COOK COUNTY LAND BANK AUTHORITY

Request for Proposals

Communications and Media Consulting Services

Issued	Thursday, October 22, 2026
Mandatory Pre-Bidder's Meeting	Tuesday, October 27, 2026, at 12:30 p.m. (in person)
Meeting Location	69 W. Washington St., 22nd Floor, Conference Room C, Chicago, IL 60602
Written Questions Due	Friday, October 30, 2026, by 5:00 p.m.
Proposal Deadline	**November 11, 2026, at 5:00 p.m.**
Submit Proposals To	**rfp-rfq@cookcountylandbank.org** (electronic submission only; Adobe PDF preferred)
Issuing Office	Cook County Land Bank Authority, Office of the Executive Director, 69 W. Washington St., Suite 3145, Chicago, IL 60602

1. Introduction

The Cook County Land Bank Authority (hereinafter "CCLBA") is a public-private partnership established in 2013 to address the large inventory of vacant residential, industrial, and commercial property across Cook County.

The mission of CCLBA, its affiliates and instrumentalities (hereinafter, jointly referred to as "CCLBA"), is to create high-quality housing, commercial, and industrial development opportunities for Cook County residents and businesses.

2. Solicitation Background and Anticipated Schedule

CCLBA is seeking proposals from communications and media consulting firms qualified to perform the services described in Section 4, Scope of Work.

CCLBA believes that a strong public profile and increased awareness of its mission, and of the vital role it plays in the community, is critical to the Authority's ongoing success. Services provided under this RFP should focus on articulating the message that CCLBA is an innovative, responsive, responsible, and strategic force in economic development in Cook County.

It is the intention of CCLBA to award a contract with the term described in Section 2.1.

2.1 Contract Term and Renewal Options

The initial contract term shall be one (1) year from the effective date of award. CCLBA may, at its sole discretion, renew the contract for up to two (2) additional one-year terms (not to exceed three (3) years total), subject to: (i) satisfactory Vendor performance, (ii) continued need for the services, and (iii) availability of appropriated funds. Renewal is not automatic; CCLBA will provide the Vendor written notice of its intent to renew no later than sixty (60) days prior to the expiration of the then-current term. Pricing for any renewal term is subject to negotiation, provided any increase shall not exceed the change in the Consumer Price Index (CPI-U, Chicago-Naperville-Elgin) for the preceding twelve (12) months unless otherwise agreed in writing.

2.2 Anticipated Schedule

Milestone	Date
RFP Issued	Thursday, October 22, 2026
Mandatory Pre-Bidder's Meeting	Tuesday, October 27, 2026, 12:30 p.m., 69 W. Washington St., 22nd Floor, Conference Room C
Written Questions Due	Friday, October 30, 2026, by 5:00 p.m.
CCLBA Responses to Questions (Addendum)	Wednesday, November 4, 2026, by 5:00 p.m.
Proposal Deadline	November 11, 2026, 5:00 p.m.
Interviews (if needed)	Week of November 16, 2026
Evaluation	November 17 – 18, 2026
Negotiations	November 19 – 20, 2026

All dates after the Proposal Deadline are estimates and may be adjusted by CCLBA.

3. Reservation of Rights

CCLBA reserves the right to reject any or all proposals, waive minor informalities or irregularities, request clarification from any Respondent, negotiate final terms with the selected Vendor, or cancel this solicitation at any time, in each case if CCLBA determines it to be in its best interest.

4. Scope of Work

The general scope of services to be provided under this RFP should include, but not be limited to, the following:

4.1 Media Relations

- Provide a comprehensive media plan and tactical execution strategy.
- Draft press releases and use established media relationships to assist in securing optimal placement of press releases and other earned media to increase coverage.
- Handle incoming media requests and provide counsel.
- Provide media clips; review, analyze, and recommend follow-up as needed.
- Provide crisis communications management to mitigate risk and exposure or respond to adverse events or stories.
- Provide a template for an online annual report, including graphic design services.

4.2 Social Media

- Develop and manage social media content.
- Establish and operate a recognizable and sustainable social media presence for CCLBA, and provide editorial oversight of social media channels and website content.
- Provide monitoring reports and corresponding metrics (earned media and social media metrics).
- Social media activities should lead to improved metrics: (1) engagement (2) reach and visibility (3) content performance (4) audience quality and (5) conversion and impact.

4.3 Community Engagement

- Advise on overall community strategy and messaging to various stakeholders, including legislators and local elected officials, community organizations, business leaders, and civic and community leaders.
- Manage outreach to, and relationships with, the above entities, including coordinating and supporting special events, with event logistics, media outreach, preparation of talking points and speeches, and coordination of key participants.
- Identify community leaders to support announcements and help solidify the narrative, as requested.

4.4 Thought Leadership (Coordination Only)

CCLBA has separately engaged a firm to lead executive thought-leadership strategy and pitching (the "Thought Leadership Firm"). That work is not part of this engagement and is not to be duplicated or separately billed by the Vendor selected under this RFP. Within this limited scope, the Vendor shall:

- Share relevant media intelligence, coverage, messaging guidance, and background materials with the Thought Leadership Firm (or any successor thought-leadership vendor CCLBA designates) promptly upon CCLBA's request, at no additional cost;
- Coordinate scheduling, logistics, and message consistency with the Thought Leadership Firm for any speaking opportunities, panels, or press engagements that touch both firms' workstreams; and
- Support execution of specific thought-leadership activities (e.g., drafting supporting materials, identifying opportunities) only when specifically directed by CCLBA in writing, and only to the extent such support is not already covered under CCLBA's agreement with the Thought Leadership Firm.

If CCLBA's engagement with the Thought Leadership Firm (or its successor) ends and CCLBA elects not to replace it, thought leadership and executive pitching services shall automatically fold into this Vendor's scope of work as additional services, priced as submitted under Section 5. For the avoidance of doubt, CCLBA will not pay this Vendor, whether through the retainer or as an additional service, for services duplicative of an active, separately contracted thought-leadership engagement.

