

Request for Proposals

WIOA Adult and Dislocated Worker Services

DeKalb Workforce Development Office

Background

The County of Kane is accepting proposals from qualified entities with the experience and capacity to provide career and training services to area un-employed and under-employed adults from its DeKalb Workforce Development Office as well as deliver assistance aimed at helping area employers connect with job seekers and training resources.

As the grantee, Kane County utilizes Workforce Innovation and Opportunity Act (WIOA) funds to provide workforce development services within a three-county region, designated as Local Workforce Innovation Area (LWIA) 05, which encompasses the Counties of Kane, Kendall, and DeKalb. Policy direction and oversight for these services is provided by the local Workforce Development Board with Kane County having programmatic and fiscal responsibility for WIOA services provided throughout LWIA 05.

WIOA services are offered throughout the three-county area from multiple entry points and offices located in each of the three counties (Batavia, Yorkville and the City of DeKalb). While services from the DeKalb Workforce Development Office are provided by a contractor, the selected bidder will be part of an overarching local system where all services will be integrated and delivered in compliance with local policies and procedures. Referrals can be expected from across the network.

General Description of Services

The County accepting proposals from qualified entities with the experience and capacity to provide the following WIOA services from the DeKalb Workforce Development Office (650 B North Peace Road, DeKalb, IL) as part of a three-county network (Kane, Kendall and DeKalb):

- A. Career and Training Services for Job Seekers
- B. Business Services

This RFP will provide potential bidders with background information and details regarding each of the desired services, guidelines for proposals, and the contractor selection process. The purpose of this request is to procure qualified bidders with an ability to design and implement programs that meet the needs outlined in the scope of services section of this RFP.

Detailed Scope of Services

The County is seeking an entity that can operate each of these service delivery areas with professional staff who can deliver high quality career, training and business assistance to customers through an effective and streamlined model while providing direct management that ensures regular oversight, quality control effectiveness and cooperative integration with Kane County.

A. Career and Training Services proposed must include the following levels of service:

1. Basic Career Services

The delivery of Basic Career Services will be offered in-person (following area safety standards and Illinois requirements during the COVID-19 pandemic) and by virtual options through the community resource area designated at the DeKalb Workforce Development Office. Basic Career Services are “universal” and do not require an eligibility determination.

Basic assistance includes, but is not limited to:

- WIOA program information delivery and eligibility assessments/determinations;
- Job seeker outreach/recruitment and orientation to services available;
- Program eligibility determinations and intake;
- Initial assessments of skill levels, including literacy, numeracy, English language proficiency, as well as aptitudes, abilities and supportive service needs;
- Job vacancy information and placement assistance;
- Career planning, job search, and labor market information;
- Computer navigation assistance;
- Job readiness workshops and workforce preparation activities;
- Resume development, job search and interview assistance;
- Unemployment Insurance claims filing information;
- Eligible training provider information and corresponding assistance in providing financial aid information for programs not provided under WIOA;
- Referrals to the one-stop delivery system and community organizations; and
- Illinois workNet website navigation information.

2. Individualized Career Services

The delivery of Individualized Career Services will be offered in-person (following area safety standards and Illinois requirements during the COVID-19 pandemic) and by virtual options through the DeKalb Workforce Development Office. Individualized Career Services must be made available (if determined to be appropriate) in order for an individual to obtain or retain employment. Individualized Career Services are more comprehensive, in-depth and tailored to individual needs than Basic services.

Individualized Career services include, but are not limited to:

- Comprehensive and specialized assessment of employment history and career objectives/goals along with employment readiness, skill levels, aptitudes, abilities and service needs including testing and in-depth interviewing of the individual;
- Development of individual employment plans (IEPs) for job seekers that identify the appropriate combination of services for the job seeker to achieve employment goals;
- Interest inventories and vocational guidance;
- Individual career planning and job-readiness counseling;
- Appropriate referrals to partner and community-based services;
- Current labor market information;
- Assistance regarding filing claims for unemployment compensation;
- Identification of transferable skills/experience;
- Job search, workforce preparation and job matching/placement assistance;
- Assistance with resolution to any barriers impacting employment;
- Information on career pathways to attain career objectives;
- Financial literacy services and English language acquisition assistance; and
- Delivery of WIOA supportive service assistance.

