



**DEPARTMENT OF PROCUREMENT SERVICES
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION**

Complete this cover form and the **Non-Competitive Procurement Application Worksheet** in detail. Refer to the page entitled "Instructions for Non-Competitive Procurement Application" for completing this application in accordance with its policy regarding NCRB. Complete "other" subject area if additional information is needed. Subject areas must be fully completed and responses merely referencing attachments will not be accepted and will be immediately rejected.

Department	Originator Name	Telephone	Date	Signature of Application Author
Health	Christopher Shields	312-747-9783	3/2/18	
Contract Liaison	Email Contract Liaison	Telephone		
Maribel Valdez	maribel.valdez@cityofchicago.org	312-747-8828		

List Name of NCRB Attendees/Department

Christopher Shields	Assistant Deputy Commissioner
Maribel Valdez	Chief Contract Expediter

Request NCRB review be conducted for the product(s) and/or service(s) described herein.

Company: Integrated Solutions Consulting

Contact Person:	Phone:	Email:
John Rogan	773-383-7221	john.rogan@i-s-consulting.com

Project Description: Comprehensive emergency management plan (CEMP) services

This is a request for:

New Contract

Amendment / Modification

Contract Type

Type of Modification

Blanket Agreement Term: 60 (# of mo)
 Standard Agreement

Time Extension **Vendor Limit Increase** **Scope Change**

Contract Number: 27860

Specification Number: 109799

Modification Number: _____

Department Request Approval	Recommended Approval
DEPARTMENT HEAD OR DESIGNEE	BOARD CHAIRPERSON
<u>3/7/18</u>	<u>3-14-18</u>
DATE	DATE
PRINT NAME	PRINT NAME
Julie Mankin	Rich Butler

(FOR NCRB USE ONLY)

Recommend Approval/Date: 3-14-18

Return to Department/Date: _____

Rejected/Date: _____

SM
3/14/18

Approved **Rejected**

CHIEF PROCUREMENT OFFICER

3/14/18

DATE



**DEPARTMENT OF PROCUREMENT SERVICES
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT WORKSHEET**

All applicable information on this worksheet must be addressed using each question found on the "Instructions for Non-Competitive Procurement Application" in this application.

Justification for Non-Competitive Procurement Worksheet

PROCUREMENT HISTORY

In 2007, The Chicago Department of Public Health was in need of a comprehensive emergency planning framework to leverage and ensure compliance with a growing number of federal programs, grant requirements and compliance mandates. Integrated Solutions Consulting (ISC) had prepared the only known Comprehensive Public Health Emergency Plan (CPHEP), operating on the Integrated Electronic Planning Platform (IEPP) that is now referred to as the Comprehensive Emergency Management Platform (CEMP). CDPH entered into a Sole Source contract with Integrated Solutions Consulting to initiate the Comprehensive Emergency Management Program (CEMP) program to ensure that all plans, procedures and policies are consistent and integrated across the multiple federal compliance requirements, and the multiple federal preparedness programs from which CDPH receives funding. This program allows for a standard mechanism for plan development, testing, evaluation, review and modifications based on lessons learned, corrective action and improvement plans developed from the numerous drills, exercises and live events in which CDPH is an active participant

- The Chicago Department of Public Health entered into a sole source contract with Integrated Solutions Consulting in 2007 to complete a build-out of a comprehensive emergency management plan (CEMP) on a platform that provided jurisdictions an electronic system that facilitated the integration of comprehensive and department specific emergency planning doctrine.
- A new NCRB contract was executed in 2013 to account for services being provided from 2013-2018.
- CDPH has utilized the platform to house our emergency response plans and coordinate the completion of CDC Federal audits; local technical assessment reviews (LTAR), for the past 9 years.
- Based on CDPH's success with this program and to have the ability to integrate with our plans, the Illinois Department of Public Health (IDPH) entered into a sole source contract with Integrated Solutions Consulting in 2011, to implement a statewide unified emergency management platform for Public Health response.
- IDPH included in its grant language to all certified local health departments within Illinois, that use of the CEMP was a requirement to assure uniform plan development, to streamline sharing of plan structures and to perform the annual CDC -LTAR audits; which have been subsequently renamed as Operational Readiness Reviews (ORRs).
- Based on the Chicago Department of Public Health's use of the CEMP platform and CDC's approval of its use, IDPH rolled the platform out to all local health departments within Illinois.
- CDPH has received grant monies for the use of the platform (2018-2022), as part of the new PHEP cooperative agreement.

Maintaining the current relationship with this vendor serves multiple points:

- IDPH released this platform to all local health departments within the state of Illinois to assure a single tool for plan sharing and federal reporting; tying the application to the PHEP grant for 2012-2017 and for the new cooperative agreement which started July 2017 - June 2022.
- CDC approved the continued use of CEMP within our grant NOA for 2018-2022.

A 5 year contract with 2 optional years will assure the program does not have a disruption in service between the 5



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year Cooperative agreement cycles at CDC.

ESTIMATED COST

See attached CDPH Schedule of Compensation and Integrated Solutions' 5 year Project Budget.

SCHEDULE REQUIREMENTS

Contractor and use of the CEMP platform ensure ongoing and sustainable access to statewide Public Health planning doctrine, integrated plan sharing, and uniform/accepted Federal auditing structures. Integrated Solutions Consulting has been contracted through the Illinois Department of Public Health (IDPH) to ensure all local health departments within the state of Illinois have access to this Comprehensive Emergency Management Program platform, through the Public Health Emergency Preparedness (PHEP) grant. A new cooperative agreement will begin July 1, 2017 and run until June 2022.

1. Planning

- a. Identification of All-Hazard Plan elements not currently available in existing Comprehensive Emergency Management Program (CEMP) platform
- b. Cross-reference new capability measurements across existing plan elements
- c. Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines
- d. Assure the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes

2. Projects

- a. Assist with the integration into the CEMP of planning elements that cross-cut the PHEP capabilities, public health preparedness efforts and any new integrated federal partner elements
- b. Upload and cross-reference new capability measurements across existing plan elements
- c. Assist with the implementation of any data gathered from public health specific Hazard and Vulnerability Assessment into planning elements and doctrine
- d. Provide assistance in coordinating cross-jurisdictional planning elements
- e. Includes evaluation / gap assessment, maintenance and improvement planning

3. Reporting

- a. Assist with Federal reporting structures for grant compliance and monitoring
- b. Develop if deemed appropriate reporting structures to support grant project monitoring
- c. Assist with Federal audit structures
- d. This includes the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR) audit

4. Administrative

- a. Administrative, Travel, and Project Management

EXCLUSIVE OR UNIQUE CAPABILITY

Integrated Solutions Consulting (ISC) has prepared the nation's only known Comprehensive Emergency Management



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Plan (CEMP) platform. We have been unable to identify any other similar program or similar services provided by other organizations. ISC has a patent pending for their IEPP™, a program that provides jurisdictions with an emergency management planning system in a consistent and operational format. ISC's staff is knowledgeable and experienced in big city planning, as well operational response to some of the nation's largest disasters.

ISC is now the sole provider of the CEMP platform for all local health departments within the state of Illinois. Continued use of the CEMP platform, managed by ISC, has been incorporated into the State of Illinois Department of Public Health's PHEP grant requirements; language attached:

STATE OF ILLINOIS DEPARTMENT OF PUBLIC HEALTH PHEP Grant Agreement 2012-2017

The Illinois Department of Public Health or its successor, hereinafter referred to as the "Department", and, hereinafter referred to as the "Grantee", hereby agree as follows:

Current IDPH Priorities

Services:

2.1 The Grantee will provide the following services and agrees to act in compliance with all State and federal statutes and administrative rules applicable to the provision of services pursuant to this Agreement. The grant application submitted by Grantee related to this Agreement is hereby incorporated and made a part of this Agreement.

2.1.2 Capability Assessment – The Grantee will conduct an annual self-assessment of the status of its PHEP Capabilities and resource elements. The Grantee will utilize the Capability Planning Guide (CPG) Module in CEMP. The Capability Assessment is due to the IDPH ERC for review and approval March 14, 2016.

2.1.4 Multi-Year Training and Exercise Plan – As early as possible, but no later than April 15, 2018, using the results of their last current annual TEPW, the Grantee shall create and update their multi-year training and exercise (MYTEP) plan for Department ERC review and approval as explained in this section. The MYTEP consists of TWO parts. Both shall be in CEMP.

2.1.4.1 The first part of the MYTEP is a narrative which contains the Grantee's exercise priorities and target capabilities as described in the FEMA HSEEP guidance. The Grantee will place a link to this narrative section of the MYTEP in the quarterly report in which the narrative is completed.

2.1.4.2 The second part is updating the Grantee's training and exercise schedule in the CEMP module called "Index."

2.1.4.3 Grantees will notify the Department ERC upon completion of each part of the MYTEP.

2.1.5 Hazard Vulnerability Risk Assessment (HVA) - The Grantee will update its jurisdiction's HVA, if needed, to address impacts to the public health and healthcare system, or requested by the local emergency management agency, or IDPH-recognized healthcare coalition, or if the HVA is over 5 years old. The Grantee must factor into the HVA more frequent and extreme weather events. The updated HVA shall be submitted to the Department's ERC (in CEMP if available) for review and approval by April 15, 2018.

2.1.6 Strategic Plan – Local Health Department (LHD) Grantees are to plan to sustain and/or build its public health preparedness capacity based on the Centers for Disease Control and Prevention (CDC) Public Health Preparedness (PHP) Capabilities. The Grantee's Strategic Plan will document resources and activities planned for each remaining year of this five-year project for each capability in which the Grantee has planned work. The Strategic Plan shall be updated and submitted to the IDPH ERC in CEMP for review and approval by May 16, 2018. The Grantee will provide a copy of their updated Strategic Plan in CEMP as part of their application for PHEP grant funds for the next year.

2.1.7 Annual Work Plan –The Grantee will provide to their IDPH Emergency Response Coordinator (ERC) for review and approval a PHEP grant application work plan in CEMP by May 16, 2018 that covers proposed Grantee



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activities for the following project year. The annual work plan shall be a quarterly breakdown and explanation of the activities that will be conducted to develop the resource elements and functions needed to perform the tasks of the CDC PHEP capabilities as prioritized and scheduled in the Grantee's Strategic Plan. The annual work plan will contain quarterly benchmarks or completion dates to measure progress on each activity toward its long term goal. The Grantee does not need to plan work in all 15 capabilities. The Grantee will prioritize work based on its local role in a capability as well as its current capability assessment and hazard vulnerability assessment. The Grantee will use the ERC-approved Annual Work plan as part of their PHEP grant application for the following year's PHEP grant funds.

2.1.16 Comprehensive Emergency Management Program (CEMP) – The Grantee will maintain an "instance" of IDPH's CEMP - and appropriate staff member's ability to use CEMP - by participating in IDPH-sponsored CEMP training. The Grantee will provide to the Department updated Primary, Secondary, and Tertiary 24/7 after-hours emergency contact information for key Grantee staff on a quarterly basis and/or as necessary using CEMP. The Grantee will use CEMP for the development, maintenance, and sharing of the Grantee's Annual PHEP/CRI Work plan, Strategic Plan, SNS Strategic National Stockpile (SNS) Plan), CPG capability assessments and PHEP/CRI grant quarterly reports. The Department also encourages the Grantee to utilize CEMP to the fullest extent possible for other plan development and sharing. The Department (or Grantee) may request other uses of CEMP as CEMP functionality is increased (e.g. MCM-ORR documentation) that may become mandatory in future budget periods.

2.1.26 Relevant Grantee staff shall obtain and maintain training as needed to properly use SIREN (receive and send alerts), Starcom21 radios, CEMP, the IDPH Web Portal, Illinois HELPS, INEDSS, ITRAIN, and IMATS, Medical Countermeasures Distribution and Dispensing.

Exercises

2.1.29 The Grantee should coordinate as practical all internal and external exercise opportunities to meet exercise requirements as economically as possible and attempt to coordinate its annual exercise requirement with requests from other local, regional, or statewide healthcare or emergency management officials if possible. The Grantee, with relevant partners, will write and implement an After-Action Report/Improvement Plan (AAR/IP) for emergency events and the annual exercise and as soon as possible following the event (Goal is 60 days), but no later than 30 days following the termination of this grant. The Grantee will post the AAR/IP in CEMP and immediately notify the Department ERC.

OTHER

Please see attached MBE/WBE implementation plan for Integrated Solutions, Consulting.



DEPARTMENT OF PROCUREMENT SERVICES NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION INSTRUCTIONS FOR NON-COMPETITIVE PROCUREMENT APPLICATION

INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT APPLICATION

If a City Department has determined that the purchase of supplies, equipment, work and/or services cannot be done on a competitive basis, a justification must be prepared on this "Justification for Non-Competitive Procurement Application" in which procurement is requested on a or non-competitive basis in accordance with 65 ILCS 5/8-10-4 of the Illinois Compiled Statutes. Using this instruction sheet, all applicable information must be addressed on the worksheet. The information provided must be complete and in sufficient detail to allow for a decision to be made by the Non-Competitive Procurement Review Board. For Amendments, Modifications, describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change.

Attach a DPS Checklist and any other required documentation; the Board will not consider justification with incomplete information documentation or omissions.

PROCUREMENT HISTORY

1. Describe the requirement and how it evolved from initial planning to its present status.
2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.
3. Explain attempts made to competitively bid the requirement (attach copy of sources contacted).
4. Describe in detail all research done to find other sources; list other cities, companies in the industry, professional organizations contacted. List periodicals and other publications used as references.
5. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?
6. Explain whether or not future competitive bidding is possible. If not, explain in detail.

ESTIMATED COST

1. What is the estimated cost for this requirement or for each contract, if multiple awards are contemplated? What is the funding source?
2. What is the estimated cost by fiscal year?
3. Explain the basis for estimating the cost and what assumptions were made and/or data used (i.e., budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimate, etc.)
4. Explain whether the proposed Contractor or the City has a substantial dollar investment in original design, tooling or other factors which would be duplicated at City expense if another source was considered. Describe cost savings or other measurable benefits to the City which may be achieved.
5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

SCHEDULE REQUIREMENTS

1. Explain how the schedule was developed and at what point the specific dates were known.
2. Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is the proposed Contractor the only person or firm able to perform under these circumstances? Why are the drawings and specifications lacking? What is the lead time required to get drawings and specifications suitable for competition? If lack of drawings and specifications is not a constraining factor to competitive bidding, explain why only one person or firm can meet the required schedule.
3. Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.
4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.

EXCLUSIVE OR UNIQUE CAPABILITY

1. If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications, and/or other factors make this person or firm exclusively or uniquely qualified for the project. Attach a copy of the cost proposal, scope of services, and Temporary Consulting Services Form.
2. Does the proposed firm have personnel considered unquestionably predominant in the particular field?
3. What prior experiences of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?
4. What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature which is vital to the job?
5. What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which makes them the only source who can perform the work within the required time schedule without unreasonable costs to the City?
6. If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features and/or functions the items have which no other brands or models possess. Is compatibility with existing equipment critical from an operational standpoint? If so, provide detailed explanation?
7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data (attach documentation verifying such)?
8. If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources? If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach letter from manufacturer on company letterhead.

MBE/WBE COMPLIANCE PLAN

- * All submissions must contain detailed information about how the proposed firm will comply with the requirements of the City's Minority and Women Owned Business program. All submissions must include a completed C-1 and D-1 form, which is available on the Procurement Services page on the City's intranet site. The City Department must submit a Compliance Plan, including details about direct and indirect compliance.

OTHER

1. Explain other related considerations and attach all applicable supporting documents, i.e., an approved "ITGB Form" or "Request For Individual Hire Form".


REVIEW AND APPROVAL

This application must be signed by both Originator of the request and signed by the Department Head. After review and final disposition from the Board, this application will be signed by the Board Chairman. After review and final disposition from the Board, this form will be presented to the Chief Procurement Officer recommending approval.



DEPARTMENT OF PUBLIC HEALTH
CITY OF CHICAGO

TO: Jaime Rhee
Chief Procurement Officer
Department of Procurement Services

FROM: 
Julie Morita, MD
Commissioner
Department of Public Health

DATE: September 24, 2017

RE: Sole Source; Integrated Solutions Consulting
Specification No. 556663, Requisition No. 188199

The Chicago Department of Public Health would like to pursue a new **Non-Competitive Contract** to replace our existing sole source contract (**Spec 109799**) with Integrated Solutions Consulting. This contract would be for 5 years, plus 2 optional years to assure no disruption in services between the current 5 year cooperative agreement and the next cooperative agreement with CDC. I have summarized the procurement history below.

In 2007, The Chicago Department of Public Health was in need of a comprehensive emergency planning framework to leverage and ensure compliance with a growing number of federal programs, grant requirements and compliance mandates. Integrated Solutions Consulting (ISC) had prepared the only known Comprehensive Public Health Emergency Plan (CPHEP), operating on the Integrated Electronic Planning Platform (IEPP) that is now referred to as the Comprehensive Emergency Management Platform (CEMP). CDPH entered into a Sole Source contract with Integrated Solutions Consulting to initiate the Comprehensive Emergency Management Program (CEMP) program to ensure that all plans, procedures and policies are consistent and integrated across the multiple federal compliance requirements, and the multiple federal preparedness programs from which CDPH receives funding. This program allows for a standard mechanism for plan development, testing, evaluation, review and modifications based on lessons learned, corrective action and improvement plans developed from the numerous drills, exercises and live events in which CDPH is an active participant

- The Chicago Department of Public Health entered into a sole source contract with Integrated Solutions Consulting in 2007 to complete a build-out of a comprehensive emergency management plan (CEMP) on a platform that provided jurisdictions an electronic system that facilitated the integration of comprehensive and department specific emergency planning doctrine.



DEPARTMENT OF PUBLIC HEALTH
CITY OF CHICAGO

- A new NCRB contract was executed in 2013 to account for services being provided from 2013-2018.
- CDPH has utilized the platform to house our emergency response plans and coordinate the completion of CDC Federal audits; local technical assessment reviews (LTAR), for the past 9 years.
- Based on CDPH's success with this program and to have the ability to integrate with our plans, the Illinois Department of Public Health (IDPH) entered into a sole source contract with Integrated Solutions Consulting in 2011, to implement a statewide unified emergency management platform for Public Health response.
- IDPH included in its grant language to all certified local health departments within Illinois, that use of the CEMP was a requirement to assure uniform plan development, to streamline sharing of plan structures and to perform the annual CDC -LTAR audits; which have been subsequently renamed as Operational Readiness Reviews (ORRs).
- Based on the Chicago Department of Public Health's use of the CEMP platform and CDC's approval of its use, IDPH rolled the platform out to all local health departments within Illinois.
- CDPH has received grant monies for the use of the platform, as part of the new PHEP cooperative agreement.
- Contract value equals \$1,451,154.52 for the first five (5) years, plus to optional years for a total value of \$2,159,274.32 for seven (7) years.