5. Cost and Price Information

Cost and price information shall be submitted electronically as part of the proposal (see Section 7.3, Tab 7).

- Provide a monthly retainer amount to cover the requirements outlined in Sections 4.1 through 4.3 and the coordination duties in Section 4.4.
- Provide itemized pricing for each of the following components, which will be scored under Section 10.3: (a) Annual Report; (b) Communications/Media (Sections 4.1 and 4.3); (c) Social Media (Section 4.2); and (d) Monthly Retainer.
- List and describe any other services considered additional services, and any reimbursable expenses, outside the retainer.
- Separately price, as a line item outside the retainer, the thought leadership and executive pitching services that would fold into scope under Section 4.4. This line item will not be scored or paid for so long as the current Thought Leadership Firm engagement remains active.

6. Awarded Vendor's Responsibilities

- The selected Vendor shall be responsible for the professional quality, accuracy, timely completion, and coordination of all services provided herein by the Vendor and its principals, officers, employees, and agents. Vendor shall follow practices consistent with generally accepted professional standards.
- All employees of the Vendor shall at all times be considered sole employees of the Vendor, under its sole direction, and not employees or agents of CCLBA. CCLBA may require the Vendor to remove an employee it deems careless, incompetent, insubordinate, or otherwise objectionable.
- CCLBA reserves the right to demand and receive a change in personnel assigned to the work if CCLBA believes such change is in its best interest.

- The Vendor shall be responsible for maintaining satisfactory standards of employee competency, conduct, courtesy, appearance, honesty, and integrity, and for taking any necessary disciplinary action.
- Vendor shall employ sufficient qualified, experienced, and competent personnel to perform work promptly and in accordance with a schedule or work program approved by CCLBA.
- Vendor shall be aware of, and comply with, the County Ordinance Requirements in Exhibit C.

7. Response Requirements

7.1 Licensing and Insurance Information

Before a contract pursuant to this RFP is executed, the apparent successful Vendor must hold all necessary, applicable professional licenses required by the State of Illinois and any other regulatory agency necessary to complete the services, obtained at the Vendor's expense. All required licenses shall remain active and valid for the duration of the contract. CCLBA may require any or all Respondents to submit evidence of proper licensure.

- Respondents shall include with the proposal a current certificate of insurance, or a letter from their insurance broker confirming the Respondent's ability to obtain the coverage described in Exhibit A, Insurance Requirements.
- Proof of insurance shall be provided to CCLBA prior to contract execution. Unless otherwise stated, the successful Respondent must obtain and maintain the coverage described in Exhibit A for the entire contract term.
- The premium cost of all insurance purchased by the Vendor is borne by the Vendor and is not reimbursable by CCLBA.

7.2 Proposal Format and Page Limits

- Proposals shall not exceed twenty-five (25) pages, excluding required forms, resumes/bios, and writing samples, in 11-point or larger font.
- Proposals shall be organized by the numbered tabs listed in Section 7.3, in that order, so evaluators can locate responsive content quickly.
- File name convention: [Firm Name]_CCLBA_CommsRFP_2026.pdf

7.3 Required Proposal Contents

Each proposal shall include the following tabs. A proposal missing any tab will not meet the "Completed all required sections" minimum requirement in Section 10.1.

Tab	Contents
1	Cover letter signed by an authorized representative, with primary contact name, phone, and email
2	Firm qualifications and experience (addresses Section 10.2)
3	Key Personnel: proposed team, roles, and resumes/bios
4	Approach and preliminary concepts for Sections 4.1 through 4.4, including the strategy for African American and Spanish-speaking media

Tab	Contents
5	Work samples, including at least one annual report or comparable publication
6	Client references (Section 8)
7	Cost and price information (Section 5)
8	Insurance documentation (Section 7.1 and Exhibit A)
9	Economic Disclosure Statement and Forms (Section 9 and Exhibit B)
10	Conflict of Interest Disclosure (Section 15) and Form W-9 (Section 19), if submitted with the proposal

8. Client References

- List the name, address, services performed, contact person, and contact phone number(s) and email address(es) of at least three (3) clients for whom similar services are being performed currently or have been performed within the past two (2) years.
- Indicate whether each reference is a past or current client.
- Advise all listed references that CCLBA staff may contact them as part of the evaluation.

9. Economic Disclosure Statement and Execution Documents

Respondents must complete and return the "Economic Disclosure Statement and Forms" provided in Exhibit B with the proposal. CCLBA reserves the right to request clarification on any information provided, including a deadline by which clarifying information must be submitted.

10. Evaluation Criteria

Submissions will be evaluated based on the criteria below. This competitive RFP process is intended to result in the selection of a communications/media consultant that demonstrates the capacity and qualifications to expand CCLBA's public profile and increase awareness of its mission and the vital role CCLBA plays in the community. Points are allocated as shown for each criterion.

10.1 Minimum Requirements (Pass/Fail)

Before a proposal is scored, it must meet each of the following (Yes/No). A proposal that fails any minimum requirement will not advance to scored evaluation:

- Attended the mandatory Pre-Bidder's Meeting
- Completed all required sections of the proposal (Section 7.3)
- Provided three (3) client references (Section 8)
- Submitted evidence of ability to meet insurance requirements (Section 7.1)
- Completed the Economic Disclosure Statement and Forms (Section 9 and Exhibit B)

10.2 Professional Qualifications, Experience and Capacity (Maximum 110 Points)

- Depth and qualifications demonstrated in prior successful roles as a communications/media consultant (10 pts)
- Experience in message development and creative concept (10 pts)
- Experience developing content, executing layout, and producing an annual report (10 pts)
- Relationships with print, radio, and television personnel that can be leveraged to promote CCLBA (10 pts)
- Experience in outreach to media outlets, including a strategy for African American and Spanish-speaking media (10 pts)
- Experience and success managing communications/media outreach campaigns of similar scope (10 pts)
- Experience creating content for and managing a social media platform (10 pts)
- Experience working across diverse markets across Cook County (10 pts)
- Qualifications and experience of the Key Personnel assigned to this project (10 pts)
- Demonstrated understanding of, and commitment to, CCLBA's objectives, as shown in the submission and any interview (10 pts)
- Creativity and quality of the Respondent's preliminary concepts and ideas (10 pts)