All customers accessing Individualized Career Services must be determined WIOA eligible and must participate in an assessment. Customer needs will determine the appropriate combination of services provided to each individual. The selected bidder shall be responsible for WIOA eligibility determinations and enrollment, which includes completing the required WIOA application, obtaining the necessary documentation, identifying barriers to employment, ensuring participation suitability and maintaining a case file along with monthly case management and service delivery requirements.

Selected bidder will be responsible for the data entry of case management activities and service progression in the Illinois Workforce Development System (IWDS). Participation must be documented on a monthly basis that describes participant engagement and their progress with respect to identified goals, service strategies and outcomes.

Eligible Adult participants must meet the requirements as defined in the Workforce Innovation and Opportunity Act. In order to be eligible to receive staff-assisted services, adults must be age 18 or older, U.S. citizens (or otherwise legally entitled to work in the U.S.) and selective service compliant. WIOA mandates priority for public assistance recipients, lower-income individuals (takes into account the last six months of earnings) and individuals with basic skill deficiencies. Veterans are also given priority. Often the eligible adults have limited attachment to the labor force and may have significant barriers to obtaining employment.

Eligible Dislocated Worker participants must meet the requirements defined in the Workforce Innovation and Opportunity Act. To be eligible to receive staff assisted

services, dislocated workers must have been laid off and eligible to collect unemployment insurance. The program targets individuals that are from a declining occupation or industry or have been unemployed for more than 26 weeks or were terminated due to a plant closure or substantial layoff. Veterans are also given priority under this category. Often these workers require retraining for rapid re-employment.

3. Follow-Up

Post-service counseling to assist participants in maintaining on-going success must be made available and provided for up to 12 months in accordance with [State policy guidance](#).

4. Rapid Response Delivery

When companies are experiencing downsizing through layoffs or closure and may have also been impacted by a Worker Adjustment and Retraining Notification (WARN) issued by the State of Illinois, rapid response activities are initially facilitated by Kane County and the selected bidder will be expected to implement the following:

- Coordinate and conduct workshop presentations to assist with career transition, job search tools and skills, résumé preparation, and interviewing techniques;
- Develop a plan for services to impacted workers;
- Provide information on available resources to meet the short and long-term needs of affected workers;
- Establish a process of referring affected employees to the appropriate service locations within Illinois; and
- Utilize the Illinois Employment Business System (IEBS) and document corresponding activity.

5. Training Services

Job seekers may need specific training to equip them with the skills necessary to enter the workplace and to retain employment. Training services may be provided to WIOA eligible adults and dislocated workers who have met the eligibility criteria and are unable to obtain or retain employment that leads to economic self-sufficiency. WIOA clarifies that there is no sequence of service required in order to receive training.

Bidders must ensure a minimum training expenditure of 50% is achieved as required by [State Policy](#), which is essentially will be equivalent to the operational expenditures proposed.

Occupational Training, through the establishment of Individual Training Accounts (ITAs), must be an available service option and bidders are required to identify a corresponding funding request within their proposed budget and specific participant service plans. Additionally, bidders are required to outline their specific ITA implementation strategy and participant recruitment approach. The workforce area defines Occupational Training through [local policy regarding ITAs](#).

Bidders are encouraged to consider additional WIOA training strategies/methods such as:

- English language acquisition and integrated education and training programs (bridge programs);
- Short-term pre-vocational services (Adult Secondary Education);
- Internships and work experiences that are linked to careers (Work-Based Learning activities);
- Pre-Apprenticeships and Apprenticeships;
- Class-size training; and
- Customized training.

Bidders are expected to develop a clear strategy for utilizing WIOA funds in ways that maximize the number of participants in training. The strategy should include a description on the assistance that will be provided to aid job seekers in their research and selection of training as well as ensuring that training is in alignment with their IEP. Supportive service delivery must also be included in the defined strategy to enable individuals to successfully participate and/or complete training services.

Additionally, bidders must include a detailed approach describing how training expenditure benchmarks throughout the program year will be obtained and maintained along with their capacity to successfully administer and track training budgets along with corresponding expenditures.

B. Business Services

The selected bidder will play a key role in local and regional efforts to address the full scope of employer needs and to develop relationships that will yield placement opportunities for job seekers and enrolled program participants.

