



**Request for Qualifications  
Specification RFQ11202024  
for  
Instructional and Curriculum Design Services**

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

**Late proposals will not be accepted.**

**CEDA will only accept electronic copies of the submittals. If your submittal is too large to send electronically it is YOUR responsibility to get it turned in by the submittal date.**

**Electronic submissions should be sent to [slittle@cedaorg.net](mailto:slittle@cedaorg.net).**

**Subject Lines Must Be Labeled: Specification No. RFQ11202024**

**Questions are due by Wednesday, December 4, 2024 by 3:00pm**

**Submissions are due by Wednesday, December 18, 2024 by 3:00pm**

## **SECTION 1 INTRODUCTION**

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The Community and Economic Development Association of Cook County, Inc. (CEDA) is a Community-Action Agency serving Cook County. CEDA provides economic development and human service programs to address the needs of low-income residents and underlying conditions that cause those needs. CEDA offers a variety of programs and services in the areas of community development, education, emergency assistance, employment and training, energy conservation, health & nutrition, and housing. CEDA implements the Illinois Home Weatherization Assistance Program (IHWAP) in Cook County.

IHWAP is designed to help low-income residents save energy and money while increasing the comfort of their homes. CEDA administers this program to low-income homeowners and qualified renters to help to make their homes more energy efficient. It is CEDA's intent that this Request for Qualifications (RFQ) permits competition. CEDA serves approximately 650-750 single family homes through IHWAP per year.

## **SECTION 2 SCOPE OF SERVICE**

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The Community and Economic Development Association of Cook County (CEDA) is seeking qualifications from individuals or firms experienced in instructional and curriculum design to support our adult education initiatives. The selected provider(s) will assist in developing and enhancing instructional materials aligned with national education standards for adult learning. The initial contract term is one (1) year, with an option to extend for an additional year, subject to performance and mutual agreement. Services will be provided on an hourly basis.

### **2.1 Responsibilities**

- Design, develop, and revise adult learning curricula, including instructional materials such as course outlines, lesson plans, assessments, and multimedia content.
- Provide guidance and recommendations for instructional strategies, educational technology, and multimedia integration.
- Create assessments that accurately measure learning outcomes and align with course objectives and recognized national standards.
- Provide ongoing feedback on the instructional design process and suggest areas for improvement or revision based on learner feedback and effectiveness assessments.

### **2.2 Contractor Qualifications**

Respondents Applicants must demonstrate the following qualifications:

- Proven experience in curriculum design and instructional development for adult education programs.
- Familiarity with national education standards such as CCRS, AAACE, and standards for competency-based learning.
- Knowledge of adult learning principles and instructional strategies for diverse learners.
- Ability to collaborate with staff to create instructional materials and revise existing curricula.
- Expertise in integrating technology into adult learning programs, including proficiency with tools like Articulate, Canva, Vyond, and LMS systems.
- Experience designing assessments and learning experiences that measure learning outcomes.

### **2.3 Contract Period**

The contract will be awarded for a period of one (1) year, with the option to renew for an additional year, contingent upon satisfactory performance and mutual agreement. All awards are contingent on the availability of funds for these programs.

### **2.4 Participation of Minority, Women-Owned, Small and Disadvantaged Business Enterprises**

CEDA is a Community Action Agency in partnership with communities to bring public and private resources to end poverty. CEDA understands the impact that small and minority business can have on

poverty. CEDA intends to employ an additional creative solution to the abatement of poverty, by leveraging its procurement dollars in such a way that minority and women business enterprises are stimulated by these funds.

CEDA aggressively seeks minority, women-owned and disadvantaged and small business enterprises to participate in its procurement activities. Vendors must complete Exhibit D of this document. Certification will be accepted from the City of Chicago, County of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc.

## **SECTION 3 INSTRUCTIONS TO RESPONDENTS**

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### **3.1 Instructions**

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

### **3.2 Clarifications/Questions**

Questions regarding this RFQ will be submitted in writing to the Contact person listed on the cover page of this RFQ no later than **Thursday, October 10, 2024 by 3:00PM**. Oral interpretations of proposal documents are not binding.

### **3.3 Uniformity**

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

### **3.4 Proposal Material**

The Proposal material submitted in Proposal to the RFQ becomes the property of CEDA upon delivery to the Department of Procurement and will be part of any contract formal document for the goods or services which are the subject of this RFQ.