10.3 Cost and Price Information (Maximum 100 Points)

Pricing for each component submitted under Section 5 will be scored relative to other proposals received (lowest, middle, highest); the lower the cost, the higher the points awarded:

- Annual Report (25 pts)
- Communications/Media (25 pts)
- Social Media (25 pts)
- Monthly Retainer (25 pts)

10.4 Client References and Campaigns (Maximum 100 Points)

- Experience working with municipalities or comparable public/quasi-public entities (25 pts)
- Demonstrated successful campaigns similar in size and scope to CCLBA's needs (25 pts)
- Client list reflecting diversity of media relationships, stakeholders, geographic areas across Cook County, and outreach methods (25 pts)
- Experience working on a housing or real estate strategy of any kind (25 pts)

10.5 Maximum Total Score

Proposal Evaluation Total: Maximum 310 points (110 + 100 + 100), contingent on a Yes/No pass on all Minimum Requirements above. CCLBA may, at its discretion, invite one or more finalist firms to interview with the review committee before a final selection is made. Scoring is advisory to the Executive Director, who retains final award authority consistent with CCLBA's governing documents.

11. Questions and Addenda

All questions regarding this RFP must be submitted in writing via email to rfp-rfq@cookcountylandbank.org no later than 5:00 p.m. on Friday, October 30, 2026. CCLBA will not consider questions submitted verbally or by phone. Answers will be consolidated and issued as a written addendum to all firms known to have received the RFP by 5:00 p.m. on Wednesday, November 4, 2026, and will be posted on CCLBA's website. Only written responses issued as an addendum are binding on CCLBA; verbal statements made at the Pre-Bidder's Meeting or in informal communication do not modify this RFP.

12. Communications During the Solicitation Period

From the date of issuance of this RFP until a contract is executed, Respondents (and anyone acting on a Respondent's behalf) shall direct all communications regarding this RFP solely to rfp-rfq@cookcountylandbank.org, other than at the Pre-Bidder's Meeting. Contact with CCLBA Board members, officers, or staff outside this designated channel regarding this solicitation may result in disqualification of the Respondent's proposal, at CCLBA's discretion.

13. Response Submission

- Responses shall be organized by the tabs listed in Section 7.3, with a divider page or PDF bookmark labeling each tab.
- Responses shall be submitted electronically (Adobe PDF preferred) to rfp-rfq@cookcountylandbank.org by the Proposal Deadline stated on the cover page. CCLBA will reply with an automated or manual confirmation of receipt; Respondents who do not receive confirmation within twenty-four (24) hours should contact CCLBA before the deadline to confirm delivery.
- Proposals should be submitted as a single consolidated PDF where possible; if file size requires multiple files, each should be clearly labeled and numbered (e.g., "1 of 3").
- Late submissions, regardless of cause, will not be considered. Respondents are encouraged to submit at least two (2) hours before the deadline to allow time to resolve any technical issues.
- CCLBA reserves the right to reject any or all submissions, extend the submission period, re-advertise, or take any other action deemed to be in CCLBA's best interest.

14. Standard Provisions

- **No Obligation to Award.** This RFP does not commit CCLBA to award a contract, to pay any costs incurred in the preparation of a response, or to procure or contract for the described services. CCLBA reserves the right to accept or reject any or all proposals, negotiate with any or all Respondents, or cancel this solicitation, in whole or in part, at any time.
- **Cost of Proposal Preparation.** All costs incurred in preparing a response to this RFP, including attendance at the Pre-Bidder's Meeting or any interview, shall be borne solely by the Respondent. CCLBA is not liable for any such costs.
- **Ownership of Proposals / Public Records.** All proposals submitted become the property of CCLBA and may be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.). Any information a Respondent considers proprietary or confidential must be

clearly marked as such; CCLBA cannot guarantee such information will be exempt from disclosure and will process any FOIA request in accordance with applicable law.

- **Equal Opportunity / Non-Discrimination.** Respondent certifies it will not discriminate against any employee, applicant, or subcontractor on the basis of race, color, religion, sex, national origin, ancestry, age, disability, sexual orientation, gender identity, marital status, military status, or any other protected class under applicable federal, state, or local law, consistent with the Illinois Human Rights Act and the Cook County Human Rights Ordinance.
- **Debarment and Suspension.** Respondent certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal, state, or local governmental entity.
- **Governing Law and Venue.** This RFP and any resulting contract shall be governed by the laws of the State of Illinois. Venue for any dispute shall lie exclusively in Cook County, Illinois.
- **Protest Procedure.** A Respondent who wishes to protest the terms of this RFP or a resulting award decision must submit a written protest to the Executive Director within five (5) business days of the event giving rise to the protest, stating the specific grounds for the protest. CCLBA will respond in writing within a reasonable time. Performance of the resulting contract, if awarded, will not be delayed by a pending protest absent a written determination by the Executive Director.
- **Waiver of Minor Informalities.** CCLBA may waive minor informalities or irregularities in a proposal if doing so is in CCLBA's best interest and does not provide any Respondent with an unfair competitive advantage.

15. Conflict of Interest Disclosure

Each Respondent must disclose whether the firm, or any of its principals, officers, or employees proposed to work on this engagement, has any existing or prior (within the past three (3) years) business, financial, or personal relationship with any CCLBA Board member, officer, or employee. This disclosure is separate from, and in addition to, the Familial Relationship Disclosure required in the Economic Disclosure Statement and Forms (Section 9 and Exhibit B). If no such relationship exists, the Respondent must state "None." Failure to disclose a known conflict of interest may result in disqualification of the proposal or termination of any resulting contract.