Maintaining the current relationship with this vendor serves multiple points:

- IDPH released this platform to all local health departments within the state of Illinois to assure a single tool for plan sharing and federal reporting; tying the application to the PHEP grant for 2012-2017 and for the new cooperative agreement which started July 2017 and runs through June 2022.
- CDC approved the continued use of CEMP within our grant NOA.

cc.: Christopher Shields
Maribel Chavez-Torres
Mahita Cieczczak
File

Project Checklist

Attach required forms for each procurement type and detailed scope of services and/or specifications and forward original documents to the Chief Procurement Officer; City Hall, Room 806.

Date: March 2, 2018 - Revised Department Name: Health <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Requisition No: 188199</td> <td style="width:50%;">Specification No: 556663</td> </tr> <tr> <td>PO No:</td> <td>Modification No:</td> </tr> </table> Contract Liaison: Maribel Valdez Telephone: 312-747-8828 Email: maribel.valdez@cityofchicago.org Project / Program Manager: Chris Shields Telephone: 312-747-9783 Email: Christopher.Shields@cityofchicago.org	Requisition No: 188199	Specification No: 556663	PO No:	Modification No:	For blanket agreements, original or lead department must consult with other potential departments who may want to participate on the blanket agreement. If grant funded, attach copy of the approved grant application and other terms and conditions of the funding source. Note: 1) Funding: Attach information if multiple funding lines. 2) Individual Contract Services: Include approval form signed by Department Head and CBM. 3) ITGB: IT project valued at \$100,000.00 or more, attach approval transmittal sheet. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> *Contract Liaison Signature  </div> *By signing this form, I attest that all information provided is true and accurate. Project Title: Comprehensive Emergency Management Plan (CEMP) Services. Project Description: New sole source contract with Integrated Solutions Consulting for a five years contract term and two one year extensions option. Funding: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Corporate</td> <td><input type="checkbox"/> Bond</td> <td><input type="checkbox"/> Enterprise</td> <td><input checked="" type="checkbox"/> Grant</td> <td><input type="checkbox"/> Other:</td> </tr> <tr> <td><input type="checkbox"/> IDOT/Transit</td> <td><input type="checkbox"/> IDOT/Highway</td> <td><input type="checkbox"/> FHWA</td> <td><input type="checkbox"/> FTA</td> <td><input type="checkbox"/> FAA</td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>LINE</th> <th>FY</th> <th>FUND</th> <th>DEPT</th> <th>ORGN</th> <th>APPR</th> <th>ACTV</th> <th>PROJECT</th> <th>RPTG</th> <th>ESTDOLLAR AMOUNT</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>017</td> <td>0X61</td> <td>0413829</td> <td>0140</td> <td>220140</td> <td>P04120103797</td> <td></td> <td>17PV41</td> <td>\$1,451,154.52</td> </tr> </tbody> </table>	<input type="checkbox"/> Corporate	<input type="checkbox"/> Bond	<input type="checkbox"/> Enterprise	<input checked="" type="checkbox"/> Grant	<input type="checkbox"/> Other:	<input type="checkbox"/> IDOT/Transit	<input type="checkbox"/> IDOT/Highway	<input type="checkbox"/> FHWA	<input type="checkbox"/> FTA	<input type="checkbox"/> FAA	LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT	01	017	0X61	0413829	0140	220140	P04120103797		17PV41	\$1,451,154.52
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01	017	0X61	0413829	0140	220140	P04120103797		17PV41	\$1,451,154.52																										
Check One: <input checked="" type="checkbox"/> New Contract Request *By signing below, I attest the estimates provided for this contract are true and accurate. *Project / Program Manager Signature:  *Commissioner/Authorized Designee Signature: 	Purchase Order Type: <input checked="" type="checkbox"/> Blanket/Purchase Order (DUR) <input type="checkbox"/> Master Consultant Agreement (Task Order) <input type="checkbox"/> Standard/One-Time Purchase Procurement Method: <input type="checkbox"/> Bid <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> RFI <input type="checkbox"/> Small Order	Special Approvals Required: <input type="checkbox"/> Emergency <input checked="" type="checkbox"/> Non-Competitive Review Board (NCRB) <input type="checkbox"/> Request for Individual Contract Services <input type="checkbox"/> Information Technology Governance Board (ITGB)																																	
Purchase Order Information: Contract Term (No. of Months): 60 Months Extension Options (Rate of Recurrence): 24 Months Estimated Spend/Value: \$ 1,451,154.52 Grant Commitment / Expiration Date: Pre-Bid/Submittal Conference: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Mandatory <input type="checkbox"/> Site Visit	Contract Type: <input type="checkbox"/> Architect Engineering <input type="checkbox"/> Commodity <input type="checkbox"/> Construction <input type="checkbox"/> JOC <input type="checkbox"/> SBI <input checked="" type="checkbox"/> Professional Services <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Vehicle & Heavy Equipment <input type="checkbox"/> Work Service <input type="checkbox"/> Joint Procurement <input type="checkbox"/> Reference Contract																																		
<input type="checkbox"/> Modification or Amendment Modification Information: PO Start Date: _____ PO End Date: _____ Amount (Increase/Reduction): _____ MBE/WBE/DBE Analysis: (Attach MBE/WBE/DBE Goal Setting Memo) <input checked="" type="checkbox"/> Full Compliance <input type="checkbox"/> Contract Specific Goals <input type="checkbox"/> No Stated Goals <input type="checkbox"/> Waiver Request	Modification/Amendment Type: <input type="checkbox"/> Time Extension <input type="checkbox"/> Scope Change/Price Increase /Additional Line Item(s) <input type="checkbox"/> Vendor Limit Increase <input type="checkbox"/> Requisition Encumbrance Adjustment <input type="checkbox"/> Other (specify): _____																																		
Risk Management / EDS Insurance Requirements (included) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No EDS Certification of Filing (included) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vendor Info: Name: <u>Integrated Solutions Consulting</u> Contact: <u>John Rogan</u> Address: <u>3900 Fremont, Suite 1, Chicago, IL 60613</u> E-mail: <u>john.rogan@i-s-consulting.com</u> Phone: <u>877-437-4271</u>																																		

Section I: General Contract Information	
Department Name	Chicago Department of Public Health
Department Contact Name	Tonya Tucker
Department Contact Number	(312) 747-1199
Department Contact Email	Tonya.tucker@cityofchicago.org
Contract Number	27860
Contract Subject Name	Integrated Solutions Consulting
Contract Initiation Date	6/6/18
Original Contract Amount	\$2,159,274.32
Original Contract Expiration Date	5/5/2023
Budgeted amount for current year	Estimated \$0
Year to date expenditure	\$0
Are funds	<input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> TIF <input checked="" type="checkbox"/> Grant – Corporate
What is the funding strip?	017-0X61-0413829-0140-220140-P14120103797-17PV41
If contract modification or task request is approved, will department have enough funds to cover new expenditure?	Yes
If no, what is the plan to address the short fall?	N/A
Section II: Contract Modifications	
Complete this section if you are modifying the value of an existing contract.	
Contract Value Increase	\$
New total contract amount	\$
New contract expiration date	
Goods/services provided by this contract	

<p>Justification of need to modify this contract</p>	<p>CDPH is requesting a new non-competitive contract with Integrated Solutions to continue the work ISC has been providing to CDPH since 2007. ISC provides a comprehensive emergency planning framework to leverage and ensure compliance with a growing number of federal programs, grant requirements and compliance mandates. ISC has prepared the only known comprehensive public health emergency plan (CPHEP), operating on the Integrated Electronic Planning Platform (IEPP) that is now referenced to as the Comprehensive Emergency Management Program (CEMP).</p>
<p>Impact of denial</p>	<p>CDPH will not have the services needed from Integrated solutions to keep and maintain the system needed to respond to an emergency situation.</p>
<p>Section III. Issue a Request for Services to a Master Consulting Agreement</p>	
<p>Complete this section if you want to issue a request for services to a Master Consulting Agreement</p>	
<p>Value of planned task order request</p>	
<p>Expiration date of planned task order request</p>	
<p>Scope of services</p>	
<p>Justification of need to issue request for services</p>	
<p>Impact of denial</p>	
<p>Section IV: Assessment of Office of Budget and Management Analyst</p>	
<p>Approve/Deny</p>	<p>Approve Packet will go to sole source for new contract to allow them to continue to assist with Emergency planning and response</p>
<p>OBM Analyst Initials</p>	<p>GPG</p>
<p>OBM Analyst Name/number</p>	<p>Gabriel Godwin</p>



DEPARTMENT OF PUBLIC HEALTH
CITY OF CHICAGO

Statement of Work

Detail specifications and Scope of Work for Integrated Solutions Consulting
May 2018 – June 30, 2023

Scopes of Service:

1. Planning

- a. Identification of All-Hazard Plan elements not currently available in existing Comprehensive Emergency Management Program (CEMP) platform
- b. Cross-reference new capability measurements across existing plan elements
- c. Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines
- d. Assure the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes

2. Projects

- a. Assist with the integration into the CEMP of planning elements that cross-cut the PHEP capabilities, public health preparedness efforts and any new integrated federal partner elements
- b. Upload and cross-reference new capability measurements across existing plan elements
- c. Assist with the implementation of any data gathered from public health specific Hazard and Vulnerability Assessment into planning elements and doctrine
- d. Provide assistance in coordinating cross-jurisdictional planning elements
- e. Includes evaluation / gap assessment, maintenance and improvement planning

3. Reporting

- a. Assist with Federal reporting structures for grant compliance and monitoring
- b. Develop if deemed appropriate reporting structures to support grant project monitoring
- c. Assist with Federal audit structures
- d. This includes the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR) audit

4. Administrative

- a. Administrative, Travel, and Project Management

Objectives:

Contractor and use of the CEMP platform ensure ongoing and sustainable access to statewide Public Health planning doctrine, integrated plan sharing, and uniform/accepted Federal auditing structures. Integrated Solutions Consulting has been contracted through the Illinois Department of Public Health



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(IDPH) to ensure all local health departments within the state of Illinois have access to this Comprehensive Emergency Management Program platform, through the Public Health Emergency Preparedness (PHEP) grant, starting in 2012 and ending 2018. A new cooperative agreement will begin July 1, 2017 and run until June 2022.

Deliverables:

1. Planning

- a. Contractor will evaluate the current All-Hazard plan elements, which encompasses any existing plans or program modules currently housed within the city of Chicago's section of the CEMP platform, conduct a planning gap analysis and provide a report to the Planning Director or designee on any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health. **This report is due within 90 days of the execution of this agreement, and at least annually through the term of the agreement.**
- b. Contractor will assist in the evaluation of new capability / Domain measurements defined in any Funding Opportunity Announcement (FOA) being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development. **This report is due annually within 45 days of the release of any new grant guidance or funding opportunity.** The contractor will work directly with the Planning Director or designee to implement strategy for compliance to these and future measures on an on-going basis, but minimally quarterly.
- c. Contractor will assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines. This process is evaluated as needed, based on changes within state and Federal guidance or law. The contractor will work directly with the Planning Director or designee on an on-going basis, but **minimally quarterly.**
- d. The contractor will assure the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management program processes. This may include standard operating procedures, standard operating guides, playbooks, plans, and similar documents. All planning efforts will be led by a Bureau staff member/subject matter expert.

2. Projects

- a. Contractor will assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements. **The initial integration project is due within 90 days of the execution of this agreement and at least annually through the term of the**



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agreement. The contractor will work directly with subject matter experts within CDPH or capability leads in the respective deliverable capability structures on an on-going basis, but minimally quarterly. Detailed reports will be provided to the Planning Director or designee, to assure projects remain focused on programmatic details on a requested basis, but **minimally quarterly.**

- b. Contractor will **annually** upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects. This will include any potential page development to capture capability / domain or other terminology requirements from Chicago, CDC or HHS ASPR. This report is due within 7 days of the release of the Federal Funding Opportunity Announcement (FOA), traditionally seen the first week of March.
- c. Contractor will provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program. These activities will be built from "Task Ordering" by CDPH staff and will require the contractor to identify in advance the hours necessary to complete the activity, prior to initiating any work.
- d. Contractor will assist with the implementation of any data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine. The contractor will work directly with subject matter experts within CDPH or capability leads in the respective deliverable capability structures on an on-going basis, but minimally quarterly. This will include assisting in the development of preparedness doctrine that utilizes the HVA results and the implementation of programmatic changes to existing planning or response capabilities. Final programmatic recommendations will be required by June 30, 2019, with the understanding that implementation of these recommendations might be phased over several years, based on available funding and staff resources.
- e. Contractor will provide assistance in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois. This includes, but is not limited to identifying project planning elements from other local health departments that might be beneficial for implementation within Chicago, facilitate the electronic transfer of planning elements and provide technical assistance for integration of the planning elements. This activity is on-going and understood that all jurisdictions utilizing the CEMP platform develop, prepare, implement and review planning doctrine on varying timetables. Tasks include evaluation / gap assessment, maintenance and improvement planning. The contractor will work directly with the Planning Director or designee on an on-going basis, but minimally quarterly.



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3. Reporting

- a. Contractor will assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract. CDPH has regular audits conducted by internal compliance and external regulatory agencies and as such is required to provide documentation on project status, program applications and grant deliverables. The contractor is expected to be available to provide access to all documents contained within the CEMP platform when requested by any and all auditing agents.
- b. Contractor will work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project monitoring. Audits are generally un-scheduled events and as such the contractor will make provisions to be available to assist when requested.
- c. Contractor will work directly with the Planning Director or designee on the CDC Medical Countermeasures (MCM) Operational Readiness Review (ORR), which replaced the Technical Assessment Review (LTAR), for which CDPH and all local health departments in the country who receive PHEP funding are required to complete on an annual basis. Program material is assembled over the course of 2 months preceding the ORR audit, which generally occurs in the 3rd quarter of the grant year (January-March). The Contractor will make provisions to be available to assist when requested and be on-hand during the audit process.

4. Administrative

- a. Administrative, Travel, and Project Management

System Requirements:

Based on the Scope of Work, and previous concurrence with the Department of Innovation and Technology (DoIT) we believe this is not an IT related application, strictly a planning assistance application. Due to the nature of the existing system throughout Illinois, this vendor has the knowledge content needed to properly administer the system.



DEPARTMENT OF PUBLIC HEALTH
CITY OF CHICAGO

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Christopher G. Shields, BS, EMT-P
Assistant Commissioner
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Mahita Cieczzak
Projects Administrator
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DEPARTMENT OF PUBLIC HEALTH
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Attachment
CDPH Statement of Uniqueness – ISC (CEMP)

In 2007, The Chicago Department of Public Health identified a need to enhance operational capabilities of the department during incidents and disasters. An electronic system was needed to provide for proactive, detailed and performance based planning doctrine, and to provide a comprehensive emergency planning framework to leverage and ensure compliance with a growing number of federal programs, grants requirements and compliance mandates. Integrated Solutions Consulting (ISC) provided the only known Comprehensive Emergency Management Plan (CEMP), operating on the Integrated Electronic Planning Platform (IEPP) that is now referred to as the Comprehensive Emergency Management Platform (CEMP). CDPH entered into a Sole Source contract with Integrated Solutions Consulting to initiate the Comprehensive Emergency Management Program (CEMP) program ensuring that all plans, procedures and policies are consistent and integrated across the multiple federal compliance requirements, and the multiple federal preparedness programs from which CDPH receives funding. This program allowed for a standard mechanism for plan development, testing, evaluation, review and modifications based on lessons learned, corrective action and improvement plans developed from the numerous drills, exercises and live events in which CDPH is an active participant.

The Chicago Department of Public Health contracted with Integrated Solutions Consulting in 2007 to provide an electronic system that facilitated the integration of comprehensive and department specific emergency planning doctrine. Added enhancements further expanded the system to allow for plan sharing across multiple jurisdictions and coordinate the completion of CDC Federal audits; local technical assessment reviews (LTAR), for the past 9 years.

As a result of this identified need by Chicago and subsequently by the Illinois Department of Public Health (IDPH), the CEMP platform was released to all local health departments in the state of Illinois; to maintain standardized planning doctrine, enhance plan sharing across jurisdictional boundaries, and to provide a standardized platform for completing Federal program audits by the Centers of Disease and Control (CDC). This platform is now mandated as a requirement in all local health departments within Illinois receiving Public Health Emergency Preparedness (PHEP) grant dollars

Integrated Solutions Consulting (ISC) has prepared the nation's only known Comprehensive Emergency Management Plan (CEMP) platform. We have been unable to identify any other similar program or similar services provided by other organizations. ISC has a patent pending for their IEPP™, a program that provides jurisdictions with an emergency management planning system in a consistent and operational format. ISC's staff is knowledgeable and experienced in big city planning, as well operational response to some of the nation's largest disasters.

Name of Preparer: CHRISTOPHER G. SHIELDS

Signature of Preparer: *Christopher G. Shields*

Date: 2017.09.14



DEPARTMENT OF PUBLIC HEALTH
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**CDPH Schedule of Compensation
For Integrated Solutions Consulting**

The following estimated costs for the sole source contract for Integrated Solutions Consulting covers the five years contract term and two one year extensions (7) year timeframe of estimated deliverables. The following costs also include projected work over the seven year timeframe of deliverables, reporting requirements and administrative requirements.

Estimated Cost: \$1,451,154.52 for the five (5) years + two (1-year) extension years of Deliverables, a total of \$2,159,274.32 over the five years

1. Planning:

- a. \$344,851.20 Over 7 years as outlined in the attached budget; Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.
- b. \$103,500.00 Over 7 years as outlined in the attached budget; Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.
- c. \$ 87,000.00 Over 7 years as outlined in the attached budget; Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.
- d. \$222,638.40 Over 7 years as outlined in the attached budget; Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.

2. Project Work

- a. \$140,700.00 Over 7 years as outlined in the attached budget; Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.
- b. \$ 46,500.00 Over 7 years as outlined in the attached budget; Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.
- c. \$325,272.00 Over 7 years as outlined in the attached budget; Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.



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- d. \$162,000.00 Over 7 years as outlined in the attached budget; Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.
- e. \$134,700.00 Over 7 years as outlined in the attached budget; Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.

