATURE BY A SOLE PROPRIETOR

(SECTION 6)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

FEIN/SSN: _____

COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SOLE PROPRIETOR'S SIGNATURE: _____

PRINT NAME: _____

DATE: _____

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

My commission expires:

X _____

Notary Public Signature

Notary Seal

ECONOMIC DISCLOSURE STATEMENT

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

(SECTION 7)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

FEIN/SSN: _____

*COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

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

*BY: _____

DATE: _____

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

My commission expires:

X _____

Notary Public Signature

Notary Seal

* Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.

ECONOMIC DISCLOSURE STATEMENT

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

(SECTION 7)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

FEIN/SSN: _____

*COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

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

*BY: _____

DATE: _____

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

My commission expires:

X _____

Notary Public Signature

Notary Seal

* Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.

ECONOMIC DISCLOSURE STATEMENT

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

(SECTION 7)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

FEIN/SSN: _____

*COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

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

*BY: _____

DATE: _____

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

My commission expires:

X _____

Notary Public Signature

Notary Seal

* Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.

ECONOMIC DISCLOSURE STATEMENT

SIGNATURE BY A LIMITED LIABILITY CORPORATION

(SECTION 8)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____

FEIN: _____ *CORPORATE FILE NUMBER: _____

MANAGING MEMBER: _____ MANAGING MEMBER: _____

**SIGNATURE OF MANAGER: _____

ATTEST: _____

Subscribed to and sworn before me

this ____ day of _____, 20____.

X _____

Notary Public Signature

Notary Seal

* If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

** Attach either a certified copy of the by-laws, articles, resolution or other authorization demonstrating such persons to sign the Signature Page on behalf of the LLC.

ECONOMIC DISCLOSURE STATEMENT

SIGNATURE BY A LIMITED LIABILITY CORPORATION

(SECTION 8)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____

FEIN: _____ *CORPORATE FILE NUMBER: _____

MANAGING MEMBER: _____ MANAGING MEMBER: _____

**SIGNATURE OF MANAGER: _____

ATTEST: _____

Subscribed to and sworn before me

this ____ day of _____, 20____.

X _____

Notary Public Signature

Notary Seal

* If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

** Attach either a certified copy of the by-laws, articles, resolution or other authorization demonstrating such persons to sign the Signature Page on behalf of the LLC.

ECONOMIC DISCLOSURE STATEMENT

SIGNATURE BY A LIMITED LIABILITY CORPORATION

(SECTION 8)

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BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____

FEIN: _____ *CORPORATE FILE NUMBER: _____

MANAGING MEMBER: _____ MANAGING MEMBER: _____

**SIGNATURE OF MANAGER: _____

ATTEST: _____

Subscribed to and sworn before me

this ____ day of _____, 20____.

X _____

Notary Public Signature

Notary Seal

* If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

** Attach either a certified copy of the by-laws, articles, resolution or other authorization demonstrating such persons to sign the Signature Page on behalf of the LLC.

ECONOMIC DISCLOSURE STATEMENT

SIGNATURE BY A CORPORATION

(SECTION 9)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____

FEIN: _____ *CORPORATE FILE NUMBER: _____

PLEASE LIST THE FOLLOWING OFFICERS:

PRESIDENT: _____ VICE PRESIDENT: _____

SECRETARY: _____ TREASURER: _____

**SIGNATURE OF PRESIDENT: _____

ATTEST: _____ (CORPORATE SECRETARY)

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

My commission expires:

X _____

Notary Public Signature

Notary Seal

*If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

**In the event that this Signature Page is signed by any persons than the President and Secretary, attach either a certified copy of the corporate by-laws, resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.

ECONOMIC DISCLOSURE STATEMENT

SIGNATURE BY A CORPORATION

(SECTION 9)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____

FEIN: _____ *CORPORATE FILE NUMBER: _____

PLEASE LIST THE FOLLOWING OFFICERS:

PRESIDENT: _____ VICE PRESIDENT: _____

SECRETARY: _____ TREASURER: _____

**SIGNATURE OF PRESIDENT: _____

ATTEST: _____ (CORPORATE SECRETARY)

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

My commission expires:

X _____

Notary Public Signature

Notary Seal

*If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

**In the event that this Signature Page is signed by any persons than the President and Secretary, attach either a certified copy of the corporate by-laws, resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.

ECONOMIC DISCLOSURE STATEMENT

SIGNATURE BY A CORPORATION

(SECTION 9)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____

FEIN: _____ *CORPORATE FILE NUMBER: _____

PLEASE LIST THE FOLLOWING OFFICERS:

PRESIDENT: _____ VICE PRESIDENT: _____

SECRETARY: _____ TREASURER: _____

**SIGNATURE OF PRESIDENT: _____

ATTEST: _____ (CORPORATE SECRETARY)

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

My commission expires:

X _____

Notary Public Signature

Notary Seal

*If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

**In the event that this Signature Page is signed by any persons than the President and Secretary, attach either a certified copy of the corporate by-laws, resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.

ECONOMIC DISCLOSURE STATEMENT

COOK COUNTY SIGNATURE PAGE

(SECTION 10)

ON BEHALF OF THE COUNTY OF COOK, A BODY POLITIC AND CORPORATE OF THE STATE OF ILLINOIS, THIS CONTRACT IS
HEREBY EXECUTED BY:

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS _____ DAY OF _____, 20_____.

IN THE CASE OF A BID PROPOSAL, THE COUNTY HEREBY ACCEPTS:

THE FOREGOING BID/PROPOSAL AS IDENTIFIED IN THE CONTRACT DOCUMENTS FOR CONTRACT NUMBER

OR

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

TOTAL AMOUNT OF CONTRACT: \$ _____
(DOLLARS AND CENTS)

FUND CHARGEABLE: _____

APPROVED AS TO FORM:

ASSISTANT STATE'S ATTORNEY
(Required on contracts over \$1,000,000.00)

ECONOMIC DISCLOSURE STATEMENT