16. Termination

16.1 Termination for Convenience

CCLBA may terminate any resulting contract, in whole or in part, for its convenience at any time upon thirty (30) days' written notice to the Vendor. In the event of such termination, CCLBA shall be liable only for payment for services satisfactorily performed prior to the effective date of termination.

16.2 Termination for Cause

CCLBA may terminate any resulting contract immediately upon written notice if the Vendor materially breaches its obligations, including failure to perform services in accordance with the agreed scope and schedule, and fails to cure such breach within fifteen (15) days after written notice specifying the breach, or if the Vendor becomes insolvent, files for bankruptcy, or loses any license or insurance required to perform the services.

16.3 Effect of Termination

Upon termination for any reason, the Vendor shall promptly deliver to CCLBA all work product, materials, and data produced under the contract, whether complete or in progress, and shall cooperate in the orderly transition of services to CCLBA or a successor vendor.

17. Indemnification

The Vendor shall defend, indemnify, and hold harmless CCLBA, Cook County, and their respective officials, officers, employees, and agents from and against any and all claims, damages, losses, and expenses, including reasonable attorneys' fees, arising out of or resulting from the negligent acts, errors, omissions, or willful misconduct of the Vendor, its employees, agents, or subcontractors in the performance of the contract, except to the extent caused by the negligence or willful misconduct of CCLBA. This obligation shall survive termination or expiration of the contract.

18. Holdover / Contract Extension

If a successor contract has not been executed by the expiration of the then-current contract term (including any exercised renewal option under Section 2.1), CCLBA may, at its sole discretion, require the Vendor to continue performing services on a month-to-month basis, under the same terms and pricing as the expiring contract, for a period not to exceed six (6) months, to allow CCLBA to complete a subsequent procurement process without a lapse in services. The Vendor shall not be obligated to continue on a holdover basis beyond this six (6) month maximum absent mutual written agreement.

19. W-9 / Taxpayer Identification

Each Respondent must submit a completed and signed IRS Form W-9 (Request for Taxpayer Identification Number and Certification) with its proposal, or no later than five (5) business days after notice of intent to award, whichever CCLBA requests. CCLBA will not process payment under any resulting contract without a current W-9 on file.

Exhibit A

Insurance Requirements

The selected Vendor shall, at its own expense, procure and maintain throughout the contract term (including any renewal or holdover period) the insurance coverage listed below. These requirements follow the insurance provisions of the Cook County standard Professional Service Agreement. Respondents shall submit a current certificate of insurance or broker letter with their proposal (Section 7.1).

Coverage	Minimum Limits
Workers' Compensation	Statutory limits as required by the laws of the State of Illinois or other applicable jurisdiction
Employers' Liability	$1,000,000 each accident / $1,000,000 each employee / $1,000,000 disease, policy limit
Commercial General Liability (occurrence form, ISO CG 0001 or equivalent; including premises and operations, contractual liability, products/completed operations, and severability of interests)	$1,000,000 each occurrence / $1,000,000 general aggregate / $2,000,000 completed operations aggregate
Automobile Liability (owned, hired, and non-owned vehicles used in performing the contract)	$1,000,000 per accident
Excess / Umbrella Liability (excess over Commercial General Liability, Automobile Liability, and Employers' Liability)	$1,000,000 each occurrence
Professional Liability / Errors and Omissions	$1,000,000 per claim; coverage to include media liability (defamation, copyright and trademark infringement, and invasion of privacy) arising from content produced for CCLBA

Additional Requirements

- Additional Insured: All required policies, except Workers' Compensation and Professional Liability, shall name the Cook County Land Bank Authority and Cook County, and their respective officials, officers, employees, and agents, as additional insureds on a primary and non-contributory basis. Any insurance maintained by CCLBA or Cook County shall be excess and non-contributing.
- Waiver of Subrogation: All policies shall include a waiver of subrogation endorsement in favor of CCLBA and Cook County.
- Insurer Rating: Insurers shall be licensed or approved by the Illinois Department of Insurance and carry an A.M. Best rating of no lower than A- VII.

- Claims-Made Coverage: If Professional Liability coverage is written on a claims-made basis, the retroactive date shall be no later than the effective date of the contract. If coverage is cancelled or non-renewed and not replaced with a policy carrying an appropriate retroactive date, the Vendor shall maintain extended reporting coverage for at least three (3) years after completion of services.
- Notice of Cancellation: The Vendor shall provide CCLBA at least thirty (30) days' advance written notice if any required coverage will be cancelled, materially reduced, or non-renewed, and shall obtain replacement coverage and furnish new certificates.
- Certificates: Certificates of insurance shall be furnished to CCLBA before the Vendor begins performance. Receipt of a certificate does not constitute agreement by CCLBA that the insurance requirements have been fully met.
- Subcontractors: Subcontractors shall carry the same insurance, except the Excess/Umbrella requirement, unless otherwise approved by CCLBA.
- CCLBA reserves the right to modify, reduce, or waive any of these requirements based on the final scope of work.

Exhibit B

Economic Disclosure Statement and Forms

Each Respondent must complete, sign, and return the Economic Disclosure Statement and Execution Document ("EDS") with its proposal (Section 9). Incomplete or unsigned forms may result in the proposal failing the Minimum Requirements in Section 10.1.