3. Reporting

- a. \$ 87,000.00 Over 7 years as outlined in the attached budget; Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.
- b. \$ 74,212.80 Over 7 Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.
- c. \$342,000.00 Over 7 Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)

4. Administrative

- a. \$ 88,899.92 Over 7 years as outlined in the attached budget; Administration, Project Management, Travel and system maintenance

CHRISTOPHER SHERIDAN

Name of CDPH Preparer

Christopher Sheridan

Signature of Preparer

3/1/2018

Date

September 20, 2017

Chicago Department of Public Health
333 S. State Street, Suite 2144
Chicago, IL 60604
Attn: Christopher G. Shields, Assistant Commissioner

Dear Mr. Shields,

As the individual authorized to contractually obligate and negotiate for Integrated Solutions Consulting (ISC), I am pleased to present our 2018-2023 Chicago Department of Public Health (CDPH) Comprehensive Emergency Management Plan (CEMP) Services Project Management Plan (PMP) and price quotation. The scope of services identifies a step-by-step work plan to accomplish the project objectives identified in the PMP. CDPH has identified four project objectives that are to be accomplished over each year of the project. These objectives are as follows:

1. Planning
 - a. Identification of All-Hazard Plan elements not currently available in existing CEMP platform
 - b. Cross-reference new capability measurements across existing plan elements
 - c. Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines
 - d. Assure the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes
2. Projects
 - a. Assist with the integration into the CEMP of planning elements that cross-cut the PHEP capabilities, public health preparedness efforts and any new integrated federal partner elements
 - b. Upload and cross-reference new capability measurements across existing plan elements
 - c. Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment into planning elements and doctrine
 - d. Provide assistance in coordinating cross-jurisdictional planning elements
 - e. Includes evaluation / gap assessment, maintenance and improvement planning
3. Reporting
 - a. Assist with Federal reporting structures for grant compliance and monitoring
 - b. Develop if deemed appropriate reporting structures to support grant project and fiscal monitoring
 - c. Assist with Federal audit structures
 - d. This includes the CDC annual Medical Countermeasure (MCM) Operational Readiness Review (ORR)
4. Administrative
 - a. Administrative, Travel, and Project Management

The budget for the 2018- 2023 CDPH CEMP Project is \$48,000 for year one due to the shortened eight week schedule for grant cycle alignment. Year two, the first full grant cycle budget, is \$348,194.32 with slight increases of less than 1% in each successive years for a total of \$1,804,966.92 for the 2018-2023 budget cycle. It will begin approximately, May 9, 2018 and conclude on June 30, 2023, with the possibility of an extension until June 30, 2024. The extension year is budgeted for \$354,307.40. This price quotation is valid until June 30, 2024.





INTEGRATED SOLUTIONS
CONSULTING

This project is to be funded through a grant from the Center for Disease Control and Prevention (CDC). Project reporting and invoices will be submitted as deliverables are completed.

We appreciate the opportunity to continue our partnership with CDPH and the City towards preparing for emergencies and catastrophic events and building a safer and more resilient community.

Sincerely,

John Rogan
Partner
Integrated Solutions Consulting, Inc.
3900 N Fremont St, Unit I
Chicago, IL 60613
Office: 773-383-7221
Fax: 877.684.0557
Email: John.Rogan@i-s-consulting.com





September 15, 2017

Chicago Department of Public Health
333 S. State Street, suite 2144
Chicago, IL 60604
Attn: Christopher G. Shields, Assistant Commissioner

Dear Mr. Shields:

Over the course of the last several years, the Federal government, the State of Illinois, and the City of Chicago have allocated vast resources towards preparing for emergencies and catastrophic events. Numerous city officials, departments, and private sector partners have participated in this important mission, leading to a safer and more resilient community. Recently, several incidents including the H1N1 Pandemic, 2012 NATO Summit, 2014 Ebola Outbreak, 2016 Zika Virus have served to remind us of the importance of this mission and the level of commitment required to achieve successful outcomes.

In 2007, Integrated Solutions Consulting (ISC) developed the Comprehensive Emergency Management Program (CEMP) and Odysseus™ Preparedness and Planning System to provide preparedness solutions to local and state health departments. Odysseus™ is the only process / system of its kind that can provide a high-level of preparedness and planning solutions specifically designed, developed, and proven for the planning, preparedness, and operational requirements of public health departments. It is protected by patent and trademarks laws and currently exclusive to ISC.

Odysseus™ is the web-based planning platform local and state health departments have used to implement their CEMP. The terms Odysseus™ (the trademarked planning technology) and the CEMP (comprehensive planning developed on Odysseus™), are used by ISC's clients interchangeably and represent the totality of planning developed on the web-based system. From 2007 to the present date, ISC has implemented CEMP and Odysseus™ successfully for the Chicago Department of Public Health (CDPH), the Illinois Department of Public Health (IDPH), all 95 county and certified local health departments, and all 156 hospitals in the State of Illinois HPP Program.

As the creators of this successful planning system and the experts in its use and implementation, ISC has listed the following items as a justification of a sole source opportunity to provide even greater value to the City.

Sincerely,

John Rogan, Partner
Integrated Solutions Consulting, Inc.
3900 N Fremont St, Unit I
Chicago, IL 60613
Office: 773-383-7221
Fax: 877.684.0557
Email: John.Rogan@i-s-consulting.com



ISC Statement of Uniqueness

1. Does the proposed firm have personnel considered unquestionably predominant in the particular field?

Integrated Solutions Consulting offers a nationally recognized team with a client-focused culture and unique combination of academic knowledge, practical understanding, and field experience. We feel that this blend of academic knowledge and practical experience makes us committed and fully qualified to fulfill all provisions of this project in providing CDPH with an efficient and effective comprehensive emergency management program, incorporating the latest analytical and methodological techniques, and providing accurate output of hazard vulnerabilities. This thorough process is a hallmark of ISC's commitment to excellence and our track record of continuously providing client-focused, exceptional products that address the objectives of the assigned project as well as concurrent and future emergency management activities.

ISC will provide CDPH with a team that exhibits the following characteristics:

- Focused Expertise Supported by a Multi-Disciplinary Perspective: Our primary business is to assist in the development and implementation of proactive solutions for health preparedness departments by delivering comprehensive, all-hazard, and multi-disciplinary services.
- Track-Record of Collaboration and Success: Our team has partnered, collaborated, and successfully delivered on complex public health preparedness projects at the local, state, and federal level.
- Proven Best Management Practices: We have a proven project management methodology that can ensure that this important project remains on budget, is quality driven, properly staffed, and constantly focused on accomplishing the client's objectives.
- Seasoned Professionals with Academic and Technical Expertise: Our team combines academic achievement with technical excellence and seasoned public health professionals that can deliver research-based, national best-practices and lessons-learned.

Integrated Solutions Consulting is dedicated to providing consulting services that are based on the common principles and practices of comprehensive public health preparedness and offer solutions that are client-focused, value-added, and research-based.

Since its inception, ISC has established itself as dedicated industry leaders in public health preparedness consulting services. We are committed to taking an all-hazard, integrated approach to help solve complex challenges facing our communities and to develop comprehensive solutions and plans to promote economic steps in public safety against an increasingly volatile world. Our mission and principles supported by our dedication and enthusiasm are what we believe separates us from others. We are determined to delivering excellence and exceeding expectations to fulfill our client's needs and the motivation of those needs.

2. What prior experience of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?

Integrated Solutions Consulting, as developers of the CEMP, have teamed with CDPH to provide health preparedness consulting services including providing strategies for the optimal use of the CEMP in preparedness and response efforts. This long-term working relationship that started when CDPH purchased the CEMP in 2008 and resulted in the department obtaining a web-based planning platform that allows sharing of information both within the department and with external planning partners. The CEMP has been used by the department for over eight years and continues to be used to the present day. In addition, this state of the art planning system will be the focus of its future planning initiatives.

Integrated Solutions Consulting designed, developed, and will maintain the CEMP for CDPH as well as 95 other local health departments and 156 hospitals in Illinois. As developers of the CEMP and due to the close eight year working relationship they have with CDPH, ISC is in the unique position to maintain the CEMP as a system, provide consulting services on the best use of the CEMP, provide expertise on how to integrate comprehensive all hazards planning solutions into the system, and to continue the department's outstanding track record of securing federal funding through programmatic compliance.

Our relevant experience is comprised of broad array of similar and complementary projects that are supported by a record of accomplishment of successful project and program execution. An essential element of this achievement is attributed to our ability to utilize our team's cooperative strengths to provide our clients with multi-disciplinary solutions to their public health preparedness projects. This multi-disciplinary approach provides a framework that incorporates all hazards and integrates all phases of emergency management, while aligning and complementing Federal and State directives to maximize programmatic and fiscal efficiency.

ISC has obtained the recognition of providing exceptional, client-focused services and celebrated for its integrated "best-practices" approach to all-hazards planning and preparedness. This recognition is attributed to ISC's strive for excellence for every project initiated, regardless of client or project size.

Our commitment to excellence is reflected in our exceptional performance rating which resulted from an independent and third-party evaluation of over 50 ISC projects.

Since 2007, ISC has worked with multiple local and regional health departments including CDPH, the DuPage County Health Department, the Cook County Department of Public Health, and the Illinois Department of Public Health focusing its efforts on improving Medical Countermeasure (MCM) [formally Strategic National Stockpile (SNS)] planning and preparedness. In the course of the SNS/MCM planning development leadership of these organizations approved a decision to develop planning and preparedness in an innovative approach – developing an All-Hazard CEMP. The CEMP is a continual cycle integrating preparedness elements – planning, education, training, and exercising - efficiently and effectively.

By making ISC's Odyssey™ a foundation of their CEMP program, each department has streamlined their planning process and developed plans that were more accessible to its internal and external partners. The CEMP designed and developed on the Odyssey™ preparedness and planning system provided health departments with a web-based structure enabling the improvement of preparedness doctrine and programs

to support the maintenance and implementation of this doctrine. The CEMP provides public health departments with real solutions for many gaps commonly identified in preparedness and planning.

3. What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature which is vital to the job?

Odysseus™ is the only process / system of its kind that can provide a high-level preparedness and planning solutions specifically designed, developed, and proven for the planning, preparedness, and operational requirements of public health departments. It is a wholly owned and patented solution for preparedness planning developed completely by ISC. Odysseus™ was developed by working with preparedness organizations, including CDPH, to assess their preparedness needs and identify solutions to enhance preparedness programs. The system is unique in that it was created and developed entirely by ISC cannot be licensed for use without ISC's consent. Additionally, as sole developers of the system, ISC continues to refine and develop the functionality of the system. These improvements are provided only to active users of the system.

Integrated Solutions Consulting provides the CEMP as a "Software as a Service" (SaaS) product. This unique pricing model does not charge a licensing fee for every new user, rather a fee for every new instance or department that purchases the product. This allows the CEMP to expand to multiple users within a department at very low cost. One of the fundamental tenets of effective planning is to form diverse planning groups with representatives from all departments involved in the plan. This methodology not only helps responding departments fully understand their roles and responsibilities but also exposes the planning process to multiple viewpoints and multi-disciplinary expertise. Due to the nature of planning, the ability to allow access to multiple users while being economically feasible increases the efficiency and effectiveness of preparedness planning by sharing information and involving more input from different stakeholders. The CDPH has seen this benefit as over a hundred unique users have accessed the system since its initial deployment and planning has been shared and vetted by experts throughout the department.

In addition, any upgrades to the CEMP – Odysseus™ system (ISC is currently upgrading the entire system to version 3.0 with 4.0 modules) are included in the implementation cost and licensing costs during the licensing agreement.

4. What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which makes them the only source who can perform the work within the required time schedule without unreasonable costs to the City?

The CEMP also has many benefits beyond MCM/SNS planning. The CEMP provides each agency with an online forum to develop, implement, and maintain a truly comprehensive public health and hospital preparedness program that is guided to meet all state and federal requirements. In addition, Odysseus™ maintains an aggregation capability so that data collected can be aggregated and analyzed in various formats and shared throughout departments.

The system continually updates and develops intelligence modules based on Federal guidance. Currently, the CEMP has increased its' capabilities with effective customized solutions designed for all CDPH since 2008. Some of most recent and relevant module updates include:

- Center for Disease Control and Prevention (CDC) Public Health Preparedness Capabilities Module and Reporting Functionality
- Health and Human Services (HHS) Healthcare Preparedness Capabilities Module and Reporting Functionality
- Hospital Hazard Vulnerability Assessment Module
- Public Health Service Risk Assessment Module
- Training and Exercise Coordination Module and Reporting Functionality
- Workgroup Functionality

This sharing capability is vital to preparedness activities in the State. As public health events are regional in nature, a robust information sharing capability is essential to a prepared department and a protected city. As preparedness levels has risen throughout the State of Illinois, CDPH must have the capability to share information and best practices with its local, regional, and State partners to increase its capability and overall preparedness.

In addition, clients throughout the State of Illinois, including CDPH, have used the CEMP as a communicative tool during exercises and actual emergencies. For example, during the 2009/2010 H1N1 Pandemic, ISC personnel worked closely with CDPH during preparedness operations and deployed several personnel in response operations. The CDPH and ISC personnel were instrumental in using the CEMP to maintain accurate situational awareness of vaccination operations by hourly IAP updates and vaccine usage reports. Additionally, since the CEMP is designed using a cloud based computing model, information entered into one system can be shared on a regional basis. This allows the pooling of resources among departments, reduces costs, and increases collaboration in potential emergency situations.

Odysseus™ was designed to with the ability to share information from system to system. As planning becomes more effective when shared, Odysseus™ sharing functionality (federal to state, state to county, and county to local) makes it a unique and ideal solution for CDPH. This advantage has been recognized by many agencies including the IDPH. Recently, IDPH purchased the system for all 95 local health departments and all 156 hospitals in Illinois with the intent of sharing information between departments and the healthcare to increase overall preparedness.

Although public health and emergency preparedness can only truly be measured by "actual" operational success, the Center for Disease Control and Prevention (CDC) Strategic National Stockpile (SNS) Technical Assistance Review (TAR) does offer a qualitative measurement of preparedness for SNS planning/preparedness at State, County, and City Readiness Initiative (CRI) levels. Integrated Solutions Consulting, through the CEMP, has provided a successful platform for health departments to identify and close planning gaps and highlight compliance with grant mandates in preparation of the CDC TAR. Since adopting the CEMP in early 2008, the chart below indicates TAR percentile score for CDPH in the design and develop SNS Planning:

Chicago Department of Public Health SNS TAR/MCM ORR Scores	
Year	Score
2008	94
2009	99
2010	No review required due to the previous year's score
2011	100
2012	100
2014	100
2016	n/a (scoring removed)

In addition to increasing the department's ability to satisfy qualitative compliance metrics, the CEMP has the value added of reducing the amount of time it traditionally takes to prepare for the Federal and State grant performance metrics, saving time and untold staff hours. This has allowed the focus to shift from simply assuring compliance, to improving existing plans, increasing coordination with partners, and allowing a higher level of operational success.

Although, it is difficult to quantify the cost savings in increased efficiency and reduced staff hours exactly, assuring compliance with the TAR has secured a measurable amount of funding from the CDC. As detailed in the each budget year's cooperative agreement, non-compliance with the TAR results in a 10% reduction of non-CRI grant funding. The following table identifies funding allocations from 2008 to 2011 along with the 10% deduction compliance with the TAR has avoided:

CDC Cooperative Agreement Funding for Chicago		
Year	Amount (Non CRI)	Potential Deduction for Non TAR Compliance
2008	\$9,232,673	\$923,267
2009	\$9,087,074	\$908,707
2010	\$8,978,646	\$897,864
2011	\$8,215,124	\$821,512
2012	\$8,269,316	\$826,932
2014	\$8,169,931	\$816,993
Total	\$35,513,517	\$5,195,275

Based on the above evidence, ISC (CEMP – Odysseus™) has an unrivalled record of success in the area of public health preparedness and planning; this has been recognized by the CDC SNS/MCM Project Manager for the State of Illinois and the City of Chicago.

- If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features and/or functions the items have which no other brands or models, etc. possess. Is compatibility with existing equipment critical from an operational standpoint? Explain why?**

While this product offers features and services similar to other content management products utilized by other public health agencies, Odysseus™ is different in that its **primary focus** is to enhance emergency management and public health planning and preparedness. Odysseus™ is the only known system of its kind that was developed by emergency management and preparedness professionals for the sole purpose of planning and enhancing organizational preparedness.

In addition, it offers unique customized services purely dedicated to the maintenance of complex emergency plans.

It is important to note that this system is not solely a content management product; instead, it is an internet-based secured avenue to create, edit, and maintain public health emergency plans with advanced customization and facilitation, which promotes increased plan quality and compliance. Moreover, plan quality and increased preparedness are achieved because the Odysseus™ system goes far beyond serving as a storehouse for public health documents. Instead, this system is uniquely designed to facilitate the management and utilization of the following services, which are critical to the overall public health preparedness operations:

- Improved integration of comprehensive emergency management doctrine in a consistent and operational format
- Development of an innovative structure that enables various levels of secure access to limit or expand information dissemination
- Implementation of a scalable platform that can be modified with regards to structure and content to meet the needs of a department, regional authority, or a state agency
- Management of planning committees to include assigned responsibilities, meeting schedules, and public outreach efforts
- Enhanced accessibility, efficiency, and effectiveness of exercise and training programs throughout the planning cycle
- Programmatic compliance of performance-based and incentive-based grant measures with governing bodies
- Use of the system as an efficient and effective information sharing and storing tool during actual incidents

The CEMP designed and developed on the Odysseus™ preparedness and planning system provides health departments with a web-based structure enabling the improvement of preparedness doctrine and programs to support the maintenance and implementation of this doctrine. The CEMP provides public health departments with real solutions for many common preparedness and planning gaps.

The CEMP is unique because it is a web-based preparedness and planning system with the ability to increase planning and program standardization; through standardization, preparedness doctrine is realized. The CEMP's use of proactive and user friendly cloud computing technologies enables CDPH, Illinois Local Health Departments, public partners, and private partners (as appropriate) to share, collaborate, and develop "ideal" preparedness planning and programs. This ability to provide "knowledge transfer" instantaneously throughout the State is perhaps the greatest strength of the system.