Bidders should speak to their expertise in the following areas, and define how they will effectively staff this service tier to respond and deliver high quality talent and services to local businesses. The desired outcome is for solid employer relationships built with frequent and meaningful engagement that encourages employers' active participation in and use of the workforce system. These services include, but are not limited to:

- Integrating career and training service delivery with employer services;
- Outreach and marketing to make employers aware of available services;
- Holding meetings with businesses to assess their labor needs, hiring practices and opportunities for integrating the workforce system;
- Identifying talent needs and referring qualified/job ready candidates to fill positions;
- Communicating job opportunities to all office staff and appropriate workforce partner agencies/entities within the three-county area;
- Participating in and coordinating job fairs on-site and/or at other community based locations;

- Utilize Illinois Job Link (IJL) and Illinois Employment Business System (IEBS) for job candidate recruitment;
- Participate in DeKalb-area economic groups and/or events to promote area activities and job-seeker talent tool to local businesses;
- Establishing a communication platform to ensure effective and successful marketing of each job seeker and provide WIOA case managers with feedback based on employer interactions and for notification of placements;
- Identifying and recruiting industry-specific employers to match the layoff industries of impacted workers for Rapid Response events when appropriate;
- Referring job-ready candidates for On-the-Job Training placement and referring employers with immediate training needs;
- Providing labor market information helpful to employers;
- Performing specific job development for job seeking customers;
- Connecting and referring local businesses to resources available in the area such as those available through WIOA (ex. On-the-Job and Incumbent Worker Training), tax credits, State of Illinois initiatives and other incentives.

Additionally, the selected bidder is expected to work collaboratively and proactively with Kane County and alongside the local Business Services Team (BST) that represents the area's workforce Partners (such as Vocational Rehabilitation, Community Colleges, and the Illinois Department of Employment Security).

Services must at least be available Monday through Friday 8:30 AM to 4:30 PM with the exception of the Kane County recognized Holidays. The DeKalb Workforce Development Office located at 650 B North Peace Road is leased by Kane County and therefore, rent, utilities, and other facility costs should not be included in the bidder's budget proposal. Computer equipment and internet access (for staff and public) are also provided by Kane County and need not be included in the bidder's budget proposal. Additional technology requests can be included in the bidder's budget for consideration.

Please note that any entity awarded a contract as a result of this RFP must be prepared to immediately assume responsibility for current program participants (approximately 300 individuals) with minimal disruption in services. Additionally, bidders must identify specific annual service figures for the activities proposed that minimally should include:

- New Career Service enrollments;
- Total served;
- Supportive Services
- Individuals receiving ITAs;
- Credentials earned;
- Businesses contracted/relationships developed
- Businesses served and job orders posted;
- Individuals placed or shared placements; and

- Program exits.

Additional WIOA service policies can be found through the Department of Commerce and Economic Opportunity's (DCEO) policy portal at <https://apps.illinoisworknet.com/WIOAPolicy/Policy/Home> and locally at <http://www.countyofkane.org/Pages/ocr/WDB.aspx>.

Integrated Service Delivery Model with Kane County

Kane County contracts with a diverse pool of vendors that provide specialized and targeted services to assist the LWIA's Adult and Dislocated Worker enrollees and business community. The selected bidder are expected to work collaboratively with Kane County in utilizing services made available through complementary contracts and supplementary resources.

Further, the selected bidder must:

- Actively participate in and collaborate with work teams organized by Kane County designed to provide coordinated delivery and improve overall services to job seekers and businesses.
- Integrate with Kane County processes, including but not limited to following general operating and program procedures, use of documents, forms, checklists and databases or web-based tools where standardization across the LWIA is desired.
- Perform or participate in special projects as identified by Kane County as part of state/area-wide or regionally sponsored projects and activities.

For Program Year 2021, utilizing virtual job readiness training through the area's contracted vendor will be required for enrolled Adult and Dislocated Workers assessed as needing resume and interviewing preparedness and/or job search instruction to increase their job readiness level along with employing the area's On-the-Job Training (OJT) initiative, where the contracted vendor will broker Adult/Dislocated Worker placements. Additional vendors are being procured for Program Year 2021 to aid the area with customer outreach and recruitment alongside service marketing and communication efforts. Direct training initiatives are also being pursued, which includes Incumbent Worker Training (IWT).

Bidder should include any approaches that reflect effective integration of services with Kane County.