The EDS packet includes the following forms and is attached as Exhibit B-1:

- Instructions for Completion of the Economic Disclosure Statement and Execution Document
- Certifications
- Economic and Other Disclosures Statement (including lobbyist contacts, local business preference, child support, and real estate ownership)
- Affidavit of Child Support Obligations
- Disclosure of Ownership Interest Statement and Signature Page
- Board of Ethics Familial Relationship Disclosure Provision and Familial Relationship Disclosure Form
- Affidavit for Wage Theft Ordinance
- Contract and EDS Execution Page
- Signature Page

CONTRACT #:

Exhibit B-1
Economic Disclosure Statement and Forms

COOK COUNTY
ECONOMIC DISCLOSURE STATEMENT
AND EXECUTION DOCUMENT
INDEX

Section	Description	Pages
1	Instructions for Completion of EDS	EDS i - ii
2	Certifications	EDS 1– 2
3	Economic and Other Disclosures, Affidavit of Child Support Obligations, Disclosure of Ownership Interest and Familial Relationship Disclosure Form	EDS 3 – 12
4	Cook County Affidavit for Wage Theft Ordinance	EDS 13-14
5	Contract and EDS Execution Page	EDS 15
6	Cook County Signature Page	EDS 16

SECTION 1
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 Proposer responding to a Request for Proposals, and every Respondent responding to a Request for Qualifications, and others as required by the Chief Procurement Officer. The execution of the EDS shall serve as the execution of a contract awarded by the County. The Chief Procurement Officer reserves the right to request that the Bidder or Proposer, or Respondent provide an updated EDS on an annual basis.

Definitions. 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, as applicable.

Affiliate means a person that directly or indirectly through one or more intermediaries, Controls is Controlled by, or is under common Control with the Person specified.

Applicant means a person who executes this EDS.

Bidder means any person who submits a Bid.

Code means the Code of Ordinances, Cook County, Illinois available on municode.com.

Contract shall include any written document to make Procurements by or on behalf of Cook County.

Contractor or *Contracting Party* means a person that enters into a Contract with the County.

Control means the unfettered authority to directly or indirectly manage governance, administration, work, and all other aspects of a business.

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

Joint Venture means an association of two or more Persons proposing to perform a for-profit business enterprise. Joint Ventures must have an agreement in writing specifying the terms and conditions of the relationship between the partners and their relationship and respective responsibility for the Contract

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 who lobbies.

Person or *Persons* means any individual, corporation, partnership, Joint Venture, trust, association, Limited Liability Company, sole proprietorship or other legal entity.

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.

Proposal means a response to an RFP.

Proposer means a person submitting a Proposal.

Response means response to an RFQ.

Respondent means a person responding to an RFQ.

RFP means a Request for Proposals issued pursuant to this Procurement Code.

RFQ means a Request for Qualifications issued to obtain the qualifications of interested parties.

INSTRUCTIONS FOR COMPLETION OF ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

Section 1: Instructions. Section 1 sets forth the instructions for completing and executing this EDS.

Section 2: Certifications. Section 2 sets forth certifications that are required for contracting parties under the Code and other applicable laws. 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 3: Economic and Other Disclosures Statement. Section 3 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 Applicant to the warranties, representations, agreements and acknowledgements contained therein.

Required Updates. The Applicant is required to keep all information provided in this EDS current and accurate. In the event of any change in the information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Applicant shall supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is required.

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, and the Applicant is expected to comply fully with these ordinances. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit the web-site at cookcountyil.gov/ethics-board-of.

Authorized Signers of Contract and EDS Execution Page. If the Applicant is a corporation, the President and Secretary must execute the EDS. In the event that this EDS is executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation, satisfactory to the County that permits the person to execute EDS for said corporation. 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.

If the Applicant is a partnership or joint venture, all partners or joint venturers must execute the EDS, unless one partner or joint venture has been authorized to sign for the partnership or joint venture, in which case, the partnership agreement, resolution or evidence of such authority satisfactory to the Office of the Chief Procurement Officer must be submitted with this Signature Page.

If the Applicant is a member-managed LLC all members must execute the EDS, unless otherwise provided in the operating agreement, resolution or other corporate documents. If the Applicant is a manager-managed LLC, the manager(s) must execute the EDS. The Applicant must attach either a certified copy of the operating agreement, resolution or other authorization, satisfactory to the County, demonstrating such person has the authority to execute the EDS on behalf of the LLC. 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.

If the Applicant is a Sole Proprietorship, the sole proprietor must execute the EDS.

A "Partnership" "Joint Venture" or "Sole Proprietorship" operating under an Assumed Name must be registered with the Illinois county in which it is located, as provided in 805 ILCS 405 (2012), and documentation evidencing registration must be submitted with the EDS.

Effective October 1, 2016 all foreign corporations and LLCs must be registered with the Illinois Secretary of State's Office unless a statutory exemption applies to the applicant. Applicants who are exempt from registering must provide a written statement explaining why they are exempt from registering as a foreign entity with the Illinois Secretary of State's Office.

SECTION 2

CERTIFICATIONS

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE APPLICANT IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE APPLICANT 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 APPLICANT IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE APPLICANT 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 APPLICANT HEREBY CERTIFIES THAT*:** The Applicant has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Applicant has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Applicant would not violate the provisions of such Section or of the Code.

B. BID-RIGGING OR BID ROTATING

THE APPLICANT HEREBY CERTIFIES THAT: *In accordance with 720 ILCS 5/33 E-11, neither the Applicant 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 APPLICANT HEREBY CERTIFIES THAT*:** The Applicant will provide a drug free workplace, as required by (30 ILCS 580/3).

D. DELINQUENCY IN PAYMENT OF TAXES

THE APPLICANT HEREBY CERTIFIES THAT*: The Applicant is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-171.*

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.*).

F. ILLINOIS HUMAN RIGHTS ACT

THE APPLICANT HEREBY CERTIFIES THAT: *It is in compliance with 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. INSPECTOR GENERAL (COOK COUNTY CODE, CHAPTER 34, SECTION 34-174 and Section 34-250)

The Applicant has not willfully failed to cooperate in an investigation by the Cook County Independent Inspector General or to report to the Independent Inspector General any and all information concerning conduct which they know to involve corruption, or other criminal activity, by another county employee or official, which concerns his or her office of employment or County related transaction.

