

**Request for Proposal (RFP) for  
Youth Ready Chicago Program  
Hubs**

**March 23, 2009**

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**CITY OF CHICAGO  
DEPARTMENT OF FAMILY AND SUPPORT SERVICES**

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**RESPONSES MUST BE RECEIVED NO LATER THAN  
April 13, 2009  
AT 4 P.M. CST**

One original of the proposal should be submitted in a sealed envelope or package labeled as shown below:

**RFP for Youth Ready Chicago Program  
Hubs**

Name and Address of the Respondent

Responses should be addressed and returned to:

Carmen E. Alicea-Reyes Deputy Commissioner of Youth Services  
Department of Family and Support Services  
1615 West Chicago Avenue  
Chicago, Illinois 60622

***Additionally, all proposal packets should be emailed in their entirety to the following address: [youthreadychicago@cityofchicago.org](mailto:youthreadychicago@cityofchicago.org)***

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**DFSS will host a Pre-Submittal Conference:  
March 30, 2009, 1:00 – 3:00 at 2102 W. Ogden Ave.**

**RICHARD M. DALEY  
MAYOR**



**MARY ELLEN CARON  
COMMISSIONER**

## **A. Background**

The recently enacted federal stimulus package, the American Recovery and Reinvestment Act, provides funding to significantly increase summer employment opportunities for youth across the nation. The new funds will be administered at the federal level by the Department of Labor (DOL) under the existing Workforce Investment Act (WIA) system and at the state level by the Illinois Department of Commerce and Economic Opportunity (DCEO). Formal implementation guidance will be released shortly by these agencies. In the meantime, the City of Chicago and other local areas are being encouraged to immediately begin identifying organizations with the qualifications and experience to rapidly implement the program during the summer of 2009. Please refer to the accompanying attachments or visit [www.doleta.gov](http://www.doleta.gov) website for further clarification.

## **B. RFP Overview**

The Department of Family and Support Services (DFSS) is issuing this Request for Proposals (RFP) for Youth Ready Chicago program hubs in the context of this rapid timeframe. Hubs will play a crucial role in the implementation of the 2009 summer youth employment program. The Youth Ready Chicago program anticipates engaging up to 7,300 Chicago youth between the ages of 14 and 24 in paid work experiences and career readiness skills. Programs will operate during a 6-10 week period between June 1 and September 30. All programs must conclude by September 30, 2009.

Hubs will be agencies capable of administering and monitoring the Youth Ready Chicago program. These hubs may be composed of community-based organizations, current Workforce Investment Act (WIA) providers, Youth Career Development Centers (YCDCs), Regional Consortia Coordinator (RCCs), and sister and partner agencies that may be citywide civic, educational or community development organizations. The hubs will be located throughout the City of Chicago.

The hubs will provide the following services: youth worker recruitment, determining WIA program eligibility for youth participants, job/worksite development, job matching, youth training, adult supervision, data collection, payroll system administration (including the fiscal capacity to generate and distribute checks to all youth associated with the hub), worksite monitoring and overall program administration.

DFSS anticipates funding up to 30 contracts for worksite hubs. Contract sizes are estimated to range between \$210,000 - \$2,100,000 and require that interested applicants have the fiscal capacity and acumen to manage payroll responsibilities for at least 100 summer youth workers.

The Youth Ready Chicago program will be overseen and administered by the Chicago Department of Family and Support Services. This program has been approved by the Chicago Workforce Board's Youth Council and will operate in conjunction with the

WorkNet Chicago System and Chicago LEADS.

### **C. Background**

In 2009, Mayor Richard M. Daley created the Department of Family and Support Services and appointed Mary Ellen Caron, PhD, as the Commissioner, in order to provide more coordinated services for the city's most vulnerable citizens. The mission of FSS is as follows:

*"The Chicago Department of Family and Support Services is dedicated to supporting a continuum of coordinated services to enhance the lives of Chicago residents, particularly those most in need, from birth through the senior years. The department works to promote the independence and well-being of neighborhoods by providing direct assistance and administering resources to a network of community-based organizations, social service providers and institutions."*

Currently FSS' youth-serving programs include Head Start and Early Head Start, Child Care Assistance, the Summer Food Service Program, Youth Ready Chicago, and Summer Mini-Grants. FSS youth-funded agencies also provide counseling and mentoring services and teenage homelessness prevention and outreach services. Programs for youth are administered within FSS by the Youth Services Division.