Preparedness and Planning Challenges – CEMP Solutions	
Common Preparedness and Planning Gaps	CEMP Solutions
Planning was developed in MS Word on desktop computers and/or shared drives – this led to serious version control issues and a lack of dissemination management.	Provides a web-based system providing: high level of security and redundancy, layered access and dissemination, and the ability to manage planning with active version control protocols.
Planning once completed was stored in hard-copy notebooks and/or electronically - plans were rarely updated, reviewed, or referred to during a crisis.	Planning and preparedness doctrine is securely stored and is available on-line for immediate review or modification.
Planning was developed in a non-collaborative environment - knowledge transfer was inefficient between planners and command personnel; public and private partners rarely see planning after initial completion.	Planning is accessed via multiple layers based on "need-to-know" protocols enabling planning committees, workgroups, and operations personnel to actively review and comment on planning and preparedness doctrine. Planning can also be shared with the public, ensuring grant program compliance and community consensus.
Planning was in a non-standard design – this inhibited the implementation of planning for education, training, and exercises.	Planners and personnel have the ability: to view all current planning and multiple plans concurrently; and standardize plan organizational structure to provide the flexibility within appropriate operational limits.
Planning was difficult to access – plans were rarely reviewed / understood.	Executives, management, personnel, planners, and public / private partners can access the plan on-line to gain immediate situational understanding.
Preparedness was problematic – planning was rarely exercised; exercise and actual incidents / events After Action Report (AARs) / Improvement Plans (IPs) did not modify planning or procurement.	Preparedness personnel can connect preparedness and planning components to exercise plans; AARs and IPs address focus on these specific components; planning and preparedness programs are updated and progress is readily identified.
Preparedness was disconnected – a common operational picture of each hazard did not influence planning, training, exercises, and procurement.	Planning is now connected throughout the entire "preparedness cycle" into a comprehensive emergency management program systematically developing efficiently and effectively organizational and operational processes.

6. **Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.**

Due to the distinct characteristics and services offered by the Odysseus™ system, it is the only process/system of its kind. While other products are web-based or provide comparable services, they either lack the emergency management/public health focus and expertise, or fail to address the programmatic and comprehensive needs of public health preparedness agencies. This claim is validated by extensive research conducted by ISC to compare current web-based applications being offered to the emergency preparedness community. This research included conducting comprehensive searches for related products; documenting promotional pieces in emergency management and public health related publications; informal interviews with emergency preparedness agencies and representatives to determine what kinds of systems were being utilized; and attending various emergency preparedness tradeshows and conferences across the country to assess current and up-and-coming services and products being offered.

Once products were identified, ISC thoroughly compared these products with Odysseus™ and the CEMP concept. Again, while other products promote collaboration via a web-enabled environment, no system other than Odysseus™ truly allows for the customization and programmatic integration of all planning, educating, training, and exercising, and response-oriented needs of emergency preparedness programs.

It should also be noted that this system is unique in that it is offered on a Software-as-a-Service basis and gives CDPH the ability to integrate preparedness and planning efficiently at the local level. The key benefits of SaaS design is a significant advancement in emergency preparedness/planning platforms by providing the right mix of flexibility and standardization based on the clients' needs.

For the purposes of comparison, three leading content management based systems were analyzed. The table below depicts how these products differ.

Microsoft Office SharePoint 2007

Microsoft Office SharePoint Server 2007 provides a single, integrated location where employees can collaborate with team members, find organizational resources, search for experts and corporate information, and manage content and workflow. SharePoint allows teams to work together, collaborate on, publish documents, maintain task lists, implement workflows, and share information through the use of wikis and blogs.

SmartDoc

SmartDoc is a Web-based document management software solution that helps businesses create, manage, and share documents and best practices (e.g. SOPs) throughout the entire enterprise. This product focuses on planning processes, specifically with the upkeep of key strategy or planning documents.

SIREN

SIREN (Secure Integrated Response and Electronic Notification Infrastructure) is a custom-built program using a combination of Microsoft Office SharePoint and the Microsoft .NET Framework. This product was developed specifically for the Arizona Department of Health Services. SIREN was created to optimize the electronic secure distribution of information of state, tribal, and local officials especially during times of a crisis.

Product Comparison				
	MS SharePoint	SmartDoc	SIREN	Odysseus™
Allows Attachments/Links	■	■	■	■
Promotes Collaboration	■	■	■	■
Valuable Planning Tool		■		■
Valuable Response Tool			■	■
Emergency Management / Public Health Specific Product			■	■
CEMP Integration				■
Facilitates Education, Training, and Exercising				■

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

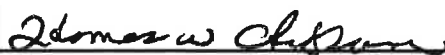
PRODUCER USI Insurance Services LLC 1800 River Drive Moline, IL 61265 309 764-9666	CONTACT NAME: Chris Chase
	PHONE (A/C, No, Ext): 513-852-6358 FAX (A/C, No): 610-362-8468 E-MAIL ADDRESS: chris.chase@usi.com
INSURED Integrated Solutions Consulting Corp PO Box 304 Mt. Prospect, IL 60070	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A : Hartford Casualty Insurance Company 29424
	INSURER B : Pacific Insurance Company Ltd 10046
	INSURER C : Catlin Specialty Insurance Company 15989
	INSURER D : Lloyd's of London 85202
	INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	83SBAVX3986	01/15/2018	01/15/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	83SBAVX3986	01/15/2018	01/15/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000	X	X	83SBAVX3986	01/15/2018	01/15/2019	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	83WECTD8533	01/15/2018	01/15/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	E & O/Prof Liab			MPP903309702	01/15/2018	01/15/2019	2,000,000
D	Cyber Liab			BINDER14248405	02/01/2018	02/01/2019	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Blanket Additional Insured, Primary and Non-contributory and Blanket Waiver of Subrogation are included in General Liability shown above if required by written contract prior to loss

CERTIFICATE HOLDER City of Chicago Department of Public Health 333 S State St 2nd Floor Chicago, IL 60604	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF FILING FOR
CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 118217

Date of This Filing: 02/26/2018 12:36 PM

Certificate Printed on: 02/26/2018

Original Filing Date: 09/14/2017 01:41 PM

Disclosing Party: Integrated Solutions
Consulting, Corporation

Title: Partner

Filed by: John Rogan

Matter: Chicago Department of Public Health
(CDPH) Technical and Consulting Services

Applicant: Integrated Solutions Consulting,
Corporation

Specification #:

Contract #:

The Economic Disclosure Statement referenced above has been electronically filed with the City. Please provide a copy of this Certificate of Filing to your city contact with other required documents pertaining to the Matter. For additional guidance as to when to provide this Certificate and other required documents, please follow instructions provided to you about the Matter or consult with your City contact.

A copy of the EDS may be viewed and printed by visiting <http://webapps1.cityofchicago.org/EDSWeb> and entering the EDS number into the EDS Search. Prior to contract award, the filing is accessible online only to the disclosing party and the City, but is still subject to the Illinois Freedom of Information Act. The filing is visible online to the public after contract award.



CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT and AFFIDAVIT
Related to Contract/Amendment/Solicitation
EDS # 118217

SECTION I -- GENERAL INFORMATION

A. Legal name of the Disclosing Party submitting the EDS:

Integrated Solutions Consulting, Corporation

Enter d/b/a if applicable:

The Disclosing Party submitting this EDS is:

the Applicant

B. Business address of the Disclosing Party:

3900 N. Fremont
Suite I
Chicago, IL 60613
United States

C. Telephone:

773-383-7221

Fax:

Email:

john.rogan@i-s-consulting.com

D. Name of contact person:

John Rogan

E. Federal Employer Identification No. (if you have one):

20-5265704

F. Brief description of contract, transaction or other undertaking (referred to below as the "Matter") to which this EDS pertains:

Chicago Department of Public Health (CDPH) Technical and Consulting Services

Which City agency or department is requesting this EDS?

DEPT OF PROCUREMENT SERVICES

Specification Number

Contract (PO) Number

Revision Number

Release Number

User Department Project Number

SECTION II -- DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF THE DISCLOSING PARTY

1. Indicate the nature of the Disclosing Party:

Publicly registered business corporation

Is the Disclosing Party incorporated or organized in the State of Illinois?

Yes

B. DISCLOSING PARTY IS A LEGAL ENTITY:

1.a.1 Does the Disclosing Party have any directors?

Yes

1.a.3 List below the full names and titles of all executive officers and all directors, if any, of the entity. Do not include any directors who have no power to select the entity's officers.

Officer/Director: Mr. Dan Martin
Title: Principal
Role: Director

Officer/Director: Mr. John Rogan
Title: Principal
Role: Director

2. Ownership Information

Please provide ownership information concerning each person or entity that holds, or is anticipated to hold (see next paragraph), a direct or indirect beneficial interest in excess of 7.5% of the Applicant. Examples of such an interest include shares in a corporation, partnership interest in a partnership or joint venture, interest of a member or manager in a limited liability company, or interest of a beneficiary of a trust, estate, or other similar entity. Note: Each legal entity below may be required to submit an EDS on its own behalf.

Please disclose present owners below. Please disclose anticipated owners in an attachment submitted through the "Additional Info" tab. "Anticipated owner" means an individual or entity in existence at the time application for City action is made, which is not an applicant or owner at such time, but which the applicant expects to assume a legal status, within six months of the time the City action occurs, that would render such individual or entity an applicant or owner if they had held such legal status at the time application was made.

There are no owners with greater than 7.5 percent ownership in the Disclosing Party.

SECTION III -- INCOME OR COMPENSATION TO, OR OWNERSHIP BY, CITY ELECTED OFFICIALS

A. Has the Disclosing Party provided any income or compensation to any City elected official during the 12-month period preceding the date of this EDS?

No

B. Does the Disclosing Party reasonably expect to provide any income or compensation to any City elected official during the 12-month period following the date of this EDS?

No

D. Does any City elected official or, to the best of the Disclosing Party's knowledge after reasonable inquiry, any City elected official's spouse or domestic partner, have a financial interest (as defined in Chapter 2-156 of the Municipal Code ("MCC")) in the Disclosing Party?

No

SECTION IV -- DISCLOSURE OF SUBCONTRACTORS AND OTHER RETAINED PARTIES

The Disclosing Party must disclose the name and business address of each subcontractor, attorney, lobbyist (as defined in MCC Chapter 2-156), accountant, consultant and any other person or entity whom the Disclosing Party has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Disclosing Party is not required to disclose employees who are paid solely through the Disclosing Party's regular payroll.

If the Disclosing Party is uncertain whether a disclosure is required under this Section, the Disclosing Party must either ask the City whether disclosure is required or make the disclosure.

1. Has the Disclosing Party retained or does it anticipate retaining any legal entities in connection with the Matter?

No

3. Has the Disclosing Party retained or does it anticipate retaining any persons in connection with the Matter?

No

SECTION V -- CERTIFICATIONS

A. COURT-ORDERED CHILD SUPPORT COMPLIANCE

Under MCC Section 2-92-415, substantial owners of business entities that contract with the City must remain in compliance with their child support obligations throughout the contract's term.

Has any person who directly or indirectly owns 10% or more of the Disclosing Party been declared in arrearage of any child support obligations by any Illinois court of competent jurisdiction?

No

B. FURTHER CERTIFICATIONS

1. [This certification applies only if the Matter is a contract being handled by the City's Department of Procurement Services.] In the 5-year period preceding the date of this EDS, neither the Disclosing Party nor any Affiliated Entity has engaged, in connection with the performance of any public contract, the services of an integrity monitor, independent private sector inspector general, or integrity compliance consultant (i.e. an individual or entity with legal, auditing, investigative, or other similar skills, designated by a public agency to help the agency monitor the activity of specified agency vendors as well as help the vendors reform their business practices so they can be considered for agency contracts in the future, or continue with a contract in progress).

I certify the above to be true

2. The Disclosing Party and its Affiliated Entities are not delinquent in the payment of any fine, fee, tax or other source of indebtedness owed to the City of Chicago, including, but not limited to, water and sewer charges, license fees, parking tickets, property taxes and sales taxes, nor is the Disclosing Party delinquent in the payment of any tax administered by the Illinois Department of Revenue.

I certify the above to be true

3. The Disclosing Party and, if the Disclosing Party is a legal entity, all of those persons or entities identified in Section II(B)(1) of this EDS:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. have not, during the 5 years before the date of this EDS, been convicted of a criminal offense, adjudged guilty, or had a civil judgment rendered against them in connection with: obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; a violation of federal or state antitrust statutes; fraud; embezzlement; theft; forgery; bribery; falsification or destruction of records; making false statements; or receiving stolen property;
- c. are not presently indicted for, or criminally or civilly charged by, a governmental entity (federal, state or local) with committing any of the offenses set forth in subparagraph (b) above;
- d. have not, during the 5 years before the date of this EDS, had one or more public transactions (federal, state or local) terminated for cause or default; and
- e. have not, during the 5 years before the date of this EDS, been convicted, adjudged guilty, or found liable in a civil proceeding, or in any criminal or civil action, including actions concerning environmental violations, instituted by

the City or by the federal government, any state, or any other unit of local government.

I certify the above to be true

4. The Disclosing Party understands and shall comply with the applicable requirements of MCC [Chapter 2-56 \(Inspector General\)](#) and [Chapter 2-156 \(Governmental Ethics\)](#).

I certify the above to be true

5. Neither the Disclosing Party, nor any [Contractor](#), nor any [Affiliated Entity](#) of either the Disclosing Party or any [Contractor](#), nor any [Agents](#) have, during the 5 years before the date of this EDS, or, with respect to a [Contractor](#), an [Affiliated Entity](#), or an [Affiliated Entity](#) of a [Contractor](#) during the 5 years before the date of such [Contractor's](#) or [Affiliated Entity's](#) contract or engagement in connection with the Matter:

- a. bribed or attempted to bribe, or been convicted or adjudged guilty of bribery or attempting to bribe, a public officer or employee of the City, the State of Illinois, or any agency of the federal government or of any state or local government in the United States of America, in that officer's or employee's official capacity;
- b. agreed or colluded with other bidders or prospective bidders, or been a party to any such agreement, or been convicted or adjudged guilty of agreement or collusion among bidders or prospective bidders, in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
- c. made an admission of such conduct described in subparagraph (a) or (b) above that is a matter of record, but have not been prosecuted for such conduct; or
- d. violated the provisions referenced in [MCC Subsection 2-92-320\(a\)\(4\)\(Contracts Requiring a Base Wage\)](#); [\(a\)\(5\)\(Debarment Regulations\)](#); or [\(a\)\(6\)\(Minimum Wage Ordinance\)](#).

I certify the above to be true

6. Neither the Disclosing Party, nor any [Affiliated Entity](#) or [Contractor](#), or any of their employees, officials, [agents](#) or partners, is barred from contracting with any unit of state or local government as a result of engaging in or being convicted of

- bid-rigging in violation of [720 ILCS 5/33E-3](#);
- bid-rotating in violation of [720 ILCS 5/33E-4](#); or
- any similar offense of any state or of the United States of America that contains the same elements as the offense of bid-rigging or bid-rotating.

I certify the above to be true

7. Neither the Disclosing Party nor any [Affiliated Entity](#) is listed on a Sanctions List maintained by the United States Department of Commerce, State, or Treasury, or any successor federal agency.

I certify the above to be true

8. [FOR APPLICANT ONLY]

- i. Neither the Applicant nor any "controlling person" [[see MCC Chapter 1-23, Article I](#) for applicability and defined terms] of the Applicant is currently indicted or charged with, or has admitted guilt of, or has ever been convicted of, or placed under supervision for, any criminal offense involving actual, attempted, or conspiracy to commit bribery, theft, fraud, forgery, perjury, dishonesty or deceit against an officer or employee of the City or any "sister agency" ; and
- ii. the Applicant understands and acknowledges that compliance with Article I is a continuing requirement for doing business with the City.

NOTE: If [MCC Chapter 1-23, Article I](#) applies to the Applicant, that Article's permanent compliance timeframe supersedes 5-year compliance timeframes in this Section V.

I certify the above to be true

9. [FOR APPLICANT ONLY] The Applicant and its Affiliated Entities will not use, nor permit their subcontractors to use, any facility listed as having an active exclusion by the U.S. EPA on the [federal System for Award Management](#) ("SAM")

I certify the above to be true

10. [FOR APPLICANT ONLY] The Applicant will obtain from any contractors/subcontractors hired or to be hired in connection with the Matter certifications equal in form and substance to those in Certifications (2) and (9) above and will not, without the prior written consent of the City, use any such contractor/subcontractor that does not provide such certifications or that the Applicant has reason to believe has not provided or cannot provide truthful certifications.

I certify the above to be true

11. To the best of the Disclosing Party's knowledge after reasonable inquiry, the following is a complete list of all current employees of the Disclosing Party who were, at any time during the 12-month period preceding the date of this EDS, an employee, or elected or appointed official, of the City of Chicago.

None

12. To the best of the Disclosing Party's knowledge after reasonable inquiry, the following is a complete list of all gifts that the Disclosing Party has given or caused to be given, at any time during the 12-month period preceding the execution date of this EDS, to an employee, or elected or appointed official, of the City of Chicago. For purposes of this statement, a "gift" does not include: (i) anything made generally available to City employees or to the general public, or (ii) food or drink provided in the course of official City business and having a retail value of less than \$25 per recipient, or (iii) a political contribution otherwise duly reported as required by law.

None

C. CERTIFICATION OF STATUS AS FINANCIAL INSTITUTION

The Disclosing Party certifies, as defined in MCC Section 2-32-455(b), the Disclosing Party

is not a "financial institution"

D. CERTIFICATION REGARDING FINANCIAL INTEREST IN CITY BUSINESS

Any words or terms defined in MCC Chapter 2-156 have the same meanings if used in this Part D.

1. In accordance with MCC Section 2-156-110: To the best of the Disclosing Party's knowledge after reasonable inquiry, does any official or employee of the City have a financial interest in his or her own name or in the name of any other person or entity in the Matter?

No

E. CERTIFICATION REGARDING SLAVERY ERA BUSINESS

If the Disclosing Party cannot make this verification, the Disclosing Party must disclose all required information in the space provided below or in an attachment in the "Additional Info" tab. Failure to comply with these disclosure requirements may make any contract entered into with the City in connection with the Matter voidable by the City.

The Disclosing Party verifies that the Disclosing Party has searched any and all records of the Disclosing Party and any and all predecessor entities regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era (including insurance policies issued to slaveholders that provided coverage for damage to or injury or death of their slaves), and the Disclosing Party has found no such records.

I can make the above verification

SECTION VI -- CERTIFICATIONS FOR FEDERALLY FUNDED MATTERS

Is the Matter federally funded? For the purposes of this Section VI, tax credits allocated by the City and proceeds of debt obligations of the City are not federal funding.

Yes

A. CERTIFICATION REGARDING LOBBYING

1.a Are there any persons who have made lobbying contacts on behalf of the Disclosing Party with respect to the Matter?

No

1.c. Are there any legal entities who have made lobbying contacts on behalf of the Disclosing Party with respect to the Matter?

No

2. The Disclosing Party has not spent and will not expend any federally appropriated funds to pay any person or entity listed in paragraph A(1) above for his or her lobbying activities or to pay any person or entity to influence or attempt to influence an officer or employee of any agency, as defined by applicable federal law, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the award of any federally funded contract, making any federally funded grant or loan, entering into any cooperative agreement, or to extend, continue, renew, amend, or modify any federally funded contract, grant, loan, or cooperative agreement.