The Applicant has reported directly and without any undue delay any suspected or known fraudulent activity in the County's Procurement process to the Office of the Cook County Inspector General.

H. CAMPAIGN CONTRIBUTIONS (COOK COUNTY CODE, CHAPTER 2, SECTION 2-585)

THE APPLICANT CERTIFIES THAT: It has read and shall comply with the Cook County's Ordinance concerning campaign contributions, which is codified at Chapter 2, Division 2, Subdivision II, Section 585, and can be read in its entirety at www.municode.com.

I. GIFT BAN, (COOK COUNTY CODE, CHAPTER 2, SECTION 2-574)

THE APPLICANT CERTIFIES THAT: It has read and shall comply with the Cook County's Ordinance concerning receiving and soliciting gifts and favors, which is codified at Chapter 2, Division 2, Subdivision II, Section 574, and can be read in its entirety at www.municode.com.

J. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-160;

Unless expressly waived by the Cook County Board of Commissioners, 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 annually by the Chief Financial Officer of the County, and shall be posted on the Chief Procurement Officer's website.

The term "Contract" as used in Section 4, I, of this EDS, 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.

SECTION 3

REQUIRED DISCLOSURES

1. DISCLOSURE OF LOBBYIST CONTACTS

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

Name Address

_____

_____

_____

2. LOCAL BUSINESS PREFERENCE STATEMENT (CODE, CHAPTER 34, SECTION 34-230)

Local business means a Person, including a foreign corporation authorized to transact business in Illinois, having a bona fide establishment located within the County at which it is transacting business on the date when a Bid is submitted to the County, and which employs the majority of its regular, full-time work force within the County. A Joint Venture shall constitute a Local Business if one or more Persons that qualify as a "Local Business" hold interests totaling over 50 percent in the Joint Venture, even if the Joint Venture does not, at the time of the Bid submittal, have such a bona fide establishment within the County.

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

Yes: ☐ No: ☐

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

_____

_____

_____

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

Yes: ☐ No: ☐

3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (CODE, CHAPTER 34, SECTION 34-172)

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-5) and complete the Affidavit, based on the instructions in the Affidavit.

4. REAL ESTATE OWNERSHIP DISCLOSURES.

The Applicant 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 Applicant in Cook County:

PERMANENT INDEX NUMBER(S): _____

_____

_____

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

b) ☐ The Applicant owns no real estate in Cook County.

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

If the Applicant 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 Applicant 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 Applicant certified to all Certifications and other statements contained in this EDS.

Declaration of Child Support Obligations

This form must be completed by all Applicants seeking issuance or renewal of a County Privilege.

Applicable law provides that every applicant for a County Privilege shall be in full compliance with any child support order before such applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege and may revoke any County Privilege.

- **Applicant:** 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:** any business license, including but not limited to liquor dealer's licenses, packaged goods licenses, tavern licenses, restaurant licenses, and gun licenses; real property licenses 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.

- **Substantial Owner:** 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 are required to complete this declaration and comply with the Child Support Enforcement Ordinance. An Applicant's signature on this form constitutes a certification that the information provided below is correct and complete, and that the individual signing this form has personal knowledge of such information.

Section A: Applicant Information:

If Applicant is a business entity with no Substantial Owners, check Box D in Section B.
If Applicant is a business entity with Substantial Owners as defined above, each Substantial Owner must complete and submit this declaration.

Business Name: _____

Last Name: _____ First Name: _____

Date of Birth: _____ Social Security Number (last four digits): ☐☐☐☐

Section B: Child Support Obligation Information:

The undersigned Applicant, being duly sworn on oath or affirmation hereby states that, "To the best of my knowledge": (click check box left of questions "A", "B", "C", or "D" as is appropriate)

☐ **A.** I do not have judicially or administratively ordered child support obligations.

☐ **B.** I have an outstanding judicially or administratively ordered obligation, but is paying it in accordance with the terms of the order.

☐ **C.** I am delinquent in paying judicially or administratively ordered child support obligations.

☐ **D.** I am an authorized representative of the applicant. The applicant does not have any Substantial Owners as described above.

The undersigned Applicant understands that failure to disclose any judicially or administratively ordered child support debt will be grounds for denying, suspending, or revoking County Privilege(s); and, declares under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Applicant Signature: _____ Date: _____ _____ _____

For Internal Office Use Only:

Department Name: _____ Contact Name: _____

Date Received: _____ _____ Contact Email: _____

Contract/Permit/Application Number: _____

CONTRACT #:

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. **County reserves the right to request additional information to verify veracity of information contained in this statement.**

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.

"Person" "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. A Person 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: _____ FEIN # Only: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Fax Number: _____ Email: _____

Cook County Business Registration Number: _____
(Sole Proprietor, Joint Venture Partnership)

Corporate File Number (if applicable): _____

Form of Legal Entity:

[ ] Sole Proprietor [ ] Partnership [ ] Corporation [ ] Trustee of Land Trust

[ ] Business Trust [ ] Estate [ ] Association [ ] Joint Venture

[ ] Other (describe) _____

CONTRACT #:

Ownership Interest Declaration:

1. List the name(s), address, and percent ownership of each Person 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 Person 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, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship

Corporate Officers, Members and Partners Information:

For all corporations, list the names, addresses, and terms for all corporate officers. For all limited liability companies, list the names, addresses for all members. For all partnerships and joint ventures, list the names, addresses, for each partner or joint venture.

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office

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.

CONTRACT #:

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT SIGNATURE PAGE

Name of Authorized Applicant/Holder Representative (please print or type)	Title
Signature	Date
E-mail address	Phone Number

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

My commission expires:

X_____
Notary Public Signature

Notary Seal

CONTRACT #:

COOK COUNTY BOARD OF ETHICS
69 W. WASHINGTON STREET, SUITE 3040
CHICAGO, ILLINOIS 60602
312/603-4304 Office 312/603-9988 Fax

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION

Nepotism Disclosure Requirement:

Doing a significant amount of business with the County requires that you disclose to the Board of Ethics the existence of any familial relationships with any County employee or any person holding elective office in the State of Illinois, the County, or in any municipality within the County. The Ethics Ordinance defines a significant amount of business for the purpose of this disclosure requirement as more than $25,000 in aggregate County leases, contracts, purchases or sales in any calendar year.