### **3.5 Addenda**

Should any Contractor have questions concerning conditions and specifications, or find discrepancies in or omissions in the specifications, or be in doubt as to their meaning, they should notify the Department of Procurement no later than **Thursday, October 10, 2024 by 3:00PM** to obtain clarification prior to submitting a Proposal. Such inquiries must reference the proposal due date and CEDA RFQ number.

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

Interpretations that change the terms, conditions, or specifications will be made in the form of an addendum to the solicitation by CEDA. If issued, CEDA will post the addenda on CEDA website: [www.cedaorg.net](http://www.cedaorg.net). In the event there are any conflicts between the general terms and conditions and any special terms and conditions, the special terms and conditions shall take precedence.

### **3.6 Contractors Responsibility for Services Proposed**

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

### **3.7 Errors and Omissions**

The Contractors expected to comply with the true intent of this RFQ taken as a whole and shall not avail itself of any error or omission to the detriment of the services or CEDA. Should the Contractor suspect any error, omission, or discrepancy in the specifications or instructions, the Contractor shall immediately notify CEDA in writing, and CEDA will issue written corrections or clarifications. The Contractor is responsible for the contents of its Proposals and for satisfying the requirements set forth in the RFQ. Contractor will not be allowed to benefit from errors in the document that could have been discovered by the Contractor in the process of putting the proposal together.

### **3.8 RFQ Interpretation**

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

### **3.9 Confidentiality and Proposal Cost and Ownership**

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

### **3.10 CEDA Rights**

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

### **3.11 Alteration/Modification of Original Documents**

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

## **SECTION 4 EVALUATION PROCESS**

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Respondents must adhere to the following instructions.

### **4.1 Proposal Evaluations and Award**

Proposals will be evaluated based on the quality of the Respondents' credentials and experience. Evaluation of proposals is the sole responsibility of CEDA staff and based totally on CEDA's assessment of Proposals. The CEDA Procurement Manager reserves the right to award a contract or reject any or all Proposals, the best interest of CEDA will be served.

### **4.2 Investigations Prior to Contract Award**

CEDA may make such investigations as are deemed necessary to determine the ability of the vendor to perform the work, and the vendor shall furnish all such information and data for this purpose as CEDA may request. CEDA reserves the right to reject any Proposal if the evidence submitted by, or investigation of such vendor, fails to satisfy it that such vendor is properly qualified to conduct the obligations of the contract.

### **4.3 Responsiveness Review**

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

**4.4 Acceptance of Proposals**

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

**4.5 Evaluation Process**

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

This evaluation process may result in a short-list of Respondents. The evaluation committee, at its option, may request that all or short-listed Respondent make a presentation, offer customer testimonials or reference, submit clarifications, schedule a site visit of their premises (as appropriate), respond to questions, or consider alternative approaches.

**4.6 Right to Inspect**

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

**4.7 Selection Process**

Upon review of all information provided by shortlisted Respondents, the evaluation committee will make a recommendation for selection to the Procurement Manager for concurrence and submission to CEDA Board of Directors. CEDA reserves the right to check references on any projects performed by the Proposer whether provided by the Respondent or known by CEDA. The selected Proposal will be submitted for approval to CEDA Board. CEDA intends to select a Proposal that best meets the needs of CEDA and provides the best overall value. Upon approval of the Respondent, a contract will be prepared by CEDA and presented to the Respondent for signature.

**SECTION 5 EVALUATION CRITERIA**

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**5.1 Responsiveness of Proposal**

Submissions will be evaluated based on the following criteria, with a total possible score of 100 points:

EVALUATION CRITERIA	POINTS
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in adult instructional design</li> <li>• Alignment with national education standards</li> <li>• Quality of portfolio and past projects</li> </ul>	<p>0-25 0-20 0-20</p>
<p><b>Cost Proposal</b></p> <ul style="list-style-type: none"> <li>• Hourly rate</li> </ul>	<p>0-15</p>
<p><b>Quality of Professional References</b></p> <ul style="list-style-type: none"> <li>• The quality of references will be evaluated based on the rating provided by the reference and the similarity of work to that which is requested in this RFQ.</li> </ul>	<p>0-10</p>

<b>Proposed Approach &amp; Project Understanding</b>	0-10
<b>POINTS</b>	<b>TOTAL</b> <b>100</b>

After evaluation, a minimum score of 70 points is required to be considered for an interview.

## **SECTION 6 SUBMISSION OF PROPOSAL**

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

### **6.1 Instructions for Submission**

Respondents are required to submit one (1) electronic copy no later than the time and date indicated in the RFQ.