Quality Control and Program Effectiveness

Bidder must have an internal quality control system to monitor progress toward achieving goals along with the quality of program operations and participant activities. This internal review process will include, but not be limited to, generating and reviewing reports available through the Illinois Workforce Development System (IWDS). Within the proposal, bidders must identify quality control measures that will be implemented for use within all service tiers to ensure adherence to local and federal guidelines and policy. Additionally, internal analysis must be performed minimally on a

monthly basis to uphold negotiated performance outcomes. Bidders should identify the personnel that will be responsible for overseeing the analytics of the program.

Community Engagement and Outreach

While the local area may secure a vendor(s) to establish an outreach and recruitment strategy with complimentary marketing and communication material, the bidder must synchronize implementation efforts and sustain resulting strategies identified as the bidder will also be responsible for aggressive recruitment of customers seeking career and/or training services. Bidder should detail how they will ensure a steady pipeline of customers and identify plans where efforts to promote available services will occur. Specific outreach procedures and activity plans for both job seekers and employers must be identified, with an emphasis on customers most in need as defined in [TEGL 7-20](#).

Program Performance

The selected bidder must meet or exceed the locally negotiated annual performance goals for each WIOA Indicator of Performance as detailed below:

PY2020/2021 Negotiated Goals

Adult	
Employment Rate – 2 nd Quarter after Exit	75.50%
Employment Rate – 4 th Quarter after Exit	75.00%
Median Earnings	\$7,200.00
Measurable Skills Gain	45%
Credential Attainment	74%
Dislocated Worker	
Employment Rate – 2 nd Quarter after Exit	81.00%
Employment Rate – 2 nd Quarter after Exit	80.00%
Median Earnings	\$10,150.00
Measurable Skills Gain	48.00%
Credential Attainment	78.00%

Additional contract performance requirements will be negotiated that may include; contract expenditure requirements, job seeker recruitment and enrollment goals, employer recruitment goals, and others. Selected bidders must regularly track and monitor data related to participation and outcomes.

Additionally, strong internal systems are required to manage training expenditure progress against the required 50% performance benchmark. Bidders must detail their ability to establish and maintain monitoring procedures throughout training enrollment.

Submission Instructions

Proposals should be submitted electronically **by 5:00 pm CST on Wednesday, April 7, 2021**, to Suzanne Markin (markinsuzanne@countyofkane.org) at the Office of Community Reinvestment. All questions regarding this RFP must be submitted in writing via e-mail to Suzanne Markin by 3:00 pm on March 11, 2021. Responses to questions will be posted on the Workforce Development Division's website at www.countyofkane.org/WDD by noon (12:00 pm) on March 18, 2021.

Proposals should include the following documents:

1. **Proposal Response Form:** Review, complete and sign the Proposal Response Form, referencing examination of the specifications, Contractor Disclosure requirements, acceptance of the Terms and Conditions, certification regarding debarment, and other stated references. (See enclosed form – Attachment A). This Attachment is to be the Cover Sheet of your submittal.
2. **Executive Summary:** This must be submitted on the organization's letterhead and not exceed two pages, providing a summary of the organization's background, including its age, number of employees and types of services it provides. Also include your organizations experience performing the same (or similar) work described herein. Identify your organization's work, experience, knowledge, relationships and/or background regarding DeKalb County or the three-county area.
3. **References:** Include three client references (including contact information), a description of the work performed, as well as the beginning and, if applicable, ending dates of your work with those clients.
4. **Proposal Narrative:** Describe how your organization will perform the work outlined in the "Detailed Scope of Services" for the components you selected on your application. The County recognizes that it may be desirable to employ multiple firms to complete the work outlined herein, and is welcoming of proposals that cover a portion of the work. You must, however, indicate on your Proposal Response Form which of the components you are including in your proposal.

To assist in understanding the proposed service structure, bidders should identify their customer flow model and describe the methods by which services will be delivered. Include job seeker and business customer outreach activities and processes along with specific plans to achieve the 50% training minimum. Service numbers should also be included in this section.

5. **Staff Experience/Qualifications:** Please describe the experience and qualifications of the key staff that will be assigned to the contract. Describe any unique expertise that

might distinguish those individuals from others, as well as their experience and familiarity with the Workforce Innovation and Opportunity Act and/or other federally funded programs.