The Chicago Workforce Board (or CWB) is the local board charged with carrying-out strategic planning activities for, and providing oversight to, local workforce areas. The youth council of the CWB operates as subcommittees of local boards, examining ways to strengthen youth programming by examining best practices in youth programming and identifying measures that promise to further coordinate resources and enhance services delivered through the local workforce development system. The CWB serves as an oversight committee to all WIA money allocated in Chicago. For additional information on the CWB and the Youth Council, visit:

<http://www.chicagoworkforceboard.com>.

### **D. Eligible Applicants**

This is a competitive procurement process open to all entities: non-profit, for-profit, faith-based, private and public. Preferred applicants will have strong current or past experience with Workforce Investment Act youth program models, youth employment and training programs, or operating past summer youth employment programs. Successful applicants will also have annual operating budgets of at least \$500,000 and the financial capacity including line(s) of credit and/or sufficient working capital to distribute payroll for at least 100 youth.

Applicants whose existing contracts with DFSS are not in good standing will not be considered for a hub contract. Agencies not eligible include those that have had a City

contract terminated for default; are currently debarred and/or have been issued a final determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

#### **E. Term of RFP**

DFSS expects the initial term of contracts executed under this RFP to be approximately June 1 to September 30. DFSS may extend this term for up to two years based on need, availability of funds, federal program regulation and design, and contractor performance. Contracts are expected to range in size from \$210,000 to \$2,100,000.

#### **F. Deadline, Questions and Pre-Bidders Conference**

The due date for this RFP is April 13, 2009 at 4:00pm. One original should be submitted to:

Carmen E. Alicea-Reyes  
Deputy Commissioner of Youth Services  
Department of Family and Support Services  
1615 West Chicago Avenue  
Chicago, Illinois 60622

***Additionally, all proposal packets should be emailed in their entirety to the following address: [youthreadychicago@cityofchicago.org](mailto:youthreadychicago@cityofchicago.org)***

Proposals will be accepted prior to the due date, from 9:00 a.m. to 4:00 p.m. Monday – Friday at the same location. All proposals must be complete. Incomplete proposals may not be reviewed. In-person or bonded messenger delivery of proposals is encouraged. Time stamped receipts will be issued as proof of timely submittal.

***No proposal will be considered complete and therefore reviewed unless the original copy is delivered and received at DFSS offices.***

Proposals received after the due date and time may be deemed NON-RESPONSIVE and, therefore, subject to rejection.

#### **Questions**

Any questions regarding any portion of this RFP should be directed to:

**Julia Talbot**  
(312) 746-1679  
[italbot@cityofchicago.org](mailto:italbot@cityofchicago.org)

**Mary Ellen Messner**  
(312) 743-1887  
[mmessner@cityofchicago.org](mailto:mmessner@cityofchicago.org)

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail.

### **Pre-Bidders Conference**

A pre-bidders conference will be held on March 30, 2009, 1:00 p.m. – 3:00 p.m. at 2102 W. Ogden Ave.

To request a reasonable accommodation for the pre-submittal conference, please contact Gladys Hall at (312) 746-7292 (voice) or (312) 746-7769 (TTY) or by email at ghall@cityofchicago.org. Requests for accommodations will be accepted up to 48 hours prior to the event.

### **G. Program Design and Delivery**

This summer, the Youth Ready Chicago program will provide up to 7,300 youth with a government-subsidized paid work experience operating via a system of hubs and worksites. Worksites will provide youth with a safe, well defined and supervised job that allows youth to gain valuable work experience.

The program design and delivery is subject to any additional federal and state guidance provided to the City of Chicago.

Hub programmatic responsibility and expectations are more specifically outlined below:

#### **1. Determining WIA Program Eligibility**

Hubs will be responsible for verifying WIA program eligibility for all youth participants. Eligible youth are:

- Chicago residents
- Between the ages of 14 and 24
- Economically disadvantaged (see guidelines below)
- A legal resident of the United States.
- Registered with selective services (as applicable)

A special emphasis will be placed on recruiting and employing **out of school youth** and those youth with barriers to employment, such as: lacking basic literacy skills (reading below grade level 8.9); out of school; pregnant/parenting teens; gang affiliated; living in Temporary Assistance to Needy Families (TANF) households; non-custodial fathers of children in low-income households; in foster care; with disabilities; involved with the juvenile justice system (those on probation or parole); with limited English speaking ability or who identify as being gay, lesbian, or bisexual, transgender or questioning.

Each youth will need to be assessed on basic skills and career interest. DFSS will provide guidance on the assessment tool that will be allowable.