#### **6.1.1 Time for Submission**

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

#### **6.1.2 Format**

We ask that you follow the checklist and present your submittal in that format. If you have a large submission, it is ok to send more than one email, please keep them numbered (ex. Email 1 of 2).

#### **6.1.3 Complete Submission**

Respondents are advised to carefully review all the requirements and submit all documents and information as indicated in this RFQ. Incomplete proposals may lead to a proposal being deemed nonresponsive. Nonresponsive proposals will not be considered.

#### **6.1.4 Timely Delivery of Proposals**

The proposal must be received by the submittal date that is listed in this RFQ. If using an express delivery service, the package must be delivered to the designated building. **Respondents are responsible for the on-time delivery no matter the method of submission.**

#### **6.1.5 Schedule of Revisions to RFQ Schedule**

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

#### **6.1.6 Ambiguities, Conflicts or Other Discrepancies in the RFQ**

If a Respondent perceives any ambiguity, conflict, discrepancy, omission, or other uncertainty in the Request for Qualifications, they shall immediately notify the Department of Procurement of such uncertainty in writing and request clarification of the perceived uncertainty. Procurement will make all clarifications known by issuing a written notice to all parties who have received this RFQ from the Department of Procurement. The Respondent is responsible for fully understanding any perceived ambiguity, conflict, discrepancy, omission, or other uncertainty in the Request for Proposals prior to submittal of the proposal.

### **6.2 Submission Requirements**

#### **6.2.1 Cover Letter**

An authorized representative of the Respondent shall sign the cover letter. The letter shall indicate the Respondent's commitment to provide the services proposed at the price and schedule proposed.

**6.2.2 Experience of Respondent**

The respondent should detail their expertise and past work in designing curricula and instructional materials tailored for adult learners.

**6.2.3 Education Standards**

The respondent is to demonstrate alignment with recognized national education standards, ensuring that the instructional materials they develop meet high-quality educational benchmarks.

**6.2.4 Portfolio and Past Projects**

Respondent to present a portfolio showcasing previous projects, providing evaluators with insight into their design capabilities and the impact of their past work.

**6.2.5 Hourly Rate**

Respondent to submit an hourly rate used for projects requiring such services.

**6.2.6 Approach and Project Understanding**

Clear explanation of the respondent's process for the approach and understanding of projects, outlining how they intend to fulfill the RFQ's requirements effectively.

**6.2.7 Professional References**

Provide sufficient information to allow CEDA to obtain references related to at least three (3) projects of similar scope that have been successfully completed within the past five (5) years that illustrate the Proposer's ability to perform services required for this engagement. The projects referenced must include the names of key personnel responsible for the projects. For each referenced project, provide the following information:

1. Project name and location.
2. Name, address, and telephone number of the project owner's representative for the project.
3. Scope of services provided.
4. List of projects in the last five (5) years that you have completed that are similar in character, cost and size.

**6.2.8 MBE/WBE/SBE/DBE/VBE Participation**

The Respondent must complete Exhibit D of this document, which will provide a listing of the minority and women-owned, small, veterans and disadvantaged business enterprises that will be used on this project and proof of certification for each firm listed. Certification will be accepted from the City of Chicago, CEDA of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc. **Please include a copy of your certification.**

**6.2.9 Legal Actions**

Respondent shall include a detailed description of any disputes they currently are involved in, as well as a complete list of any lawsuits, judgments occurring within the last five (5) years, and all current liens pending.

**6.2.10 Fully Executed Exhibits to this RFQ**

**6.2.11 System for Award Management (SAM)**

Provide a SAM number. For information on how to obtain a SAM number for your organization, please refer to the following website: <http://www.sam.gov>

**6.2.12 Certificate of Good Standing**

Provide a copy of your certificate of good standing with the State of Illinois, please refer to the following website: [www.ilsos.gov](http://www.ilsos.gov)

**6.2.13 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.

**6.2.14 Insurance**

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

**6.2.15 Other**

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

**5.3 Proposal Evaluations and Award**

**5.3.1 Interviews**

CEDA reserves the right to interview any and all Respondents to discuss their submittals. Respondent agrees to participate in any subsequent meetings or presentations requested by CEDA in the evaluation of this Proposal.