I certify to the above.

3. The Disclosing Party will submit an updated certification at the end of each calendar quarter in which there occurs any event that materially affects the accuracy of the statements and information set forth in paragraphs A(1) and A(2) above.

I certify to the above.

4. The Disclosing Party certifies that either:

- i. it is not an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 or

- ii. it is an organization described in [section 501\(c\)\(4\) of the Internal Revenue Code of 1986](#) but has not engaged and will not engage in "Lobbying Activities," as that term is defined in the [Lobbying Disclosure Act of 1995](#), as amended.

I certify to the above.

5. If the Disclosing Party is the Applicant, the Disclosing Party must obtain certifications equal in form and substance to paragraphs A(1) through A(4) above from all subcontractors before it awards any subcontract and the Disclosing Party must maintain all such subcontractors' certifications for the duration of the Matter and must make such certifications promptly available to the City upon request.

I certify to the above.

B. CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY

If the Matter is federally funded, federal regulations require the Applicant and all proposed subcontractors to submit the following information with their bids or in writing at the outset of negotiations.

- 1. Have you developed and do you have on file affirmative action programs pursuant to applicable federal regulations? (See [41 CFR Part 60-2](#).)

Not applicable because disclosing party has fewer than 50 employees

- 2. Have you filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance Programs, or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements?

Reports not required

- 3. Have you participated in any previous contracts or subcontracts subject to the equal opportunity clause?

No

SECTION VII - FURTHER ACKNOWLEDGMENTS AND CERTIFICATION

The Disclosing Party understands and agrees that:

- A. The certifications, disclosures, and acknowledgments contained in this EDS will become part of any contract or other agreement between the Applicant and the City in connection with the Matter, whether procurement, City assistance, or

other City action, and are material inducements to the City's execution of any contract or taking other action with respect to the Matter. The Disclosing Party understands that it must comply with all statutes, ordinances, and regulations on which this EDS is based.

- B. The City's Governmental Ethics Ordinance, [MCC Chapter 2-156](#), imposes certain duties and obligations on persons or entities seeking City contracts, work, business, or transactions. The full text of this ordinance and a training program is available on line at www.cityofchicago.org/Ethics, and may also be obtained from the City's Board of Ethics, 740 N. Sedgwick St., Suite 500, Chicago, IL 60610, (312) 744-9660. The Disclosing Party must comply fully with this ordinance.

I acknowledge and consent to the above

The Disclosing Party understands and agrees that:

- C. If the City determines that any information provided in this EDS is false, incomplete or inaccurate, any contract or other agreement in connection with which it is submitted may be rescinded or be void or voidable, and the City may pursue any remedies under the contract or agreement (if not rescinded or void), at law, or in equity, including terminating the Disclosing Party's participation in the Matter and/or declining to allow the Disclosing Party to participate in other City transactions. Remedies at law for a false statement of material fact may include incarceration and an award to the City of treble damages.
- D. It is the City's policy to make this document available to the public on its Internet site and/or upon request. Some or all of the information provided in, and appended to, this EDS may be made publicly available on the Internet, in response to a Freedom of Information Act request, or otherwise. By completing and signing this EDS, the Disclosing Party waives and releases any possible rights or claims which it may have against the City in connection with the public release of information contained in this EDS and also authorizes the City to verify the accuracy of any information submitted in this EDS.
- E. The information provided in this EDS must be kept current. In the event of changes, the Disclosing Party must supplement this EDS up to the time the City takes action on the Matter. If the Matter is a contract being handled by the City's Department of Procurement Services, the Disclosing Party must update this EDS as the contract requires. NOTE: With respect to Matters subject to MCC Article I of [Chapter 1-23](#) (imposing PERMANENT INELIGIBILITY for certain specified offenses), the information provided herein regarding eligibility must be kept current for a longer period, as required by [MCC Chapter 1-23](#) and [Section 2-154-020](#).

I acknowledge and consent to the above

APPENDIX A - FAMILIAL RELATIONSHIPS WITH ELECTED CITY OFFICIALS AND DEPARTMENT HEADS

This Appendix is to be completed only by (a) the Applicant, and (b) any legal entity which has a direct ownership interest in the Applicant exceeding 7.5%. It is not to be completed by any legal entity which has only an indirect ownership interest in the Applicant.

Under MCC Section 2-154-015, the Disclosing Party must disclose whether such Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof currently has a "familial relationship" with any elected city official or department head. A "familial relationship" exists if, as of the date this EDS is signed, the Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof is related to the mayor, any alderman, the city clerk, the city treasurer or any city department head as spouse or domestic partner or as any of the following, whether by blood or adoption: parent, child, brother or sister, aunt or uncle, niece or nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister or half-brother or half-sister.

"Applicable Party" means (1) all corporate officers of the Disclosing Party, if the Disclosing Party is a corporation; all partners of the Disclosing Party, if the Disclosing Party is a general partnership; all general partners and limited partners of the Disclosing Party, if the Disclosing Party is a limited partnership; all managers, managing members and members of the Disclosing Party, if the Disclosing Party is a limited liability company; (2) all principal officers of the Disclosing Party; and (3) any person having more than a 7.5% ownership interest in the Disclosing Party. "Principal officers" means the president, chief operating officer, executive director, chief financial officer, treasurer or secretary of a legal entity or any person exercising similar authority.

Does the Disclosing Party or any "Applicable Party" or any Spouse or Domestic Partner thereof currently have a "familial relationship" with an elected city official or department head?

No

APPENDIX B - BUILDING CODE SCOFFLAW/PROBLEM LANDLORD CERTIFICATION

This Appendix is to be completed only by (a) the Applicant, and (b) any legal entity which has a direct ownership interest in the Applicant exceeding 7.5% (an "Owner"). It is not to be completed by any legal entity which has only an indirect ownership interest in the Applicant.

Pursuant to MCC Section 2-154-010, is the Applicant or any Owner identified as a building code scofflaw or problem landlord pursuant to MCC Section 2-92-416??

No

If the Applicant is a legal entity publicly traded on any exchange, is any officer or director of the Applicant identified as a building code scofflaw or problem landlord pursuant to Section 2-92-416 of the Municipal Code?

No

ADDITIONAL INFO

Please add any additional explanatory information here. If explanation is longer than 1000 characters, you may add an attachment below. Please note that your EDS, including all attachments, becomes available for public viewing upon contract award. Your attachments will be viewable "as is" without manual redaction by the City. You are responsible for redacting any non-public information from your documents before uploading.

List of vendor attachments uploaded by City staff

None .

List of attachments uploaded by vendor

None .

CERTIFICATION

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this EDS, and Appendices A and B (if applicable), on behalf of the Disclosing Party, and (2) warrants that all certifications and statements contained in this EDS, and Appendices A and B (if applicable), are true, accurate and complete as of the date furnished to the City. Submission of this form constitutes making the oath associated with notarization.

/s/ 02/26/2018

John Rogan

Partner

Integrated Solutions Consulting, Corporation

This is a printed copy of the Economic Disclosure Statement, the original of which is filed electronically with the City of Chicago. Any alterations must be made electronically, alterations on this printed copy are void and of no effect.

Valdez, Maribel

From: Valdez, Maribel
Sent: Thursday, December 14, 2017 10:05 AM
To: Jimenez, Monica
Cc: Twohig, Colleen; O'Shea, Bridget
Subject: W/MBE compliance plan for Integrated Solutions
Attachments: 2017.09.18_Detailed Specification for ISC_Scope of Work_v1.3_signed.pdf; 2017.09.21_SCHEDULE_C1_Mena.pdf; 2017.09.19_SCHEDULE_C1_W4Sight.pdf; 2017.09.18_SCHEDULE_D1_M_WBE.PDF; Integrated Solutions_Budget proposal_2017.09.12.pdf; NCRBApplication_May2018-June2026Revised.doc

Good morning Monica,

Attached please find the detailed specs, the Non-competitive justification form and the W/MBE plan for Integrated Solutions. CDPH is requesting another sole source contract with this vendor. This new request for a new contract will go to the NCRB in the January meeting. Please review the compliance plan for approval. Please let me know if additional information is needed.

Thanks

Maribel Valdez
Chief Contract Expediter
Phone: (312) 747-8828
Fax: (312) 747-9398
Maribel.valdez@cityofchicago.org





FOR
NON-CONSTRUCTION
PROJECTS ONLY

SCHEDULE C-1
MBE/WBE Letter of Intent to Perform as a
Subcontractor, Supplier, or Consultant

Comprehensive Emergency Management

Project Name: Program (CEMP) Specification No.: 109799

From: Mena Tours & Travel
(Name of MBE/WBE Firm)

To: Integrated Solutions Consulting, Inc. and the City of Chicago.
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County, Illinois Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:

Travel conference organization and support, and general administrative support

The above described performance is offered for the following price and described terms of payment:

\$539,818.58

SUB-SUBCONTRACTING LEVELS

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, within three (3) business days of your receipt of a signed contract from the City of Chicago.

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor: () Yes (X) No

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

Giselle Sanchez 9/19/2017
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)
Giselle L. Sanchez
(Name/Title-Please Print)
Giselle@mena.travel 773.275.2125
(Email & Phone Number)



**FOR
NON-CONSTRUCTION
PROJECTS ONLY**

SCHEDULE C-1
MBE/WBE Letter of Intent to Perform as a
Subcontractor, Supplier, or Consultant

Comprehensive Emergency Management

Project Name: Program (CEMP) Specification No.: 109799

From: W4Sight LLC
(Name of MBE/WBE Firm)

To: Integrated Solutions Consulting, Inc. and the City of Chicago.
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County, Illinois Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:
Consulting services in support of ISC deliverables.

The above described performance is offered for the following price and described terms of payment:
\$107,963.72

SUB-SUBCONTRACTING LEVELS

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

0 % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, within three (3) business days of your receipt of a signed contract from the City of Chicago.

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor: () Yes (x) No

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

Molly J. Mangan 9-19-2007
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

Molly Mangan Managing Partner, W4Sight LLC
(Name/Title-Please Print)

MMangan@w4sight.com 888-765-2893
(Email & Phone Number)



SCHEDULE D-1
 Compliance Plan Regarding MBE/WBE Utilization
Affidavit of Prime Contractor

**FOR
 NON-CONSTRUCTION
 PROJECTS ONLY**

**MUST BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT THE SCHEDULE D-1 WILL CAUSE THE
 BID TO BE REJECTED. DUPLICATE AS NEEDED.**

Project Name: Comprehensive Emergency Management Program (CEMP)

Specification No.: 109799

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am a duly authorized representative of Integrated Solutions Consulting, Inc.
 (Name of Prime Consultant/Contractor)

and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this contract.

All MBE/WBE firms included in this plan have been certified as such by the City of Chicago and/or Cook County, Illinois (Letters of Certification Attached).

I. Direct Participation of MBE/WBE Firms:

NOTE: The bidder/proposer shall, in determining the manner of MBE/WBE participation, first consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services directly related to the performance of this contract.

A. If bidder/proposer is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification, Schedule B form and a copy of Joint Venture Agreement clearly describing the role of each MBE/WBE firm(s) and its ownership interest in the joint venture.

B. Complete this section for each MBE/WBE Subcontractor/Supplier/Consultant participating on this contract:

1. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed:¹ _____%

Total Participation % _____

2. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

¹ The Prime Contractor may claim an additional 0.333 percent participation credit (up to a maximum of five (5) percent) for every one (1) percent of the value of the contract performed by the MBE/WBE protégé firm.

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

3. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

4. Name of MBE/WBE: _____

Address: _____

Contact Person: _____

Phone Number: _____

Dollar Value of Participation \$ _____

Percentage of Participation % _____

Mentor Protégé Agreement (attach executed copy): () Yes () No Add'l Percentage Claimed: ____%

Total Participation % _____

5. Attach Additional Sheets as Needed

II. Indirect Participation of MBE/WBE Firms

NOTE: This section need not be completed if the MBE/WBE goals have been met through the direct participation outlined in Section I. If the MBE/WBE goals have not been met through direct participation, Contractor will be expected to demonstrate that the proposed MBE/WBE direct participation represents the maximum achievable under the circumstances. Only after such a demonstration will indirect participation be considered.

MBE/WBE Subcontractors/Suppliers/Consultants proposed to perform work or supply goods or services where such performance does not directly relate to the performance of this contract:

1. Name of MBE/WBE: Mena Tours and Travel

Address: 5209 N. Clark Street, Chicago, IL 60640

Contact Person: Giselle Sanchez

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

III. Summary of MBE/WBE Proposal

A. MBE Proposal (Direct & Indirect)

1. MBE Direct Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
Total Direct MBE Participation		

2. MBE Indirect Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
Mena Tours and Travel	\$539,818.58	25%
Total Indirect MBE Participation	\$539,818.58	25%

B. WBE Proposal (Direct & Indirect)

1. WBE Direct Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
Total Direct WBE Participation		

2. WBE Indirect Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
W4Sight LLC	\$107,963.72	5%
Total Indirect WBE Participation	\$107,963.72	5%

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

The Prime Contractor designates the following person as its MBE/WBE Liaison Officer:

John Rogan 773.383.7221
(Name- Please Print or Type) (Phone)

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, THAT NO MATERIAL FACTS HAVE BEEN OMITTED, AND THAT I AM AUTHORIZED ON BEHALF OF THE PRIME CONTRACTOR TO MAKE THIS AFFIDAVIT.

Integrated Solutions Consulting, Inc.
(Name of Prime Contractor - Print or Type)

State of: Illinois

John Rogan
(Signature)

County of: Cook

John Rogan/Principal
(Name/Title of Affiant - Print or Type)

18-SEP-17
(Date)

On this 18 day of SEP, 2017, the above signed officer JOHN ROGAN
(Name of Affiant)

personally appeared and, known by me to be the person described in the foregoing Affidavit, acknowledged that (s)he executed the same in the capacity stated therein and for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

Veronica D. Jaramillo
(Notary Public Signature)

Commission Expires: 04/06/2020





DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

JAN 08 2016

Giselle Sanchez
Mena Tours and Travel, Inc. dba Mena Travel
5209 N. Clark
Chicago, IL 60640-2101

Dear Giselle Sanchez:

We are pleased to inform you that **Mena Tours and Travel, Inc. dba Mena Travel** has been re-certified as a **Minority-Owned Business Enterprise ("MBE")** and certified as a **Women-Owned Business Enterprise ("WBE")** by the City of Chicago ("City"). This **MBE/WBE** certification is valid until **01/01/2021**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **01/01/2017, 01/01/2018, 01/01/2019, and 01/01/2020**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **01/01/2021**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **11/01/2020**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE/WBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

NAICS Code(s):

561510- Travel Agencies

561599- All Other Travel Arrangements and Reservations

Your firm's participation on City contracts will be credited only toward **Minority-Owned Business Enterprise and Women-Owned Business Enterprise** goals in your area(s) of specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Rich Butler
First Deputy Procurement Officer

RB/fn



JACQUELINE GOMEZ

DIRECTOR

118 N. Clark, County Building, Room 1020 • Chicago, Illinois 60620 • (312) 603-5502

April 7, 2016

Ms. Molly Mangan
President
W4Sight, LLC
73 West Monroe Street
Chicago, IL 60603

Annual Certification Expires: April 22, 2017

Dear Ms. Mangan:

Congratulations on your continued eligibility for Certification as a Women Business Enterprise (WBE) by Cook County Government. This WBE Certification is valid until April 22, 2020.

As a condition of continued Certification, you must file a "No Change Affidavit" within sixty (60) days prior to the date of annual expiration. Failure to file this Affidavit shall result in the termination of your certification. You must notify Cook County Government's Office of Contract Compliance of any change in ownership or control or any other matters or facts affecting your firm's eligibility for Certification within fifteen (15) business days of such changes.

Cook County Government may commence action to remove your firm as a WBE vendor if you fail to notify us of any changes of facts affecting your firm's certification, or if your firm otherwise fails to cooperate with the County in any inquiry or investigation. Removal of status may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

Your firm's name will be listed in Cook County's Directory of Minority Business Enterprise, Women Business Enterprise and/ or Veteran Business Enterprise in the area(s) of specialty:

**TECHNOLOGY: GEOGRAPHICAL INFORMATION SYSTEMS CONSULTING SERVICE;
PROJECT MANAGEMENT**

Your firm's participation on County contracts will be credited toward WBE goal in your area(s) of specialty. While your participation on Cook County contracts is not limited to your specialty, credit toward WBE goal will be given only for work performed in the specialty category.

Thank you for your continued interest in Cook County Government's Minority, Women and Veteran Business Enterprise Programs.