Size of Family Unit	Maximum Allowable Income	Size of Family Unit	Maximum Allowable Income
1	\$10,400	7	\$38,895
2	\$14,526	8	\$43,820
3	\$19,935	9	\$48,745
4	\$24,611	10	\$53,670
5	\$29,045	11	\$58,595
6	\$33,970	12	\$63,520

For each additional family member, add \$4,925

## **2. Job Development and Matching**

Hubs will work with community-based agencies, not-for-profits, local businesses, faith-based communities, etc. to create summer jobs. Responsibilities will include identifying job sites and number of available jobs, verifying and approving job descriptions submitted by worksites, hosting employer orientations and training, and providing on-going program monitoring at such worksites. Hubs will also be responsible for developing selection criteria and matching youth to appropriate job experiences. Responses that focus on promoting jobs and products to provide youth summer work experiences that prepare them to complete in a green economy will be given special attention.

Jobs for youth should be a minimum of 20 hours and a maximum of 30 hours per week (14 and 15 year old youth are prohibited from working more than 20 hours per week) and last at least 6 weeks in their duration. Hours spent in relevant employment-related training can be included as part of the overall hours worked.

Worksites employing 10 or more youth will be required to hire a supervisor specifically assigned to those youth. These positions should be filled by youth ages 21 to 24. Hubs will match youth with employers based on youth interest and experience and worksite job needs.

## **3. Worksite Monitoring**

Hubs will be responsible for monitoring worksites. This includes performing pre-program visits to inspect worksite conditions and confirm job descriptions, as well as performing weekly site visits while the program is in operation to troubleshoot, problem solve.

## **4. Youth Training**

For this program, WIA program performance measures have been waived with the exception of work readiness skills training. Hubs will be responsible for ensuring that youth meet their work readiness training as required by WIA. This will be

accomplished by weekly trainings to youth on work readiness skills such as creating a resume, public speaking, household budgeting and technology literacy. All youth will be required to complete a participant work portfolio that DFSS will provide to all youth participants. As mentioned in section 2 above, youth can be compensated for time spent in training, although the proposed programs must have an employment component. Applicants will need to demonstrate that they carry any classroom training is covered by their insurance policy.

**5. Adult Supervision**

Every hub will need to designate a site supervisor for worksites with 10 or more youth employees. Site supervisors will provide daily supervision of participants. Supervisors will be expected to provide a performance evaluation of youth at the end of the program, as well as on-going supportive feedback. Supervisors will be paid up to \$10 per hour. Targets for these jobs will be youth ages 21 – 24.

**6. Data Collection**

DFSS will offer a unified data collection system that captures information on opportunities, employers and youth. Selected applicants will be required to use this system to track participants and/or link existing tracking systems to this site. DFSS will offer agencies training prior to program start and ongoing technical support. The Recovery Act requires transparency and frequent communication with the public about how funds are being spent at all levels, so applicants must demonstrate the capacity to provide timely and accurate reporting.

**Technology Requirements**

All respondents will need to align their organization’s technological capacity in order to be able to effectively and efficiently navigate the WIA Illinois Workforce Development System (IWDS), Illinois WorkNet and other DFSS systems as necessary.

The requirements are as follows:

<b>Operating System (O/S)</b>	Windows XP Pro (or later O/S, minimum Windows 2000)
<b>System Memory</b>	512 MB (minimum 256 MB, recommended 1 GB)
<b>CD</b>	12x Speed CD-ROM player or greater
<b>Floppy Drive</b>	3.5" 1.44 MB diskette drive in systems without USB ports
<b>Office Software</b>	MS Office 2000 Professional or higher is required to operate word processing and spreadsheets.
<b>Internet Access</b>	High Speed access is required (DSL, cable, T1)

<b>Wireless Access</b>	Is optional, but recommended. Sites providing wireless access must be secured via password protection and have a posted security regime.
<b>Processor Speed</b>	800 MHz 32-bit or 64-bit processor
<b>Web Browser</b>	MS Internet Explorer 5.X or higher, Netscape 7.X or higher or Firefox 1.0.3 or higher.
<b>Sound</b>	Sound card and speakers or headphones (particularly for use with Illinois WorkNet functionality).
<b>Graphics</b>	Machines purchased after 01/01/2007 should have a graphics processor that is DirectX 9 capable. SVGA (800x600). Video card should have at minimum of 8Mb memory.
<b>Media Player</b>	MS Windows Media Player 9.0 or higher
<b>Flash Plug-in</b>	Adobe Flash Player 9.0
<b>Acrobat Reader</b>	Adobe Acrobat PDF Reader 8.0
<b>CD Burner</b>	Machines purchased after 01/01/2007 should have a 12X speed CD R/W drive capable of burning CDs
<b>USB Ports</b>	Machines purchased after 01/01/2007 should have standard USB ports available and easily accessible.
<b>Security</b>	Market Standard security/lockdown software for Resource Room machines including internet filters to block access to inappropriate sites.