**SECTION 7 GENERAL CONDITIONS**

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**7.1 Insurance Requirements and Indemnification**

Proposal must be accompanied by written evidence of the type and amount of insurance maintained by Contractor. The Contractor shall indemnify, keep and hold harmless its agents, officials, and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against CEDA in consequence of the granting of this contract, or which may in anyway result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission by the Contractor or his employees, of a sub-contractor of his employees, if any, or of CEDA or its employees. The Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred in connection therewith, and if any judgment shall be rendered against CEDA in any such action, the Contractor shall, at his own expenses, satisfy and discharge them. The Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the CEDA as herein provided.

**7.2 Investigations Prior to Contract Award**

CEDA may make such investigations as are deemed necessary to determine the ability of the Contractor to perform the work. The Contractor shall furnish all such information and data for this purpose as CEDA may request. CEDA reserves the right to reject any proposal if the evidence submitted by, or investigation of such Contractor, fails to satisfy it that such Contractor is properly qualified to carry out the obligations of the contract.

**7.3 Cost/Ownership of Proposals**

CEDA owns all Proposals. Proposals will not be returned to select Sub-Recipient. CEDA shall not be responsible for expenses incurred in preparing and submitting the Proposal. Such costs shall not be included in the Proposal.

**7.4 Confidentiality**

The Contractor agrees to keep the information related to all contracts in strict confidence. Contractor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access



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

### **7.5 Proposal to Exhibits**

Respondents are required to complete and submit detailed Proposals to this RFQ, including, but not limited to the submittal requirements set forth in section 6.2 of this document and all Exhibits and applicable schedules.

### **7.6 Non-Discrimination**

The Respondent participating on this agreement shall not (1) fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his or her compensation, or the term, conditions, or privileges of his/her employment because of such individual race, color, religion, sex, age, handicap or national origin. (2) Limit segregate or classify employees or applicants for employment in any way which deprives or tends to deprive any individual of employment opportunities or otherwise adversely affects his/her status as an employee, because of such individuals.

### **7.9 Indemnification**

The Proposal must be accompanied by written evidence of the type and amount of insurance maintained by the Respondent. The Respondent shall indemnify, keep and hold harmless its agents, officials, and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against CEDA in consequence of the granting of this contract, or which may in anyway result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission by the Contractors or his employees, of a subcontractor of his employees, if any, or of CEDA or its employees. The Contractors shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred in connection therewith, and if any judgment shall be rendered against CEDA in any such action, the Contractors shall, at his own expenses, satisfy and discharge them. The Contractors expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractors, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the CEDA as herein provided.

### **7.10 Appeal and Protest**

Unsuccessful Respondents shall have (5) five calendar days from the date of notification of the contract award to file a written protest with CEDA, through the Procurement Department. The written protest shall include reason(s) for the protest with supporting documentation where appropriate.

Appeal/Protest procedures that are required by federal/state program funding sources shall take precedent where applicable take precedent where applicable. The President/CEO or his designee shall conduct a review of all information/documents submitted by the Respondent and shall take other steps as deemed necessary for a fair and impartial process of review. The President/CEO will render a final decision, which shall be binding and without additional appeal rights.

**SECTION 8 PROPOSAL AFFIDAVIT**

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On behalf of \_\_\_\_\_ I submit this proposal to the Community and  
(Name)  
Economic Development Association of Cook County, IL to provide services as described in  
this document and exhibits.

I have full authority to bind \_\_\_\_\_ to this proposal and the terms and  
(Name )  
conditions of this proposal.

\_\_\_\_\_  
Signature of President our Authorized Officer

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Telephone Number Fax Number Email Address

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

**EXHIBIT A  
INSURANCE REQUIREMENTS**

Proposers must meet the following CEDA standards and maintain at a minimum the types and amounts of insurance coverage set forth below and must provide CEDA with the certificates evidencing such coverage. CEDA reserves the right to ask for higher levels of coverage.

<b>TYPE</b>	<b>MINIMUM ACCEPTABLE LIMITS OF LIABILITY</b>
Worker's Compensation	Statutory-State of Illinois
Employers a. Each Accident  b. Each Employee Disease  c. Policy Aggregate Disease	\$500,000.00  \$500,000.00  \$500,000.00
Commercial General Liability a. Per occurrence  b. General Aggregate 1. General Aggregate-Per Project 2. General Aggregate Products  Completed Operations  Personal and Advertising Injury  Fire Legal Liability (any one fire)  Medical Expense (any one person)	\$1,000,000.00  \$2,000,000.00 \$2,000,000.00 \$1,000,000.00  \$1,000,000.00  \$100,000.00  \$5,000.00 To the fullest extent allowable by law, the policy must include a waiver of subrogation in favor of CEDA.
Umbrella Excess Liability (Coverage must be more than Commercial General Liability, Automobile Liability, and Employer's Liability. It shall be no more restrictive than the primary coverage listed.)	\$2,000,000.00 over Primary Insurance \$1,000.00 retention for Self-Insured Hazards Each Occurrence
Business Auto Liability (This Policy must provide coverage for all owned, non-owned, and hired autos.)	\$1,000,000.00