Sincerely,

Jacqueline Gomez
Contract Compliance Director

JG/ehw

2020

TONI PRECKWINKLE

PRESIDENT

**Cook County Board
of Commissioners**

RICHARD R. BOYKIN
1st District

ROBERT STEELE
2nd District

JERRY BUTLER
3rd District

STANLEY MOORE
4th District

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13th District

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14th District

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15th District

JEFFREY R. TOBOLSKI
16th District

SEAN M. MORRISON
17th District

Expected Completion Dates						Budget			
Expected Completion Dates (Year 1)						Year One Budget - Proposed			
No.	Deliverable	Expected Start Date	Estimated Completion Date	Number of weeks	No.	Task	Invoice Date	Cost	Sub-Total and Total
Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health. Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	9-May-18	30-Jun-18	8	Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health. Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	30-Jun-18	\$48,000.00	
Expected Completion Dates (Year 2)						Year Two Budget - Proposed			
No.	Deliverable	Expected Start Date	Estimated Completion Date	Number of weeks	No.	Task	Invoice Date	Cost	Sub-Total and Total
Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.	5-Aug-18	2-Oct-18	8	Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.	2-Oct-18	\$49,475.20	\$49,475.20
Planning 1b	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	1-Jul-18	15-Aug-18	6	Planning 1b	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	15-Aug-18	\$17,250.00	\$66,725.20
Planning 1c	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	16-Dec-18	14-Jan-19	4	Planning 1c	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	14-Jan-19	\$14,500.00	\$81,225.20
Planning 1d	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	1-Jun-19	30-Jun-19	8	Planning 1d	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	30-Jun-19	\$37,106.40	\$118,331.60

Expected Completion Dates				Budget			
Projects	11-Dec-18	11-Feb-19	8	Projects	11-Feb-19	\$23,450.00	\$141,781.60
Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	11-Feb-19	8	Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	\$23,450.00	\$141,781.60
Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	8-Apr-19	3	Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	\$7,750.00	\$149,531.60
Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	30-Jun-19	12	Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	\$54,212.00	\$203,743.60
Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	14-Dec-18	6	Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	\$27,000.00	\$230,743.60
Projects 2e	Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.	6-May-19	3	Projects 2e	Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.	\$22,450.00	\$253,193.60
Reporting 3a	Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.	30-Jun-19	4	Reporting 3a	Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.	\$14,500.00	\$267,693.60
Reporting 3b	Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.	30-Jun-19	4	Reporting 3b	Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.	\$12,368.80	\$280,062.40
Reporting 3c	Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	8-Apr-19	10	Reporting 3c	Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	\$57,000.00	\$337,062.40
Administrative 4a	Administrative, Travel, and Project Management	31-Jul-19		Administrative 4a	Administrative, Travel, and Project Management	\$11,131.92	\$348,194.32
Expected Completion Dates (Year 3)				Year Three Budget - Proposed			

Expected Completion Dates						Budget			
No.	Deliverable	Expected Start Date	Estimated Completion Date	Number of weeks	No.	Task	Invoice Date	Cost	Sub-Total and Total
Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.	5-Aug-19	2-Oct-19	8	Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.	2-Oct-19	\$49,475.20	\$49,475.20
Planning 1b	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	1-Jul-19	15-Aug-19	6	Planning 1b	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	15-Aug-19	\$17,250.00	\$66,725.20
Planning 1c	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	16-Dec-19	14-Jan-20	4	Planning 1c	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	14-Jan-20	\$14,500.00	\$81,225.20
Planning 1d	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	1-Jun-20	30-Jun-20	8	Planning 1d	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	30-Jun-20	\$37,106.40	\$118,331.60
Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	11-Dec-19	11-Feb-20	8	Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	11-Feb-20	\$23,450.00	\$141,781.60
Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	17-Mar-20	8-Apr-20	3	Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	8-Apr-20	\$7,750.00	\$149,531.60
Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	1-Apr-20	30-Jun-20	12	Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	30-Jun-20	\$54,212.00	\$203,743.60
Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	4-Nov-20	14-Dec-20	6	Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	14-Dec-20	\$27,000.00	\$230,743.60

Expected Completion Dates				Budget			
No.	Deliverable	Expected Start Date	Expected Completion Date (Year 4)	Number of weeks	Task	Invoice Date	Sub-Total and Total
Projects 2e	Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.	14-Apr-20	6-May-20	3	Projects 2e	6-May-20	\$22,450.00
Reporting 3a	Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.	1-Jun-20	30-Jun-20	4	Reporting 3a	30-Jun-20	\$14,500.00
Reporting 3b	Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.	1-Jun-20	30-Jun-20	4	Reporting 3b	30-Jun-20	\$12,368.80
Reporting 3c	Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	20-Jan-20	8-Apr-20	10	Reporting 3c	8-Apr-20	\$57,000.00
Administrative 4a	Administrative, Travel, and Project Management	1-Jul-19	31-Jul-20		Administrative 4a	31-Jul-20	\$13,450.00
Year Four Budget - Proposed							
Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.	5-Aug-20	2-Oct-20	8	Planning 1a	2-Oct-20	\$49,475.20
Planning 1b	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	1-Jul-20	15-Aug-20	6	Planning 1b	15-Aug-20	\$17,250.00
Planning 1c	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	16-Dec-20	14-Jan-21	4	Planning 1c	14-Jan-21	\$14,500.00
Planning 1d	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	1-Jun-21	30-Jun-21	8	Planning 1d	30-Jun-21	\$37,106.40
							\$118,331.60

		Expected Completion Dates			Budget				
No.	Deliverable	Expected Start Date	Estimated Completion Date	Number of weeks	No.	Task	Invoice Date	Cost	Sub-Total and Total
Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	11-Dec-20	11-Feb-21	8	Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	11-Feb-21	\$23,450.00	\$141,781.60
Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	17-Mar-21	8-Apr-21	3	Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	8-Apr-21	\$7,750.00	\$149,531.60
Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	1-Apr-21	30-Jun-21	12	Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	30-Jun-21	\$54,212.00	\$203,743.60
Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	4-Nov-20	14-Dec-20	6	Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	14-Dec-20	\$27,000.00	\$230,743.60
Projects 2e	Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.	14-Apr-21	6-May-21	3	Projects 2e	Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.	6-May-21	\$22,450.00	\$253,193.60
Reporting 3a	Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.	1-Jun-21	30-Jun-21	4	Reporting 3a	Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.	30-Jun-21	\$14,500.00	\$267,693.60
Reporting 3b	Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.	1-Jun-21	30-Jun-21	4	Reporting 3b	Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.	30-Jun-21	\$12,368.80	\$280,062.40
Reporting 3c	Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	20-Jan-21	8-Apr-21	10	Reporting 3c	Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	8-Apr-21	\$57,000.00	\$337,062.40
Administrative 4a	Administrative, Travel, and Project Management	1-Jul-20	31-Jul-21		Administrative 4a	Administrative, Travel, and Project Management	31-Jul-21	\$14,467.00	\$351,529.40
Expected Completion Dates (Year 5)							Year Five Budget - Proposed		
No.	Deliverable	Expected Start Date	Estimated Completion Date	Number of weeks	No.	Task	Invoice Date	Cost	Sub-Total and Total

		Expected Completion Dates			Budget			
Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.	5-Aug-21	2-Oct-21	8	Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.	\$49,475.20	\$49,475.20
Planning 1b	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	1-Jul-21	15-Aug-21	6	Planning 1b	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	\$66,725.20	\$17,250.00
Planning 1c	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	16-Dec-21	14-Jan-22	4	Planning 1c	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	\$81,225.20	\$14,500.00
Planning 1d	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	1-Jun-22	30-Jun-22	8	Planning 1d	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	\$118,331.60	\$37,106.40
Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	11-Dec-21	11-Feb-22	8	Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	\$141,781.60	\$23,450.00
Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	17-Mar-22	8-Apr-22	3	Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	\$149,531.60	\$7,750.00
Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	1-Apr-22	30-Jun-22	12	Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	\$203,743.60	\$54,212.00
Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	4-Nov-21	14-Dec-21	6	Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	\$230,743.60	\$27,000.00
Projects 2e	Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.	14-Apr-22	6-May-22	3	Projects 2e	Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.	\$253,193.60	\$22,450.00

Expected Completion Dates						Budget						
Reporting 3a	Reporting 3b	Reporting 3c	Administrative 4a	4	4	30-Jun-22	1-Jun-22	30-Jun-22	30-Jun-22	30-Jun-22	\$14,500.00	\$267,693.60
Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.	Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.	Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	Administrative, Travel, and Project Management									
Reporting 3a	Reporting 3b	Reporting 3c	Administrative 4a	4	4	30-Jun-22	1-Jun-22	30-Jun-22	30-Jun-22	30-Jun-22	\$12,368.80	\$280,062.40
Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.	Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.	Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	Administrative, Travel, and Project Management									
Reporting 3b	Reporting 3c	Administrative 4a	10	10	8-Apr-22	20-Jan-22	8-Apr-22	8-Apr-22	8-Apr-22	8-Apr-22	\$57,000.00	\$337,062.40
Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	Administrative, Travel, and Project Management											
Administrative 4a	Administrative 4a	Administrative 4a	8	8	2-Oct-22	5-Aug-22	2-Oct-22	2-Oct-22	2-Oct-22	2-Oct-22	\$49,475.20	\$49,475.20
Administrative, Travel, and Project Management	Administrative, Travel, and Project Management	Administrative, Travel, and Project Management										
Administrative 4a	Administrative 4a	Administrative 4a	6	6	15-Aug-22	1-Jul-22	15-Aug-22	15-Aug-22	15-Aug-22	15-Aug-22	\$17,250.00	\$66,725.20
Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.										
Administrative 4a	Administrative 4a	Administrative 4a	4	4	14-Jan-23	16-Dec-22	14-Jan-23	14-Jan-23	14-Jan-23	14-Jan-23	\$14,500.00	\$81,225.20
Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.										
Administrative 4a	Administrative 4a	Administrative 4a	8	8	30-Jun-23	1-Jun-23	30-Jun-23	30-Jun-23	30-Jun-23	30-Jun-23	\$37,106.40	\$118,331.60
Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.										
Administrative 4a	Administrative 4a	Administrative 4a	8	8	11-Feb-23	11-Dec-22	11-Feb-23	11-Feb-23	11-Feb-23	11-Feb-23	\$23,450.00	\$141,781.60
Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.										
Year Six Budget - Proposed												
No.	Deliverable	Expected Start Date	Estimated Completion Date	Number of weeks	No.	Task	Invoice Date	Cost	Sub-Total and Total			
Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.	5-Aug-22	2-Oct-22	8	Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.	2-Oct-22	\$49,475.20	\$49,475.20			
Planning 1b	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	1-Jul-22	15-Aug-22	6	Planning 1b	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	15-Aug-22	\$17,250.00	\$66,725.20			
Planning 1c	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	16-Dec-22	14-Jan-23	4	Planning 1c	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	14-Jan-23	\$14,500.00	\$81,225.20			
Planning 1d	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	1-Jun-23	30-Jun-23	8	Planning 1d	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	30-Jun-23	\$37,106.40	\$118,331.60			
Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	11-Dec-22	11-Feb-23	8	Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	11-Feb-23	\$23,450.00	\$141,781.60			

Expected Completion Dates			Budget						
No.	Deliverable	Expected Start Date	Estimated Completion Date	Number of weeks	No.	Task	Invoice Date	Cost	Sub-Total and Total
Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	17-Mar-23	8-Apr-23	3	Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	8-Apr-23	\$7,750.00	\$149,531.60
Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	1-Apr-23	30-Jun-23	12	Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	30-Jun-23	\$54,212.00	\$203,743.60
Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	4-Nov-22	14-Dec-22	6	Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	14-Dec-22	\$27,000.00	\$230,743.60
Projects 2e	Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.	14-Apr-23	6-May-23	3	Projects 2e	Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.	6-May-23	\$22,450.00	\$253,193.60
Reporting 3a	Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.	1-Jun-23	30-Jun-23	4	Reporting 3a	Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.	30-Jun-23	\$14,500.00	\$267,693.60
Reporting 3b	Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.	1-Jun-23	30-Jun-23	4	Reporting 3b	Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.	30-Jun-23	\$12,368.80	\$280,062.40
Reporting 3c	Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	20-Jan-23	8-Apr-23	10	Reporting 3c	Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	8-Apr-23	\$57,000.00	\$337,062.40
Administrative 4a	Administrative, Travel, and Project Management	1-Jul-22	31-Jul-23		Administrative 4a	Administrative, Travel, and Project Management	31-Jul-23	\$16,750.00	\$353,812.40
Expected Completion Dates (Year 7)							Year Seven Budget - Proposed		
No.	Deliverable	Expected Start Date	Estimated Completion Date	Number of weeks	No.	Task	Invoice Date	Cost	Sub-Total and Total

Year One					
Task #	Deliverable	# of weeks	Invoice Date	Cost	Sub-Total and Total
Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health. Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	8	30-Jun-18	\$48,000.00	\$48,000.00
					\$48,000.00
Year Two					
Task #	Deliverable	# of weeks	Invoice Date	Cost	Sub-Total and Total
Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.	8	2-Oct-18	\$49,475.20	\$49,475.20
Planning 1b	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	6	15-Aug-18	\$17,250.00	\$66,725.20
Planning 1c	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	4	14-Jan-19	\$14,500.00	\$81,225.20
Planning 1d	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	8	30-Jun-19	\$37,106.40	\$118,331.60
Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	8	11-Feb-19	\$23,450.00	\$141,781.60
Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	3	8-Apr-19	\$7,750.00	\$149,531.60
Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	12	30-Jun-19	\$54,212.00	\$203,743.60
Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	6	14-Dec-18	\$27,000.00	\$230,743.60
Projects 2e	Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.	3	6-May-19	\$22,450.00	\$253,193.60
Reporting 3a	Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.	4	30-Jun-19	\$14,500.00	\$267,693.60
Reporting 3b	Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.	4	30-Jun-19	\$12,368.80	\$280,062.40
Reporting 3c	Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	10	8-Apr-19	\$57,000.00	\$337,062.40
Administrative 4a	Administrative, Travel, and Project Management		31-Jul-19	\$11,131.92	\$348,194.32
					\$348,194.32
Year Three					
Task #	Deliverable	# of weeks	Invoice Date	Cost	Sub-Total and Total
Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.	8	2-Oct-19	\$49,475.20	\$49,475.20
Planning 1b	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	6	15-Aug-19	\$17,250.00	\$66,725.20
Planning 1c	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	4	14-Jan-20	\$14,500.00	\$81,225.20
Planning 1d	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	8	30-Jun-20	\$37,106.40	\$118,331.60
Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	8	11-Feb-20	\$23,450.00	\$141,781.60

Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	3	8-Apr-20	\$7,750.00	\$149,531.60
Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	12	30-Jun-20	\$54,212.00	\$203,743.60
Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	6	14-Dec-20	\$27,000.00	\$230,743.60
Projects 2e	Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.	3	6-May-20	\$22,450.00	\$253,193.60
Reporting 3a	Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.	4	30-Jun-20	\$14,500.00	\$267,693.60
Reporting 3b	Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.	4	30-Jun-20	\$12,368.80	\$280,062.40
Reporting 3c	Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	10	8-Apr-20	\$57,000.00	\$337,062.40
Administrative 4a	Administrative, Travel, and Project Management		31-Jul-20	\$13,450.00	\$350,512.40
					\$350,512.40

Year Four

Task #	Deliverable	# of weeks	Invoice Date	Cost	Sub-Total and Total
Planning 1a	Evaluate the current All-Hazard plan elements (existing plans or program modules) currently housed within the city of Chicago's section of the CEMP platform with a summary of any All-Hazard Plan elements that are either missing, incomplete or otherwise not currently used by the Chicago Department of Public Health.	8	2-Oct-20	\$49,475.20	\$49,475.20
Planning 1b	Evaluate new capability / Domain measurements defined in any FOA being pursued by CDPH, developing a cross-walk analysis against existing capability measures, plans, procedures already in-place or development.	6	15-Aug-20	\$17,250.00	\$66,725.20
Planning 1c	Assist with the alignment of All-Hazard plan elements, which encompasses any existing plans or program modules between CDPH's Strategic Plan, state, and Federal planning guidelines.	4	14-Jan-21	\$14,500.00	\$81,225.20
Planning 1d	Provide the flexibility to consult and assist with the development of planning elements to further PHEP and HPP comprehensive emergency management planning processes.	8	30-Jun-21	\$37,106.40	\$118,331.60
Projects 2a	Assist with the integration into the CEMP all planning elements that cross-cut the PHEP/HPP capabilities, public health preparedness efforts and any new integrated federal partner elements.	8	11-Feb-21	\$23,450.00	\$141,781.60
Projects 2b	Annually upload the PHEP/HPP combined grant capability measures onto the CEMP, in a format that is conducive to track progress towards year end deliverables and sustained multi-year projects.	3	8-Apr-21	\$7,750.00	\$149,531.60
Projects 2c	Provide necessary subject matter experts (SME's) to support any Public Health preparedness planning efforts for new, existing or out-of-date projects, based on the needs of the program.	12	30-Jun-21	\$54,212.00	\$203,743.60
Projects 2d	Assist with the implementation of a data gathered from public health specific Hazard and Vulnerability Assessment (HVA); tool currently in place for the hospital preparedness program at IDPH, into planning elements and doctrine.	6	14-Dec-20	\$27,000.00	\$230,743.60
Projects 2e	Assist in coordinating cross-jurisdictional planning elements, as part of the uniform CEMP platform within Illinois.	3	6-May-21	\$22,450.00	\$253,193.60
Reporting 3a	Assist with Federal reporting structures for grant compliance and monitoring by providing detailed reports on project areas identified within the scopes of this contract.	4	30-Jun-21	\$14,500.00	\$267,693.60
Reporting 3b	Work directly with program administrative and fiscal monitors to develop if deemed appropriate reporting structures to support grant project and fiscal monitoring.	4	30-Jun-21	\$12,368.80	\$280,062.40
Reporting 3c	Work directly with the Planning Director or designee on the CDC Medical Countermeasure (MCM) Operational Readiness Review (ORR)	10	8-Apr-21	\$57,000.00	\$337,062.40
Administrative 4a	Administrative, Travel, and Project Management		31-Jul-21	\$14,467.00	\$351,529.40
					\$351,529.40

Fiscal Year 2017

Contract # _____
Appropriation XXX0-XX-00-XXXX-XXXX
Federal Grant #XXXXXXXXXXXXXXXXXXXX

**STATE OF ILLINOIS
DEPARTMENT OF PUBLIC HEALTH**

Grant Agreement

The Illinois Department of Public Health or its successor ("Department") and, [insert name and address of Grantee] ("Grantee"), hereby agree as follows:

1. Authority:

- 1.1 The Department is authorized to make this grant pursuant to SEC 391(A) 317(K) of PHS 42 U.S.C. SEC 241A 247B.
- 1.2 The sole purpose of this grant is to fund the Grantee's performance of the services described herein during the term of this grant. . The sole purpose of this grant is to fund the Grantee to assess, prioritize, build, and exercise the necessary resource elements, tasks, and functions of CDC's 15 applicable PHEP Capabilities National Standards that the Grantee needs to prevent, mitigate, and recover from the top hazards to the Grantee's public health and healthcare system. This grant agreement represents budget year 4 of a five-year project period from July 1, 2017- June 30, 2022.
- 1.3 The Grantee represents and warrants that the grant application submitted by the Grantee is in all material aspects true and accurate; that it is authorized to undertake the obligations set forth in this Grant Agreement ("Agreement") and that it has obtained or will obtain all permits, licenses, or other governmental approvals that may be necessary to perform the grant services.