DFSS will require hubs to develop and maintain all youth files for the duration of the summer program (e.g. the documentation of services provided, referrals made, job placements and job retention achieved).

### **7. Payroll System**

Hubs must have the capacity to operate a payroll and timekeeping system that assures that all youth are paid on time according to an established schedule. Youth should be paid at a minimum, twice a month. This payroll system can be operated directly by a funded agency or through partnership with another agency, including a payroll processing company. It is anticipated that hubs will operate on a reimbursement basis. Therefore it is important that all applicants have adequate and available resources to meet program and payroll expenditures on a weekly basis. In addition to managing payroll responsibilities, all hubs must maintain general liability insurance and Workman's Compensation coverage for all youth employed through the hub.

### **8. Youth Performance Evaluations and Youth and Employer Surveys**

Hubs will be responsible for training and collecting performance evaluations on all youth workers.

## **H. Supports Provided to Hub by DFSS**

DFSS anticipates providing the following services and supports to all contracted hubs to assist them in achieving the goals of the Youth Ready Chicago program this summer:

- Training on program reporting requirements and computer programs
- Providing work-readiness guidebook
- Youth performance evaluation materials
- General technical assistance

## **I. Selection Criteria**

### **1. Previous Contracting Experience**

Applicants will have experience contracting with the City of Chicago and/or other government or private agencies to administer federal and state-funded grants of similar size and complexity to the one they are applying for through this application.

### **2. Previous Programmatic Experience**

Applicants will demonstrate a familiarity with the following subject areas: The Workforce Investment Act youth program model, youth summer employment programming and youth workforce development practices. Successful applicants will be able demonstrate deep knowledge in one of the above areas, as evidenced by previous or current operation of a successful youth employment program.

### **3. Administrative/Fiscal Capacity**

Applicants will demonstrate the ability to assume and meet all payroll, fiscal and IT requirements of the Youth Ready Chicago program and summer jobs program models, including a familiarity with cost allocation plans. Administrative capacity will also take into account staffing, supervising, program or worksite monitoring experience and capacity, and any previous experience in distributing and collecting customer satisfaction surveys.

### **4. Geographic Location**

The success of the Youth Ready Chicago program depends on hubs and worksites being located throughout the City of Chicago.

## **J. LEGAL AND SUBMITTAL REQUIREMENTS**

A description of the following required forms has been included for your information. Please note that most of these forms will be completed prior to grant agreement execution. Those that must be included in submission are so identified.

### **A. City of Chicago Economic Disclosure Statement and Affidavit**

Respondents are required to execute and notarize the **Economic Disclosure Statement and Affidavit**, attached. Respondents should pay close attention to Section

3B, which requires the listing of all potential subcontractors. The City of Chicago Economic Disclosure Statement and Affidavit is located in the RFP/Application packet.

## **B. Disclosure of Litigation and Economic Issues**

1. **Legal Actions:** Respondent must provide a listing and brief description of all material legal actions, together with any fines and penalties, for the past five (5) years in which (i) Respondent or any division, subsidiary or parent company of Respondent, or (ii) any officer, director, member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:
  - a. A debtor in bankruptcy; or
  - b. A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
  - c. A respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
  - d. A defendant in any criminal action; or
  - e. A named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
  - f. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
  - g. A defendant or respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.
  
2. Any respondent having any recent, current or potential litigation, bankruptcy or court action and/or any current or pending investigation, audit, receivership, financial insolvency, merger, acquisition, or any other fiscal or legal circumstance which may affect their ability, in PY'07 or in the future, to successfully operate the requested WIA program, must attach a letter to their proposals outlining the circumstances of these issues. Respondent letters should be included in a sealed envelope, directed to Commissioner Mary Ellen Caron. Failure to disclose relevant information may result in a respondent being determined ineligible or, if after selection, in termination of a contract.

## **C. Grant Agreement Obligations**

The City intends to award grants to selected delegate agencies for an initial one-year period with the right to extend the agreement for up to three periods, each period not to exceed one year. Grant agreement extensions may be made by the City based on the availability of funds, the need to extend services, and the delegate agency's

performance. By entering into this grant agreement with the City, the grant recipient is obliged to accept and implement any recommended technical assistance. The grant agreement will describe the payment methodology. FSS anticipates that payment will be conditioned on the grant recipient's performance in accordance with the terms of its grant agreement.