As described in Appendix A, attach an Organizational Chart of intended operations along with your staffing plan and resumes for existing staff. Staffing plans must demonstrate an ability to seamlessly serve a diverse adult and business customer base. Bidders should identify staffing readiness and specify their hiring timelines for vacancies.

6. **Budget and Budget Narrative:** Provide a line item budget for completing the activities listed under “Detailed Scope of Services” using the budget template (separate Excel document – Appendix B). Include in your budget proposal a twelve (12) month period from July 1, 2021 through June 30, 2022, staff positions, wage/salary amounts, operational expenses and direct participant expenses including training amounts by service strategy. Training expenditures must exceed 50% of total budget.

A detailed budget narrative for each line item should be included and describe the basis for each line-item amount including the percentage of time dedicated to each position in your staffing plan. Sub-recipients selected under this RFP must account for all funds received under their contract, in accordance with generally accepted accounting principles and WIOA regulations. All expenditures eligible for reimbursement must be allowable, allocable, necessary and reasonable for proper and efficient operation of this contract. Sub-recipients are responsible for ensuring compliance with all applicable Federal cost principles.

Should indirect costs be requested, include a copy of the approved letter from the federal authority that issued the letter, cost allocation plan methodology for approval supporting the rate determined, or label the budget line item as a 10% de minimis rate. Note, that Kane County has a 10% cap on indirect costs for sub-recipients.

7. **Contractor Disclosure:** Review and respond in written format, ensuring responses are certified, to the contractor disclosure requirements described in Attachment B.
8. **Certificate of Insurance:** Provide an acknowledgement that, if selected, your firm will provide a certificate of insurance to the county that meets the requirements detailed in Attachment C.

Evaluation and Selection Criteria

Proposals submitted in response to this RFP will be evaluated based on the following criteria:

1. **Experience, Qualifications, Capacity (30%)**: The organization's experience performing the same (or similar) work and/or knowledge of the services described in the Detailed Scope of Services section of this RFP will be evaluated. Resumes of those individuals assigned to the project will be evaluated along with proposed job responsibilities and qualifications where hiring will be needed. Past performance with WIOA and their experience and familiarity with administrative, programmatic, and governance matters under the Workforce Innovation and Opportunity Act or similar programs will also be considered.
2. **Effectiveness and Efficiency of Project Design and Implementation Plan (40%)**: Clarity of the overall approach and reasonableness of the proposed project activities and staffing plan.
3. **Proposed Budget, Cost Effectiveness and Value (30%)**: Reasonableness of the vendor's proposed cost, fee schedule, and resources available to successfully provide and effectively perform the services specified.

Contract Award

Kane County reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County reserves the right to award one or more contracts for their services specified herein. The County may require the entire proposal be made an integral part of the resulting contract. Portions of the proposal may be revised to reflect agreements reached as part of the negotiation process.

Contract funding will be provided through Program Year 2020/2021 Workforce Innovation and Opportunity Act (WIOA) formula allocations and will be on a cost reimbursement basis through a local sub-recipient agreement. All proposed costs must be reasonable, allocable and necessary to achieve the program goals in accordance with federal, state and local policy. Contracts resulting from this RFP will be for an initial twelve-month period starting July 1, 2021 and concluding June 30, 2022. The contract may be renewable for two additional program years, through June 30, 2024, based on the availability of funds and successful attainment of program goals and performance standards.

Prior to contract execution, a risk and financial assessment will be performed by Kane County that may impact the terms and conditions of the award or result in programmatic contingencies; however, Kane County is specifically prohibited from contracting with an entity that has any unpaid

Federal tax liabilities or active liens on file with the State of Illinois. Additionally, each proposer is required to be registered in the federal System for Award Management (SAM) before submitting its proposal and must supply a valid Dun and Bradstreet Universal Numbering System (DUNS) number at the time of application (see Attachment A). Registration information is available at www.sam.gov. SAM registration must remain active with current information at all times during the entire period of an active sub-award.

Equal Employment Opportunity

The equal employment opportunity clause required by the Illinois Human Rights Act is hereby incorporated by reference in all contract made by the County of and in all proposal specifications therefore furnished by the County to all Vendors, contractors and subcontractors.