2. Services:

- 2.1 The Grantee will provide the following services and agrees to act in compliance with all State and federal statutes and administrative rules applicable to the provision of services pursuant to this Agreement. The grant application submitted by Grantee related to this Agreement is hereby incorporated and made a part of this Agreement.
 - Community Preparedness
 - 2.1.1 Planning Goal - The Grantee will plan appropriate activities and resources each year to build or sustain Capabilities for which the Grantee's current CPG rating is "Highly Important" or "Critical", or which have been specified in this agreement by the Department; and that are designed to reach a CPG rating of "Full" or "Significant Ability" on the 2022 final annual IDPH approved Capabilities Plan Guide (CPG) self-assessment.
 - 2.1.2 Capability Assessment – The Grantee will conduct an annual self-assessment of the status of its PHEP Capabilities and resource elements. The Grantee will utilize the Capability Planning Guide (CPG) **Module in CEMP**. The Capability Assessment is due to the IDPH ERC for review and approval March 14, 2016.
 - 2.1.3 Annual Training and Exercise Planning Workshop – As early as practical, but no later than March 14, 2018, Grantees will conduct an annual Training and Exercise Planning Workshop (TEPW) to review, prioritize, and coordinate their exercise and training activities to improve and validate their preparedness capabilities.
 - 2.1.4 Multi-Year Training and Exercise Plan – As early as possible, but no later than April 15, 2018, using the results of their last current annual TEPW, the Grantee shall create and update their multi-year training

and exercise (MYTEP) plan for Department ERC review and approval as explained in this section. The MYTEP consists of TWO parts. **Both shall be in CEMP.**

- 2.1.4.1 The first part of the MYTEP is a narrative which contains the Grantee's exercise priorities and target capabilities as described in the FEMA HSEEP guidance. The Grantee will place a link to this narrative section of the MYTEP in the quarterly report in which the narrative is completed.
- 2.1.4.2 The second part is updating the Grantee's training and exercise schedule **in the CEMP module** called "Index."
- 2.1.4.3 Grantees will notify the Department ERC upon completion of each part of the MYTEP.
- 2.1.5 Hazard Vulnerability Risk Assessment (HVA) - The Grantee will update its jurisdiction's HVA, if needed, to address impacts to the public health and healthcare system, or requested by the local emergency management agency, or IDPH-recognized healthcare coalition, or if the HVA is over 5 years old. The Grantee must factor into the HVA more frequent and extreme weather events. The updated HVA shall be submitted to the Department's ERC **(in CEMP if available)** for review and approval by April 15, 2018.
- 2.1.6 Strategic Plan – Local Health Department (LHD) Grantees are to plan to sustain and/or build its public health preparedness capacity based on the Centers for Disease Control and Prevention (CDC) Public Health Preparedness (PHP) Capabilities. The Grantee's Strategic Plan will document resources and activities planned for each remaining year of this five-year project for each capability in which the Grantee has planned work. The Strategic Plan shall be updated and submitted to the IDPH ERC in CEMP for review and approval by May 16, 2018. The Grantee will provide a copy of their updated Strategic Plan **in CEMP** as part of their application for PHEP grant funds for the next year.
- 2.1.7 Annual Work Plan –The Grantee will provide to their IDPH Emergency Response Coordinator (ERC) for review and approval a PHEP grant application **work plan in CEMP** by May 16, 2018 that covers proposed Grantee activities for the following project year. The annual work plan shall be a quarterly breakdown and explanation of the activities that will be conducted to develop the resource elements and functions needed to perform the tasks of the CDC PHEP capabilities as prioritized and scheduled in the Grantee's Strategic Plan. The annual work plan will contain quarterly benchmarks or completion dates to measure progress on each activity toward its long term goal. The Grantee does not need to plan work in all 15 capabilities. The Grantee will prioritize work based on its local role in a capability as well as its current capability assessment and hazard vulnerability assessment. The Grantee will use the ERC-approved Annual Work plan as part of their PHEP grant application for the following year's PHEP grant funds.
- 2.1.8 Planning Partners - The Grantee will use appropriate planning group(s) to plan, implement, and assess local public health preparedness activities. Stakeholders – The Grantee will identify inter- and intra-jurisdictional public health, medical, law enforcement, and stakeholders from other public and private disciplines and maintain up-to-date contact information for them. The Grantee will participate in, or have representatives at, regular multijurisdictional, multidisciplinary, local, regional, and state emergency preparedness planning groups such as healthcare coalitions, meetings, conferences, and other information sharing methods with appropriate jurisdictional private and public partners to provide a common operating picture, and to sustain and build Information Sharing, Emergency Operations Coordination, and Community Preparedness and Recovery PHEP Capabilities. The Grantee will plan PHEP capability-building using new or existing jurisdictional planning venues (e.g. Local Emergency Planning Committee (LEPC), ESF-8 Workgroup, IPLAN, healthcare coalitions, or new partnerships) that represent all relevant community sector partners, businesses, community leadership, cultural and faith-based groups, education/childcare, emergency management, health care, hospitals, Emergency Medical Services (EMS) providers, sheltering groups (e.g. American Red Cross), media, behavioral health, social services, senior services, and disability service or advocacy agencies).
 - Community Recovery
- 2.1.9 The Grantee will complete the Community Recovery Evaluation Tool and submit it to the Department within 30 days when they respond to an actual event requiring the implementation of Recovery Capability Functions.
 - Emergency Operations Coordination
- 2.1.10 IDPH SIREN – The Grantee will maintain access and staff abilities to use the State of Illinois Rapid

Electronic Notification (SIREN) system (www.siren.illinois.gov) to receive emergency alerts from the Department or other SIREN partners. The Grantee will also assure that its key staff maintains their current contact information in the Department's SIREN system.

- 2.1.11 Redundant Communication Systems - The Grantee will have communications equipment that includes at least a primary and a backup system, which will allow interoperable and operable communications with IDPH, local healthcare partners, its jurisdiction's emergency operations center and other local and state partners. This shall include:
- 2.1.11.1 Secure high-speed internet and network resources.
 - 2.1.11.2 Possession and maintenance of radio equipment compatible with the State of Illinois interoperability radio equipment platform – Starcom21 and a valid emergency and exercise use subscription to access the State of Illinois Starcom21 network.
 - 2.1.11.3 Staff with the ability to use and exercise the Radio systems.
 - 2.1.11.4 Any one or more of the following: fax, dedicated telephone line(s), cellular telephone(s) with necessary chargers, television, AM/FM/Weather radios, IREACH radios, high frequency (HAM) radios, or satellite communication.
 - 2.1.11.5 Ability for radios to function without utility power by using an alternate power source.
- 2.1.12 The Grantee will also assure that its key staff maintains their current contact information in the Department's SIREN system.
- 2.1.13 The Grantee shall publish and maintain 24-hour emergency contact information, on appropriate web sites and elsewhere, where the general public, hospitals, or other partners can contact and promptly reach a staff person to report a suspect or actual public health incident or event in accordance with 77 IAC 615.340 (b).
- Stakeholders – The Grantee will identify inter- and intra-jurisdictional public health, medical, law enforcement, and stakeholders from other public and private disciplines and maintain up-to-date contact information for them. The Grantee will participate in, or have representatives at, regular multijurisdictional, multidisciplinary, local, regional, and state emergency preparedness planning groups such as healthcare coalitions, meetings, conferences, and other information sharing methods with appropriate jurisdictional private and public partners to provide a common operating picture during an event.
- Fatality Management
- 2.1.14 The Grantee will document their defined local fatality management roles and responsibilities (if any), as characterized by CDC, in relation to those of key local partners (e.g., emergency management, coroners/medical examiners, healthcare organizations, and funeral directors) in its emergency operations plan.
- Information Sharing
- 2.1.15 INEDSS – The Grantee will maintain and utilize the I-NEDSS AVR (Analysis, Visualization and Reporting) to review infectious disease data and share this information in aggregate form (without personal identifiers) with key stakeholders, including relevant health care providers, to promote timely reporting of cases, outbreaks and other events and an awareness of prevention and disease control measures.
- 2.1.16 **Comprehensive Emergency Management Program (CEMP)** – The Grantee will maintain an "instance" of IDPH's CEMP - and appropriate staff member's ability to use CEMP - by participating in IDPH-sponsored CEMP training. The Grantee will provide to the Department updated Primary, Secondary, and Tertiary 24/7 after-hours emergency contact information for key Grantee staff on a quarterly basis and/or as necessary using CEMP. The Grantee will use CEMP for the development, maintenance, and sharing of the Grantee's Annual PHEP/CRI Work plan, Strategic Plan, SNS Strategic National Stockpile (SNS) Plan), CPG capability assessments and PHEP/CRI grant quarterly reports. The Department also encourages the Grantee to utilize CEMP to the fullest extent possible for other plan development and sharing. The Department (or Grantee) may request other uses of CEMP as CEMP functionality is increased (e.g. MCM-ORR documentation) that may become mandatory in future budget periods.
- 2.1.17 IDPH Web Portal – The Grantee will maintain access and staff abilities to use the IDPH SharePoint web portal (www.idphnet.illinois.gov) for Department information, applications and services.

- 2.1.18 IMATS – The Grantee will maintain access to, and appropriate staff member's ability to use CDC's Inventory Management and Tracking System (IMATS) and assure that all validated SNS drop site facilities, and dispensing site locations and any SNS inventory are maintained in IMATS. The Grantee will also participate in at least 1 Department-hosted IMATS drills.

Mass Care

- 2.1.19 The Grantee will complete the Mass Care Evaluation Tool and submit it to the Department within 30 days when they respond to an actual event requiring the implementation of Mass Care Capability Functions.

Medical Countermeasure Dispensing and Medical Materiel Management and Distribution

- 2.1.20 The Grantee will cooperate with the Department to comply with CDC Point of Dispensing (POD) standards.

- 2.1.21 Grantees without a CRI grant from the Department will participate in a Medical Countermeasures Operational Readiness Assessment MCMORR (formerly LTAR) once every two years using the current version of the CDC assessment tool in the format requested by the Department. In the year that an MCMORR is not completed, only the "Baseline Data" needs to be updated in the format requested by the Department.

Volunteer Management

- 2.1.22 The Department provided additional award funds with the 4th quarter reimbursement this year to Grantees on record as hosting an MRC unit and conducting at least one training, drill, or exercise with the majority of unit members. The Grantee shall either maintain its current Medical Reserve Corp Unit, or plan activities in its annual work plan and strategic plan, so that by 6/30/22 it will either administer, or assure the availability and coordination of the services of a Medical Reserve Corp (MRC) unit to their jurisdiction. If the availability of an MRC unit cannot be obtained, the Grantee may request IDPH approval of the use of another source of qualified volunteers. The Grantee must have access to Illinois HELPS or other Department-approved volunteer registration and/or credentialing system. The Grantee will attend at least one Department-designated training on updated Illinois Volunteer Management procedures, if offered.

Public Health Surveillance and Epidemiological Investigation

- 2.1.23 The Grantee will maintain its capability to respond appropriately and in a timely manner to potential disease outbreaks through collaboration and cooperation with the Department's Office of Health Protection (OHP). Grantees will submit final reports to OHP within 30 days of concluding outbreak investigations. After action reports for outbreaks will be written when requested and sent to the Department.

Training and Exercise

- 2.1.24 HSEEP - Grantees shall follow current version of USDHS-Federal Emergency Management Agency's Homeland Security Exercise and Evaluation Program (HSEEP) standards, Illinois Emergency Management Agency Exercise Policy Standards, and IDPH-OPR's Training and Exercise Grant Guidance when planning, implementing, evaluating, improvement planning, and reporting on preparedness training and exercise funded by this grant.

Training

- 2.1.25 Relevant Grantee staff shall obtain & maintain training in National Incident Management System (NIMS) and Incident Command System (ICS) topics required by the Department's most current Training and Exercise Grant Guidance.

- 2.1.26 Relevant Grantee staff shall obtain and maintain training as needed to properly use SIREN (receive and send alerts), Starcom21 radios, CEMP, the IDPH Web Portal, Illinois HELPS, INEDSS, ITRAIN, and IMATS, Medical Countermeasures Distribution and Dispensing.

- 2.1.27 At least one Grantee employee with preparedness or response duties shall attend the Department's annual Integrated Public Health and Medical Preparedness Summit Conference.

- 2.1.28 The Grantee will document completion of all the above Department- required trainings in the IDPH

training record system, I-TRAIN.

Exercises

- 2.1.29 The Grantee should coordinate as practical all internal and external exercise opportunities to meet exercise requirements as economically as possible and attempt to coordinate its annual exercise requirement with requests from other local, regional, or statewide healthcare or emergency management officials if possible. The Grantee, with relevant partners, will write and implement an After-Action Report/Improvement Plan (AAR/IP) for emergency events and the annual exercise and as soon as possible following the event (Goal is 60 days), but no later than 30 days following the termination of this grant. **The Grantee will post the AAR/IP in CEMP and immediately notify the Department ERC.**
- 2.1.30 Annual Exercise - The Grantee will annually test specific PHEP Capabilities by conducting or significantly participating in an exercise as follows:
- 2.1.30.1 The capabilities, tasks and functions tested during the annual exercise will be determined by previous Grantee's AAR/IPs and current Department Training and Exercise Guidance.
 - 2.1.30.2 One of the annual exercises prior to June, 30, 2018, will exercise the all-hazards medical countermeasure dispensing and determine throughput, information sharing, and volunteer management.
 - 2.1.30.3 The level of the annual exercise will be determined by HSEEP guidance and the most current Department Training and Exercise Guidance. Exercises should be incremental toward functional or full-scale, but that depends on resources, the capability and tasks being tested, and gaps identified.
 - 2.1.30.4 Due to their very narrow focus, "CRI drills" (such as the 3 required for agencies that also receive CRI grants) may not use them on their own to meet this grant's requirement for an annual exercise. The drills may be included as part of larger exercise meeting the other requirements in this section.
 - 2.1.30.5 The Grantee may submit a request to the Department ERC if it believes a local emergency response and AAR/IP may qualify to meet this agreements annual exercise requirement. The request must be submitted within 30 days following the start of the event. The Department will use the most current Training and Exercise Guidance and its sole judgment to determine if a Grantee event response will qualify as an annual exercise.
- 2.1.31 Drills - The Grantee will conduct staff notification and other communication drills, either standalone, or as part of a larger exercise, as follows:
- 2.1.31.1 One incident command staff alert notification and assembly drill (in-person or virtual) each year outside of normal business hours. Virtual Assembly means the simultaneous, un-delayed, real-time, communication that allows for immediate feedback, response, and discussion between multiple key people that are not all physically together but are required to direct a specific emergency response. Examples include, but are not limited to telephone and/or video conferencing.
 - 2.1.31.2 Grantee will maintain an active IPHMAS agreement to participate in the Illinois Public Health Mutual Aid System (IPHMAS); responding in good faith to IPHMAS requests and exercises; and initiate one Illinois Public Health Mutual Aid System (IPHMAS) request as a drill or part of an exercise, or for an actual event.
 - 2.1.31.3 Participate in at least one StarCom21 radio communication drills per quarter with other health departments and other response partners, such as hospitals, blood centers, and the Department per current Department Training and Exercise Guidance.
 - 2.1.31.4 The Grantee will also participate in at least 1 Department-hosted IMATS drills.
 - 2.1.31.5 The Grantee will maintain records of these exercises and drills per the current Department Training and Exercise Guidance.
 - 2.1.31.6 The Grantee will respond to CDC or Department-initiated, or other locally initiated regional notification/ communication drills, including those conducted through telephone, SIREN, StarCom21, or other methods.
- 2.1.32 Quarterly Progress Reports -The Grantee will provide a quarterly update report on the status of their

Annual work plan activities and other Department-required training and exercise data in CEMP by the end of the month following each quarter. The Department may withhold or suspend the distribution of Grant Funds until quarterly reports are filed and approved by the Department. The due dates will be as follows:

<i>Quarter</i>	<i>Performance Period</i>	<i>Report due Date</i>
1	July 1, 2018 – September 30, 2019	October 31, 2019
2	October 1, 2018 – December 31, 2019	January 31, 2019
3	January 1, 2018 – March 31, 2019	April 30, 2019
4	April 1, 2018 – June 30, 2019	July 31, 2019

- 2.2 The Grantee will not use the services of a subcontractor, excluding Operational Utilities, or subgrantee to fulfill any obligations under this Agreement without the prior written consent of the Department. Departmental approval of a budget including subcontractors or subgrantees does not constitute prior written consent for the use of such goods or services. All subgrantees shall have an application, including a budget and project deliverables, on file with the Grantee and the Department prior to the issuance of any written consent. The Department reserves the right to review all subcontracts and subgrants at any time during the term of the Agreement.
- 2.3 The Grantee will not commingle funds between separate grants or subgrants, even if the grants or subgrants are related, or the same population is being served.
- 2.4 In connection with the services described in Section 2.1 above, the Department will:
 - 2.4.1 Provide guidance on request to clarify EVD plan requirements or adapt to unforeseen emergencies and events.
 - 2.4.2 **Provide technical support for CEMP use as required in this grant.**

3. Definitions:

- 3.1 Conflict of Interest: A Conflict of Interest occurs when an individual employed by Grantee, with the authority to enter into agreements on behalf of Grantee, has a private, personal, or financial interest which conflicts, or appears to conflict, with the individual's duties and responsibilities relating to grant performance and the management and expenditure of grant funds.
- 3.2 Grant Funds. Funds disbursed by the Department, to the Grantee, for use solely in furtherance of performing the services required by this Agreement. Grant Funds may comprise of State or federal monies, or a combination thereof, and are subject to the Grant Funds Recovery Act.
- 3.3 Grant Instructions. The Instructions provided to Grantee set forth the Grantee's reporting requirements and all other requirements under this Agreement. Failure to comply with the requirements set forth in the Grant Instructions will be considered a material breach of the performance required by this Agreement and may result in termination of the Agreement.
- 3.4 Operational Utilities. Utilities required for basic operational functions, without which Grantee's ability to perform under the Agreement would be substantially hindered. Operational utilities are electricity, gas, heat, air conditioning, water, cable, telephone, and internet. Rent is not considered an operational utility, and Grantee is not required to disclose its landlord or lessor to the Department even if Grantee uses the rented space for more than performance of this Agreement.
- 3.5 Party: A signatory to this Agreement. A subcontractor or subgrantee is not considered a Party.
- 3.6 Subcontractor: A third party, not a party to this Agreement, who provides or tenders goods of any kind, or performs services of any kind, for the Grantee.

- 3.7 Subcontractor and Subgrantee Authorization Form: The form a Grantee is required to submit when requesting the Department's written consent to utilize the services of a subcontractor (other than an Operational Utility) or subgrantee. The use of subcontractors and subgrantees is prohibited until the Grantee has submitted this form and received written approval from the Department, even if subcontractors or subgrantees are listed in an approved budget. Use of a subcontractor or subgrantee without the Department's prior written approval may be considered a material breach of the performance required by this Agreement and may result in termination of the Agreement. The Subcontractor and Subgrantee Authorization Form may be submitted at any time before or during the term of the Agreement, and may be submitted as often as needed when new subcontractors and subgrantees are identified.
- 3.8 Subgrantee: A third party, not a party to this Agreement, who performs services on behalf of the Grantee in furtherance of Grantee's performance of the services described herein during the term of this grant.

4. **Term:**

The period of this Agreement is from July 1, 2017 through June 30, 2018; however, it may be terminated for convenience at any time during this period by either Party upon written notice to the other Party thirty (30) calendar days prior to the actual termination date. Upon termination, the Grantee shall be paid for work satisfactorily completed prior to the date of termination.