#### **D. Funding Authority**

This initiative is administered by the Department of Family and Support Services through Workforce Investment Act (WIA) funding received from the State of Illinois and the U.S. Department of Labor. Consequently, all guidelines and requirements of the Department of Family and Support Services, the City of Chicago, the State of Illinois and the U.S. Department of Labor must be met. Additionally all contractors must comply with the Single Audit Act if applicable.

#### **E. Insurance Requirements**

Successful respondents will provide and maintain, at their expense, the insurance coverage and requirements specified by the City of Chicago in the "Insurance Requirements and Insurance Certificate" instructions, attached. The Insurance Certificate of Coverage is only required for those respondents who are selected for a grant agreement award. This certificate does not have to be provided when responding to the RFP.

#### **F. Indemnity**

The successful respondent will be required to indemnify City of Chicago for any losses or damages arising from the delivery of services under the grant agreement that will be awarded. The City may require the successful respondent to provide assurances of performance, including, but not limited to, performance bonds or letters of credit on which the City may draw in the event of default or other loss incurred by the City by reason of the respondent's delivery or non-delivery of services under the grant agreement.

#### **G. False Statements**

##### **(1) 1-21-010 False Statements**

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be

liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

(2) 1-21-020 Aiding and Abetting.

**Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)**

(3) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

#### **H. Compliance with Laws, Statutes, Ordinances and Executive Orders**

Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a grant agreement. As a condition of a grant award, respondents must comply with the following and with each provision of the grant agreement, including any additional conditions and/or restrictions that the City may impose:

**1. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.**

The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

**2. Governmental Ethics Ordinance, Chapter 2-156:** All respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any

grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

3. Selected respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal code of the City of Chicago, it is illegal for any elected official of the city, or any person acting at the direction of such official, to contact, either orally or in writing, any other city official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any city council committee hearing or in any city council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. **Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement.** The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code of Chicago.

Section 2-156-080 defines a “business relationship” as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A “contractual or other private business dealing” shall not include any employment relationship of an official’s spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, regulations, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code of Chicago); the State of Illinois - Certification Affidavit

Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code of Chicago); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code of Chicago); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code of Chicago); and Landscape Ordinance (Chapters 32 and 194A of the Chicago Municipal Code).

6. Pursuant to Mayoral Executive Order No. 05-1, from the date of public advertisement of this request for proposals through the date of award
7. of an agreement pursuant to this request for proposals, the organization responding to this request for proposals (the "Respondent"), any person or entity who directly or indirectly has an ownership or beneficial interest in Respondent of more than 7.5 percent ("Owners"), spouses and domestic partners of such Owners, Respondent's proposed subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any subcontractor of more than 7.5 percent ("Sub-owners") and spouses and domestic partners of such Sub-owners (Respondent and all the other preceding classes of persons and entities are together, the "Identified Parties") must not: (a) make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee; (b) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (c) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (d) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

If Respondent violates this provision or Mayoral Executive Order No. 05-1 prior to the award of an agreement resulting from this request for qualifications/proposals/information, the Commissioner may reject Respondent's proposal.

For purposes of this provision:

"Bundle" means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fundraising committee.

"Contribution" means a "political contribution" as defined in Chapter 2-156 of the Municipal Code of Chicago, as amended.

**For purposes of this provision only, individuals are "Domestic Partners" if they satisfy the following criteria: (A) they are each other's sole domestic partner, responsible for each other's common welfare; and (B) neither party is married, as marriage is defined under Illinois law; and (C) the partners are not related by blood closer than would bar marriage in the State of Illinois; and (D) each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and (E) two of the following four conditions exist for the partners: (1) the partners have been residing together for at least**

**12 months; (2) the partners have common or joint ownership of a residence; (3) the partners have at least two of the following arrangements: (a) joint ownership of a motor vehicle, (b) a joint credit account, (c) a joint checking account, or (d) a lease for a residence identifying both domestic partners as tenants; and (4) each partner identifies the other partner as a primary beneficiary in a will.**

"Political fundraising committee" means a "political fundraising committee" as defined in Chapter 2-156 of the Municipal code of Chicago, as amended.

Any agreement awarded pursuant to this solicitation will be subject to and contain provisions requiring continued compliance with Executive Order 2005-01.