If you are unsure of whether the business you do with the County or a County agency will cross this threshold, err on the side of caution by completing the attached familial disclosure form because, among other potential penalties, any person found guilty of failing to make a required disclosure or knowingly filing a false, misleading, or incomplete disclosure will be prohibited from doing any business with the County for a period of three years. The required disclosure should be filed with the Board of Ethics by January 1 of each calendar year in which you are doing business with the County and again with each bid/proposal/quotation to do business with Cook County. The Board of Ethics may assess a late filing fee of $100 per day after an initial 30-day grace period.

The person that is doing business with the County must disclose his or her familial relationships. If the person on the County lease or contract or purchasing from or selling to the County is a business entity, then the business entity must disclose the familial relationships of the individuals who are and, during the year prior to doing business with the County, were:

- its board of directors,
- its officers,
- its employees or independent contractors responsible for the general administration of the entity,
- its agents authorized to execute documents on behalf of the entity, and
- its employees who directly engage or engaged in doing work with the County on behalf of the entity.

Do not hesitate to contact the Board of Ethics at (312) 603-4304 for assistance in determining the scope of any required familial relationship disclosure.

Additional Definitions:

"*Familial relationship*" means a person who is a spouse, domestic partner or civil union partner of a County employee or State, County or municipal official, or any person who is related to such an employee or official, whether by blood, marriage or adoption, as a:

☐ 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

CONTRACT #:

COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM

A. PERSON DOING OR SEEKING TO DO BUSINESS WITH THE COUNTY

Name of Person Doing Business with the County: _____

Address of Person Doing Business with the County: _____

Phone number of Person Doing Business with the County: _____

Email address of Person Doing Business with the County: _____

If Person Doing Business with the County is a Business Entity, provide the name, title and contact information for the individual completing this disclosure on behalf of the Person Doing Business with the County:

_____

_____

B. DESCRIPTION OF BUSINESS WITH THE COUNTY

Append additional pages as needed and for each County lease, contract, purchase or sale sought and/or obtained during the calendar year of this disclosure (or the proceeding calendar year if disclosure is made on January 1), identify:

The lease number, contract number, purchase order number, request for proposal number and/or request for qualification number associated with the business you are doing or seeking to do with the County: _____

_____

The aggregate dollar value of the business you are doing or seeking to do with the County: $_____

The name, title and contact information for the County official(s) or employee(s) involved in negotiating the business you are doing or seeking to do with the County: _____

_____

The name, title and contact information for the County official(s) or employee(s) involved in managing the business you are doing or seeking to do with the County: _____

_____

C. DISCLOSURE OF FAMILIAL RELATIONSHIPS WITH COUNTY EMPLOYEES OR STATE, COUNTY OR MUNICIPAL ELECTED OFFICIALS

Check the box that applies and provide related information where needed

☐ The Person Doing Business with the County **is an individual** and there is **no familial relationship** between this individual and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

☐ The Person Doing Business with the County **is a business entity** and there is **no familial relationship** between any member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity or employees directly engaged in contractual work with the County on behalf of the business entity, and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

CONTRACT #:

COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM

☐ The Person Doing Business with the County **is an individual** and **there is a familial relationship** between this individual and at least one Cook County employee and/or a person or persons holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County. **The familial relationships are as follows:**

Name of Individual Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

☐ The Person Doing Business with the County **is a business entity** and **there is a familial relationship** between at least one member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity and/or employees directly engaged in contractual work with the County on behalf of the business entity, on the one hand, and at least one Cook County employee and/or a person holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County, on the other. **The familial relationships are as follows**:

Name of Member of Board of Director for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Officer for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Person Responsible for the General Administration of the Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Agent Authorized to Execute Documents for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Employee of Business Entity Directly Engaged in Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

VERIFICATION: To the best of my knowledge, the information I have provided on this disclosure form is accurate and complete. I acknowledge that an inaccurate or incomplete disclosure is punishable by law, including but not limited to fines and debarment.

_____ _____

Signature of Recipient Date

SUBMIT COMPLETED FORM TO: Cook County Board of Ethics
69 West Washington Street, Suite 3040, Chicago, Illinois 60602
Office (312) 603-4304 – Fax (312) 603-9988
CookCounty.Ethics@cookcountyil.gov

* Spouse, domestic partner, civil union partner or parent, child, sibling, aunt, uncle, niece, nephew, grandparent or grandchild by blood, marriage (*i.e.* in laws and step relations) or adoption.

CONTRACT #:

SECTION 4

COOK COUNTY AFFIDAVIT FOR WAGE THEFT ORDINANCE

Effective May 1, 2015, every Person, ***including Substantial Owners***, seeking a Contract with Cook County must comply with the Cook County Wage Theft Ordinance set forth in Chapter 34, Article IV, Section 179. Any Person/Substantial Owner, who fails to comply with Cook County Wage Theft Ordinance, may request that the Chief Procurement Officer grant a reduction or waiver in accordance with Section 34-179(d).

"*Contract*" means any written document to make Procurements by or on behalf of Cook County.

"*Person*" means any individual, corporation, partnership, Joint Venture, trust, association, limited liability company, sole proprietorship or other legal entity.

"*Procurement*" means obtaining supplies, equipment, goods, or services of any kind.