The County of Kane, State of Illinois, represents that it and the employing agencies responsible to it, conform to the following:

We do not discriminate against any employee or applicant for employment because of race, creed, color, age, disability, religion, sex, national origin/ancestry, sexual orientation, marital status, veteran status, political affiliation, pregnancy, or any other legally protected status. We will take whatever action is necessary to ensure that applicants and employees are treated appropriately regarding all terms and conditions of employment. We will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

We will, in all solicitations or advertisements for employees placed by or on behalf of the employing agencies, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, military status, sexual orientation, pregnancy or unfavorable discharge from military service. (Ordinance No. Res. No. 82-90, 6-10-80; Res. No. 81-79, 6-9-81; Res. No. 82-90, 6-8-82; Res. No. 05-303, 9-23-05). State law references—Illinois Human Rights Act, 775ILCS 5/1-101 et seq.

Terms and Conditions

Contractor Disclosure: All respondents agree to save, hold harmless, defend and indemnify the County of Kane and its Officers, Agents and Employees from any and all liability or loss incurred by the County of Kane resulting from Contractor's noncompliance with any laws or regulations of any governmental authority having jurisdiction over Contractor's performance of this contract and Contractor's violation of any of the terms and conditions of this agreement, and from the Contractor's negligence arising from, in any manner and in any way connected with, the terms and conditions of this Agreement and arising from the Contractor's performance thereunder.

Assurances: All respondents must be in compliance, or agree to comply, with the following federal and state laws and related regulations to receive a contract:

- Workforce Innovation and Opportunity Act
- Equal Employment Opportunity
- Uniform Guidance 20 CFR Parts 667.200 and 667.410
- Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)
- Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Rights to Inventions Made Under a Contract or Agreement
- Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended
- Energy Policy and Conservation Act (Pub.L. 94-163)
- Debarment and Suspension (E.O.s 12549 and 12689)
- Applicable State of Illinois Laws
- State WIOA Policies

**ATTACHMENT A: PROPOSAL RESPONSE FORM – to be included as RFP Cover Sheet
WIOA ADULT AND DISLOCATED WORKER SERVICES
DEKALB WORKFORCE DEVELOPMENT OFFICE**

RFP Due Date & Time: **Wednesday, April 7, 2021 at 5:00 pm CST**

The undersigned proposer, having examined the specifications and any other related documents, hereby agrees to provide services identified below per specification and to perform other work stipulated in, required by and in accordance with the proposal documents attached for and in consideration of the proposed prices.

The Vendor has examined the Contractor Disclosure section of the Terms and Conditions and has included or provided a document listing all cumulative campaign contributions made within the past twelve months, to any current or county-wide elected officer, and ownership interest in entity greater than five percent.

By signing this proposal, the proposer hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended. The awarding of any contract resulting from this RFP will be based upon the funding available to Kane County. The terms of the RFP and the response shall be incorporated by this reference as though fully set forth into the Contract notwithstanding any language in the contract to the contrary. In the event of any conflict between the terms of the Contract and the terms of the RFP and the response, the terms of the RFP and the response shall govern. Every element or item of the RFP and the response shall be deemed a material and severable item or element of the contract. Kane County reserves the right to renew grant agreements for up to two additional one-year periods based on the achievement of benchmarks and funding availability.

THIS SECTION MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY OR ENTITY RESPONDING TO THE RFP.

Signature _____

Typed Signature _____

Company _____

Address _____

Phone # _____ **Fax#** _____ **DUNS#** _____

Federal I.D./Social Security # _____ **Date** _____

ATTACHMENT B: CONTRACTOR DISCLOSURE

A.01 Prior to award, every contractor or vendor who is seeking or who has obtained contracts or change orders to contracts or two (2) or more individual contracts with Kane County resulting in an amount greater than Fifteen Thousand Dollars (\$15,000) shall disclose to the Kane County Purchasing Department, in writing all cumulative campaign contributions, (which includes multiple candidates) made within the previous twelve (12) months of awarding of the contract made by that contractor, union, or vendor to any current officer or countywide elected officer whose office the contract to be awarded will benefit.

Disclosure shall be updated annually during the term of a multi-year contract and prior to any change order or renewal requiring Board level approval. For purposes of this disclosure requirement, "contractor or vendor" shall include owners, officers, managers, insurance brokers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors corporations, partnerships, associations, business trusts, estates, trustees, and/or beneficiaries under the control of the contracting person, and political action committees to which the contracting person has made contributions.