CEDA must be named as additional insured on all coverages noted above. Proposers' policies must include Primary and Noncontributory status in favor of CEDA. Contractor must name the following as additional insured on all certificates of insurance:

**CEDA, its board members, officers, employees, agents, and consultants**

All insurance companies must be rated A-VIII or better by the A. M. Best Company.

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

**EXHIBIT B  
CONTRACTOR'S AFFIDAVIT**

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\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Contractor Address

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

*Instructions:*

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

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I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Proposer set forth above, that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provided in or with this Affidavit and attachments hereto are true and accurate.

The Contractor may report any change in any of the facts stated in this Affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Name of Authorized Officer (Print or Type)

\_\_\_\_\_  
Title

All bidders/proposers shall provide the following information with their bid/ proposal/ contract. Complete all blanks by entering the requested information, or, if the question is not applicable, answer with "N/A". If the answer is other, please identify.

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

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

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

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

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

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

*Name & Title*

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

**SECTION 2. Partnership**

If the bidder/proposer is a partnership, indicate the name of each partner or attach a list and the percentage of interest of each therein.

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

**SECTION 3. Sole Proprietorships**

a. The bidder/proposer is a sole proprietor and is not acting in any representative capacity on behalf of any beneficiary:  
 Yes  No *If "No," complete items b and c.*

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

Name(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 4 – Joint Venture**

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

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

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

The contractor certifies to the best of its knowledge and belief, that it and its principles are not presently debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from transactions by any Federal, State or local government agency and have not within a (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, a violation of Federal or State antitrust statutes, or the commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Further, contractor certifies it is not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Section 2(a) above, and have not within a (3) year period preceding this agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

**SECTION 6. Verification**

Under penalty of perjury, I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Contractor set forth on this page, that I have personal knowledge of all the certifications made herein and that the same are true.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NOTARY PUBLIC**

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

Witness my hand and official seal hereto affixed

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

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

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

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

**AFFIX NOTARY SEAL:**

**EXHIBIT C  
CERTIFICATION REGARDING LOBBYING**

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Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Authorized Officer Signature

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Title

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Organization



**EXHIBIT D  
DIVERSITY FORM**

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**GENERAL PROPOSER INFORMATION:**

1. Name of Company: \_\_\_\_\_
2. Are you or your firm certified as a small, minority, female or disadvantaged business enterprise by a municipal, State or Federal agency?  
[ ] Yes [ ] No
3. If yes, answer the following:
  - a. List agency: \_\_\_\_\_
  - b. Attach a copy of your certification letter.
4. Is your firm certified as a minority business by the Chicago Minority Business Development Council?  
[ ] Yes [ ] No
5. Is your firm certified as a female owned business by the Women's Business Development Agency?  
[ ] Yes [ ] No
6. Attach a copy of your certification letter.

**SUB-CONTRACTOR INFORMATION:**

1. Are you using sub-contractor or suppliers certified as small, minority, female, or disadvantaged businesses? Yes \_\_\_\_\_ No \_\_\_\_\_
2. If yes, please answer the following:
  - a. What approximate percentage of work is performed by these sub-contractors?
  - b. What are the names of the firms?
  - c. Please attach certification forms for all certified sub-contractors.
  - d. What are the names of the firms used and the approximate dollar amount of the supplies purchased from small, minority, female, or disadvantaged businesses?
  - e. What approximate percentage is that of the total dollar amount purchased?
  - f. Please attach certification forms for all certified suppliers.

When contracting for goods and services preferences will be given to Proposers who subcontract with small businesses, minority-owned firms and women owned enterprises.

**EXHIBIT E  
BUSINESS INFORMATION AND REFERENCES**

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1. How many years has this company been in business? \_\_\_\_\_

2. Do you have a current business license? Yes \_\_\_\_\_ No \_\_\_\_\_

In what City or Town is the company licensed? \_\_\_\_\_

3. Provide the name, telephone number and address of (3) references for jobs whose scope of work is similar to that which is specified in this bid.

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

Address \_\_\_\_\_

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

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

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

Address \_\_\_\_\_

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

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

---

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

Address \_\_\_\_\_

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

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