"*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 Persons/Substantial Owners are required to complete this affidavit and comply with the Cook County Wage Theft Ordinance before any Contract is awarded. 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. **County reserves the right to request additional information to verify veracity of information contained in this Affidavit.**

I. Contract Information:

Contract Number: _____

County Using Agency (requesting Procurement): _____

II. Person/Substantial Owner Information:

Person (Corporate Entity Name): _____

Substantial Owner Complete Name: _____

FEIN# _____

Date of Birth: _____ E-mail address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: ( ) _____ - _____

III. Compliance with Wage Laws:

Within the past five years has the Person/Substantial Owner, in any judicial or administrative proceeding, been convicted of, entered a plea, made an admission of guilt or liability, or had an administrative finding made for committing a repeated or willful violation of any of the following laws:

No	*Illinois Wage Payment and Collection Act, 820 ILCS 115/1 et seq.,* ***YES or NO***
No	*Illinois Minimum Wage Act, 820 ILCS 105/1 et seq.,* ***YES or NO***
No	*Illinois Worker Adjustment and Retraining Notification Act, 820 ILCS 65/1 et seq.,* ***YES or NO***
No	*Employee Classification Act, 820 ILCS 185/1 et seq.,* **YES or NO**
No	*Fair Labor Standards Act of 1938, 29 U.S.C. 201, et seq.,* ***YES or NO***
No	*Any comparable state statute or regulation of any state, which governs the payment of wages* ***YES or NO***

If the Person/Substantial Owner answered **"Yes"** to any of the questions above, it is ineligible to enter into a Contract with Cook County, but can request a reduction or waiver under **Section IV.**

IV. Request for Waiver or Reduction

If Person/Substantial Owner answered **"Yes"** to any of the questions above, it may request a reduction or waiver in accordance with Section 34-179(d), provided that the request for reduction of waiver is made on the basis of one or more of the following actions that have taken place:

No There has been a bona fide change in ownership or Control of the ineligible Person or Substantial Owner. YES or NO

No Disciplinary action has been taken against the individual(s) responsible for the acts giving rise to the violation. YES or NO

No Remedial action has been taken to prevent a recurrence of the acts giving rise to the disqualification or default. YES or NO

No Other factors that the Person or Substantial Owner believe are relevant. YES or NO

The Person/Substantial Owner must submit documentation to support the basis of its request for a reduction or waiver. The Chief Procurement Officer reserves the right to make additional inquiries and request additional documentation.

V. Affirmation

The Person/Substantial Owner affirms that all statements contained in the Affidavit are true, accurate and complete.

Signature: _____ Date:_____

Name of Person signing (Print): _____ Title:_____

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.

SECTION 5

CONTRACT AND EDS EXECUTION PAGE

The Applicant hereby certifies and warrants that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Applicant is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Applicant with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Applicant in this EDS are true, complete and correct. The Applicant 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.

Execution by Corporation

Corporation's Name

President's Printed Name and Signature

Telephone

Email

Secretary Signature

Date

Execution by LLC

LLC Name

*Member/Manager Printed Name and Signature

Date

Telephone and Email

Execution by Partnership/Joint Venture

Partnership/Joint Venture Name

*Partner/Joint Venturer Printed Name and Signature

Date

Telephone and Email

Execution by Sole Proprietorship

Printed Name Signature

Assumed Name (if applicable)

Date

Telephone and Email

Subscribed and sworn to before me this
_____day of _____, 20___.

My commission expires:

Notary Public Signature

Notary Seal

*If the operating agreement, partnership agreement or governing documents requiring execution by multiple members, managers, partners, or joint venturers, please complete and execute additional Contract and EDS Execution Pages.

CONTRACT #:

SECTION 6
COOK COUNTY SIGNATURE PAGE

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

Date

APPROVED AS TO FORM:

Assistant State's Attorney
(Required on contracts over $1,000,000

Date

CONTRACT TERM & AMOUNT

Contract #

Original Contract Term

Renewal Options (If Applicable)

Contract Amount

Cook County Board Approval Date (If Applicable)

Exhibit C

County Ordinance Requirements

By submitting a proposal, the Respondent acknowledges that it has read and will comply with the following provisions of the Cook County Code of Ordinances, as applicable to the resulting contract. Compliance with several of these provisions is certified through the Economic Disclosure Statement (Exhibit B). The full text of the Code is available online through the Cook County Code of Ordinances.

Ordinance	Requirement
Ethics Ordinance (Ch. 2, Art. VII, including Sec. 2-574 Gift Ban and Sec. 2-585 Campaign Contributions)	Respondent must comply with County rules on gifts, favors, and campaign contributions, and must disclose familial relationships with County employees or officials as required by the Board of Ethics.
Disclosure of Ownership Interests (Sec. 2-610 et seq.)	Respondent must disclose persons and entities holding an ownership interest in the Respondent.
Delinquent County Taxes and Fees (Sec. 34-171)	No contract will be awarded to a party that owes delinquent taxes or fees administered by Cook County.
Child Support Enforcement (Sec. 34-172)	Respondent and its substantial owners must be in compliance with any court-ordered child support obligations.
Inspector General (Sec. 34-174 and Sec. 34-250)	Respondent must cooperate with any Office of the Independent Inspector General investigation and promptly report suspected fraud, waste, or corruption.
Living Wage Ordinance (Sec. 34-160)	Contractors and subcontractors must pay covered employees no less than the County living wage for the duration of the contract, unless an exemption applies.
Wage Theft Ordinance (Sec. 34-179)	Respondent must certify it has not been found liable for wage theft violations, or request a reduction or waiver where eligible.
Local Business Preference (Sec. 34-230)	Respondent must disclose any Cook County business address and local workforce for purposes of the local business preference.
Minority- and Women-Owned Business Enterprise Ordinance (Sec. 34-260 through 34-289)	Respondent must comply with the County MBE/WBE ordinance. [Insert the participation goal for this contract, or state that no goal has been established, and any Utilization Plan requirement.]
Human Rights Ordinance (Ch. 42, Sec. 42-30 et seq.)	Respondent may not engage in unlawful discrimination or sexual harassment, and must maintain a written sexual harassment policy as required by 775 ILCS 5/2-105.