A.02 All contractors and vendors who have obtained or are seeking contracts with Kane County must disclose the following information that shall be certified and attached to the application or document. Penalties for knowingly violating disclosure requirements will potentially result in immediate cancellation of the contract, and possible disbarment from future County contracts:

A.02.1 Name, address and percentage of ownership interest of each individual or entity having a legal or a beneficial interest of more than five percent (5%) in the applicant. Any entity required by law to file a statement providing substantially the information required by this paragraph with any other government agency may file a duplicate of such statement;

A.02.2 Names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with County employees or officials in relation to the contract or proposal. This information disclosure must be updated when any changes to the information occurs.

A.02.3 Whenever any interest required to be disclosed in paragraph (a) above is held by an agent or agents, or a nominee or nominees, the principals for whom such agents or nominees hold such interest shall also be disclosed. The application of a spouse or any other party, if constructively controlled by another person, or legal entity as set forth above, shall state the name and address and percentage of beneficial interest of such person or entity possessing such constructive control and the relationship under which such control is being or may be exercised.

Whenever a stock or beneficial interest is held by a corporation or other legal entity, such shareholder or beneficiary shall also make disclosure as required by paragraph A.02.1 above.

A.02.4 A statement under oath that the applicant has withheld no disclosures as to economic neither interests in the undertaking nor reserved any information, data or plan as to the intended use or purpose for which it seeks County Board or other county agency action.

A.03 All disclosures and information shall be current as of the date upon which the application is presented and shall be maintained current until such time as Kane County shall take action on the application. Furthermore, this information shall be maintained in a database by the Purchasing Department, and made available for public viewing.

A.04 Notwithstanding any of the above provisions, the County Purchasing Department with respect to contracts awarded may require any such additional information from any applicant which is reasonably intended to achieve full disclosure relevant to the application for action by the County Board or any other County agency.

A.05 Any failure to comply with the provisions of this section shall render any ordinance, ordinance amendment, County Board approval or other County action in behalf of the applicant failing to comply voidable at the option of the County Board or other County agency involved upon the recommendation of the County Board Chairman or the majority of the County Board.

ATTACHMENT C: CERTIFICATE OF INSURANCE REQUIRED BY KANE COUNTY

B.01 Contractor to furnish and deliver prior to commencement of work, a completed Certificate of Insurance satisfactory to the requirements of the County of Kane containing:

B.01.1 The Contractor and all Subcontractors shall provide a Certificate of Insurance naming the Owner (Kane County) as certificate holder and as additional insured. The certificate shall contain a 30-day notification provision to the owner (Kane County) prior to cancellation or modification of the policy.

B.01.2 Commercial General Liability insurance including Products/Completed Operations, Owners and Contractor Protective Liability and Broad Form Contractual Liability. The exclusion pertaining to Explosion, Collapse and Underground Property Damage hazards eliminated. The limit of liability shall not be less than the following:

General Aggregate	\$2,000,000
Products and Completed Operations	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Or - Combined Single Limit	\$1,000,000

B.01.2.1 Products and Completed Operation coverage is to remain in force for a period of two years after the completion of project.

B.01.3 Business Automotive Liability Insurance including owned, hired and non-owned automobiles, and/or trailer and other equipment required to be licensed, with limits of not less than the following:

Each Person for Bodily Injury	\$1,000,000
Each Occurrence for Bodily Injury	\$1,000,000
Each Occurrence for Property Damage	\$1,000,000
Or - Combined Single Limit	\$1,000,000

B.01.4 Statutory Worker's Compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including Occupational Disease Act provisions, for employees at the site of the project, and in case work is sublet, the Contractor shall require each Subcontractor similarly to provide this insurance. In case employees are engaged in work under this contract and are not protected under the Workers Compensation and Occupational Disease Act, the Contractor shall provide, and shall cause Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

B.01.5 Umbrella Liability:
Aggregate Limits \$5,000,000

B.01.6 Professional Liability policy to cover all claims arising out of the Consultant's operations or premises, Sub-consultant's operation or premises, anyone directly employed by the Consultant or Sub-consultant, and the Consultant's obligation of indemnification under this Contract.

Limits:
Aggregate \$1,000,000

Vendor to furnish a copy of the Endorsement showing Kane County, as an additional named insured on the General Liability, Auto, and Excess policies.

The Contractor shall cease operations on the project if the insurance is cancelled or reduced below the required amount of coverage.