5. **Compensation:**

- 5.1 The Grant Funds shall be [in amount not to exceed a maximum amount of \$ _____.]
- 5.2 This grant is: [federally funded _____ State funded _____ both federally and State funded].
- 5.3 Subject to 5.1 above, the Department will compensate the Grantee on the following basis:

Reimbursement

Payments to the Grantee are subject to the Grantee's submission and certification of actual and necessary eligible costs in conformity with approved budget and any documentation as required by the Department. Payment shall be initiated upon the Department's approval of actual and necessary eligible costs and cash amount requested for reimbursement of those costs. The Grantee is required to complete and submit a Reimbursement Certification for each month of the grant period regardless of whether or not expenditures are being claimed, using the Reimbursement Certification Form provided by the Department. Reimbursement Certification Forms are to be submitted to the Department by the 21st of every month for the prior month's expenditures. The Grantee shall document actual expenditures incurred for the purchase of goods and services necessary for conducting program activities. Expenditures shall be itemized on the Reimbursement Certification Form in such a manner as to establish an audit trail for future verification of appropriate use of grant funds. The Grantee will maintain documentation or tangible evidence on file to document expenditures and the activities conducted and related PHP capabilities developed. While this grant requires extensive integration with existing public health activities, the Grantee must only budget and request reimbursement for necessary, reasonable, and properly allocated activities and resources to augment current activities to address the grant's purpose of Ebola planning and response. IDPH will only approve budget items and reimbursement requests that sustain, integrate, and/or build PHEP capabilities and resources and relationships to meet this grants purpose that are not already being funded from other non-PHEP sources to avoid violating federal funding restrictions and regulations. Allowable costs for reimbursement must comply with the requirements of 45 CFR 92 and 2 CFR 200, this grants application budget instructions. The Grantee shall submit the Reimbursement Certification Form to the following address:

Illinois Department of Public Health
Office of Preparedness and Response
422 South 5th Street
Springfield, IL 62701
Email: XXXXXXXXXX

FAX: 217-785-9217
Attention: XXXXXXXCDC Fiscal Grants Manager

- 5.4 The Grantee will expend Grant Funds awarded under this Agreement in accordance with the budget approved and on file with the Department. Departmental approval of a budget including subcontractors or subgrantees does not constitute prior written consent for the use of such services. Rather, the Grantee shall utilize a Subcontractor and Subgrantee Authorization Form to receive prior written consent pursuant to Section 2.2 of this Agreement.
- 5.5 Upon Departmental approval of Grantee's budget, the budget shall be incorporated as an appendix to this Agreement. Deviations from the approved budget may not be made without prior written approval from the Department. Approved deviations will be incorporated as an amendment to the budget but will not require an amendment to the Agreement. The Grantee shall submit a Budget Revision Form, provided by the Department, with any modifications to the approved Budget to be approved by the Department prior to the Grantee incurring the expense. Final Budget Revisions to the current Grant year must be submitted to the Department by May 15, 2018.
- 5.6 The Grantee will not commingle funds between separate grants or subgrants, even if the grants or subgrants are related, or the same population is being served.
- 5.7 Grantee, through its agents, employees, and contractors, and any subgrantees and subcontractors, will provide all equipment, supplies, services, and other items of support which are necessary for the effective performance of the services required by Section 2.1 of this Agreement, unless the Agreement specifically sets forth items of support to be provided by the Department.
- 5.8 Grantee and any approved subgrantees shall not expend any Grant Funds paid from State of Illinois Funds for promotional items unless the Department's grant manager has given written permission to do so. Promotional items include but are not limited to: calendars, pens, buttons, pins, magnets, gift cards, posters, and stationery.

5.9 Expenditure of Grant Funds; Right to Refund

Payment of the grant amount specified in Section 5.1 shall be made to the Grantee as specified herein and in accordance with the approved budget on file with the Department. Grant Funds provided under this Agreement must be expended only to perform the tasks set forth in Section 2.1 of this Agreement and in the grant application on file with the Department. In addition to reasons set forth in other sections of this Agreement, the Grantee must refund the Department if (i) the total grant expenditures are less than the amount vouchered to the Grantee from the Department pursuant to this Agreement; or (ii) Grant Funds have not been expended or legally obligated by a binding contractual obligation within the grant term. If the Department requires a refund under either of the above circumstances, the Grant Funds must be returned to the Department within forty-five (45) days of the end of the grant term or the otherwise effective Agreement termination date.

5.10 Grant Fund Recovery Act (30 ILCS 705/1, et seq.)

This Agreement and all subgrant agreements awarded pursuant to this Agreement are subject to all applicable provisions of the Illinois Grant Funds Recovery Act, including the requirement that any Grant Funds not expended or legally obligated at the expiration or termination of the Grant term must be returned to the Department within forty-five (45) days following said expiration or termination. Any interest earned on Grant Funds that is not expended or legally obligated during the Grant term must also be returned to the Department within forty-five (45) days following the expiration or termination of this Agreement. Grantee's failure to comply with any reporting requirements of the Department may result in the termination of this Agreement or suspension of payments under this Agreement.

5.11 Indirect Cost Rate Proposal Submission

- 5.11.1 This paragraph applies only to Grantees who (i) charge, or expect to charge, any indirect costs; and (ii) have received express written permission from the Department to charge indirect costs under federal or

State statutes, State administrative rules, and agency or program rules, regulations, and policies.

- 5.11.2 Grantees who receive \$50,000 or more in funding from the State of Illinois, including all Departments or Agencies thereof, and whether State or federal funds, in accordance with federal regulations, must submit an Indirect Cost Rate Proposal ("Proposal") for approval no later than sixty (60) days after their submission of audited financial statements in a format prescribed by the State Agency (for example, if audited financial statements are submitted August 2018, then the Proposal must be submitted in October 2016).
- 5.11.3 Grantees who have had a Proposal approved by a cognizant Federal agency must submit a Proposal, but the State Agency will accept that Proposal, up to any statutory, rule-based or programmatic limit.

6. Notices:

Notices and other communications provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by courier (UPS, Federal Express or other similar and reliable carrier), by e-mail, or by fax showing the date and time of successful delivery. Notices shall be sent to the individuals at the following respective addresses, including e-mail addresses, or to such other address as either Party may from time to time designate by notice to the other Party. Each such notice shall be deemed to have been provided at the time it was received. By giving notice, either Party may change the contact information.

to the Department: XXXXX XXXXXXXX
 OPR Deputy Director
 Illinois Department of Public Health
 422 S. Fifth St., Room 401
 FAX: (217) 557-3894
 Email: XXXXXXXXXXXXX

to the Grantee:

7. Public Information Requirements:

For the duration of the Agreement, the Grantee will prominently acknowledge the Department's participation as a partner in all grant-related press releases, publications, and promotional materials presented to the media or otherwise disseminated or published. The Grantee must provide the Department with copies of any proposed press releases, publications, and promotional materials at least fifteen (15) days before these materials are disseminated. Grantee will submit copies of any press releases, publications, and promotional materials to the Department's Program contact person(s). The Grantee shall not publish, disseminate, or otherwise release any promotional materials without first receiving the Department's express written approval.

The Grantee will provide adequate and reasonable advance notice of promotional events such as open houses, dedications, or other planned publicity events, and will coordinate with the Department in the planning of said events. Any materials or displays to be distributed in connection with the promotional event must be submitted to the Department in advance of publication or dissemination, and must prominently acknowledge the Department's participation in the event.

8. Grant Fund Control Requirements:

8.1 Close-out Reports

- 8.1.1 The Grantee shall provide annual close-out reports within sixty (60) calendar days following the end of the grant term.
- 8.1.2 If an audit of Grantee occurs and results in adjustments after the Grantee submits a close-out report, the

Grantee shall submit a new close-out report based on audit adjustments. This new close-out report shall be submitted no later than the deadline the Department provides following the audit.

8.2 Audited Financial Statements

8.2.1 This paragraph applies only to Grantees who receive \$50,000 or more in funding from the State of Illinois, including all Departments or Agencies thereof, and whether State or federal funds.

8.2.1.1 Grantees not subject to OMB Uniform Grant Guidance shall provide audited financial statements, conducted in accordance with Government Auditing Standards, within one hundred-eighty (180) days after the Grantee's fiscal year ending on or after June 30, 2018. This deadline may be extended in the discretion of the Department's Chief Financial Officer.

8.2.1.2 Grantees subject to OMB Uniform Grant Guidance shall provide a single audit report within one hundred-eighty (180) days after the Grantee's fiscal year ending on or after June 30, 2018.

8.2.1.2.1 In the discretion of the Department's Chief Financial Officer, this deadline may be extended up to nine (9) months after the end of the Grantee's fiscal year without approval from the cognizant Federal agency.

8.2.1.2.2 This deadline may be extended longer than nine (9) months after the end of the Grantee's fiscal year contingent upon approval by the cognizant Federal agency.

8.2.2 Audit Requirements for State Grants Audited by the Illinois Office of the Auditor General (OAG): Grantees required by the Illinois OAG to obtain a financial audit, compliance examination, or performance audit will be notified of this requirement by the OAG. The Grantee shall provide the Department with a copy of any financial audit, compliance examination, Single Audit, or performance audit conducted, along with the accompanying management letter, letter of immaterial findings and the SAS 114 letter within thirty (30) days of the Grantee's receipt of such audit report, but in no event later than nine (9) months following the end of the period for which the audit or examination was performed. The Audit Report must be provided to the Department for any year in which an audit is performed over the life of the grant.

8.2.3 Discretionary Audit: The Department may, at any time, and at its sole discretion, require a financial audit, a grant-specific audit, or any other audit, Management Letter and SAS 114 letter to be delivered within thirty (30) days of the Grantee's receipt of such audit report, but in no event later than nine (9) months following the end of the period for which the audit was performed.

8.2.4 Audit Performance: All audits shall be performed by an independent certified public accountant or accounting firm licensed by the appropriate licensing body in accordance with applicable auditing standards. The Grantee will fully comply and cooperate with any and all audits.

8.3 Consolidated Financial Reports

8.3.1 This paragraph applies to all Grantees, unless exempted in part or in whole by program rules, regulations, or policies.

8.3.2 If requested by the Department, Grantees shall submit Consolidated Financial Reports within sixty (60) days after the Grantee's fiscal year ending on or after June 30, 2018. This report will be used for purposes of closing out the grant. In the event that this Agreement is terminated prior to the end of the State fiscal year, the Grantee shall provide a close-out report within sixty (60) calendar days of such termination.

8.3.3 The Consolidated Financial Report and the Audited Financial Statements must cover the same period of

time.

- 8.3.4 Consolidated Financial Reports must include an opinion from the report issuer on the Cost and Revenue schedules included in the Consolidated Financial Report.

8.4 Reporting Requirements

In addition to any other documents specified in this Agreement, the Grantee must submit the following reports and information in accordance with the provisions hereof.

- 8.4.1 Department Defined Reporting Timelines. A Grantee receiving a grant award of \$15,000 or less shall file reports pursuant to the timeline defined by the Department. The report(s) shall describe the progress of the program, Project, and the use and expenditure of Grant Funds provided to the Grantee under this Agreement. The Department reserves the right to request revised reports or clarification of any statements made in such reports.
- 8.4.2 Quarterly Report. At a minimum, a Grantee receiving a grant award of more than \$15,000 shall file a quarterly report with the Department. The quarterly report(s) shall describe the progress of the program, Project, and the use and expenditure of Grant Funds provided to the Grantee under this Agreement. The Department reserves the right to request revised quarterly reports or clarification of any statements made in such reports.
- 8.4.3 Expenditures and Project Activity Prior to Grant Execution. If the Agreement is executed more than ninety (90) days after the beginning date of the grant term provided in the Agreement, the Grantee must submit a Financial Status Report and a Project Status Report, in a format provided by the Department. The Reports must account for expenditures and Project activity incurred from the beginning of the grant term to the end of the month preceding the date of the Department's execution. If these Reports are required, the Department will not disburse any Grant Funds until the report is received and approved by the Department.
- 8.4.4 Additional Information: Upon request by the Department, the Grantee must, within the time directed by the Department, submit additional written reports regarding the Project, including, but not limited to, materials sufficient to document information provided by the Grantee.
- 8.4.5 Submittal of Reports. Submittal of all reports and documentation required under this Agreement should be submitted to the named individual as directed by the Department.

8.5 Grant Instructions

Upon execution of this Agreement, the Grantee will receive Grant Instructions detailing reporting requirements and procedures relating to the grant. The Grantee is obligated to comply with those requirements and any revisions thereto in accordance with Section 8.9 of this Agreement. Failure to comply with the reporting requirements may be considered a material breach of the performance required by this Agreement and may result in termination of the Agreement pursuant to Section 8.9 and initiation of proceedings to recover all Grant Funds disbursed to the Grantee.

8.6 Fiscal Recording Requirements

The Grantee's financial management system shall be structured to provide for accurate, current, and complete disclosure of the financial results of the Project funded under this grant program. The Grantee is accountable for all Grant Funds received under this grant, including those expended by subgrantees. The Grantee shall maintain effective control and accountability over all Grant Funds, equipment, property, and other assets under the grant as required by the Department. The Grantee shall keep records sufficient to permit the tracing of Grant Funds to a level of expenditure adequate to ensure that Grant Funds have been appropriately expended. The Grantee must

have internal controls consistent with generally accepted accounting practices adopted by the American Institute of Certified Public Accountants.

8.7 Due Diligence in Expenditure of Grant Funds/Conflicts of Interest

8.7.1 Grantee shall ensure that Grant Funds are expended in accordance with the following principles: (i) grant expenditures should be made in accordance with generally accepted sound business practices, arms-length bargaining, applicable federal and state laws and regulations; (ii) grant expenditures should conform to the terms and conditions of this Agreement and be actual and necessary expenditures; (iii) grant expenditures should not exceed the amount that would be incurred by a prudent person under the circumstances prevailing at the time the decision is made to incur the costs; and (iv) grant accounting should be consistent with generally accepted accounting principles.

8.7.2 An actual or potential Conflict of Interest between Grantee and subgrantee(s) or subcontractor(s) existing prior to execution of this Agreement must be disclosed to the Department as part of the grant application. An actual or potential Conflict of Interest between Grantee and subgrantee(s) or subcontractor(s) arising after execution of this Agreement must be disclosed to the Department within ten (10) days of discovery. Grantee must obtain express written permission to work with a subgrantee or subcontractor with whom it has an actual or potential conflict of interest. Failure to obtain such express written permission may be considered a material breach of the Agreement and may result in termination of the Agreement and initiation of proceedings to recover all Grant Funds disbursed to the Grantee.

8.8 Monitoring

The grant will be monitored for compliance in accordance with the terms and conditions of the Agreement, together with appropriate programmatic rules, regulations, policies and/or guidelines that the Department promulgates or implements. The Grantee must permit any authorized Department agent to access and examine any and all grant-related documents, equipment, papers, or records, whether in hard copy or electronic, which support Grantee's performance of services under this Agreement.

8.9 Effect of Failure to Comply

The Grantee should refer to the Grant Instructions and the Reports Deliverable Schedule for the specific reporting requirements and due dates. Grantee must submit the reports in the format provided by the Department. Failure to comply with the reporting requirements shall result in the withholding of Grant Funds and/or the recovery of improper payments of Unallowable Costs. The Grantee's failure to comply with this requirement will be considered a material breach of the performance required by this Agreement and may result in termination of the Agreement and initiation of proceedings to recover all Grant Funds disbursed to the Grantee. Grantee's failure to comply with the reporting requirements of Section 8.4 and this Section shall be considered prima facie evidence of default, and may be admitted as such, without further proof, into evidence before the Department or in any other legal proceeding.

9. General Provisions:

9.1 Availability of Appropriation/Sufficiency of Funds

This grant is contingent upon and subject to the availability of sufficient funds. The Department may terminate or suspend this grant, in whole or in part, without penalty or further payment being required, if (i) sufficient State funds have not been appropriated to the Department (or sufficient Federal funds have not been made available to the Department by the Federal funding source), (ii) the Governor or the Department reserves appropriated funds, or (iii) the Governor or the Department determines that appropriated funds (or Federal funds) may not be available for payment. The Department shall provide notice, in writing, to Grantee of any such funding failure and its election to terminate or suspend this grant as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon Grantee's receipt of notice.

9.2 Audit/Retention of Records (30 ILCS 500/20-65)

Grantee and its subgrantees shall maintain all books and records relating to the performance of the Agreement or subgrant and necessary to support amounts charged to the State under the Agreement or subgrant. Books and records, including information stored in databases or other computer systems, shall be maintained by the Grantee for a period of three (3) years from the date of final payment under the Agreement or completion of the Agreement, whichever is later, and by the subgrantor for a period of three (3) years from final payment under the term or completion of the subgrant, whichever is later. If federal funds are used to pay Agreement costs, the Grantee and its subgrantor(s) must retain records for five (5) years. Books and records required to be maintained under this Section shall be available for review or audit by representatives of: the granting Agency, the Auditor General, the Attorney General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Grantee and its subgrantor(s) shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records sufficient to support purported disbursements, as required by this Section, shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the Agreement. Neither Grantee nor subgrantor(s) shall impose a charge for audit or examination of the Grantee's books and records.

If any of the services to be performed under this Agreement are subcontracted and/or if subgrants are issued/awarded for the expenditure of Grant Funds provided under this Agreement, the Grantee shall include in all such subcontracts and subgrants, a provision that the Department, the Attorney General, the Office of Inspector General, the Auditor General of the State of Illinois, or any of their duly authorized representatives, will have full access and the right to examine any and all of subgrantee's grant-related documents, equipment, papers, or records, whether in hard copy or electronic, which support Grantee's performance of services under this Agreement for a period of three (3) years following the Department's final approval of all required close-outs (financial and/or programmatic). Further, any such subgrantor shall be governed by the same requirements as those the Grantee is subject under this Agreement.

9.3 Time is of the Essence

Time is of the essence with respect to Grantee's performance of this Agreement. Grantee shall continue to perform its obligations while any dispute concerning the Agreement is being resolved unless otherwise directed by the State.

9.4 No Waiver of Rights

Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.

9.5 Force Majeure

Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel the Agreement without penalty if performance does not resume within thirty (30) days of the declaration.

9.6 Confidential Information

Each Party, including its agents and subgrantors, to this Agreement may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this Agreement. Grantee shall presume all information received from the State or to which it gains access pursuant to this Agreement is confidential. Grantee information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of the Agreement shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of the Agreement or thereafter.

The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of the Agreement, in whatever form it is maintained, promptly at the end of the Agreement, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third-party not subject to any confidentiality obligation to the disclosing Party; or which later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

9.7 Use and Ownership

All work performed or supplies created by Grantee under this Agreement, whether written documents or data, goods, or deliverables of any kind, shall be deemed work-for-hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Grantee hereby assigns to the State all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Grantee may have to such work including any so-called "moral rights" in connection with the work. Grantee acknowledges the State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to confidentiality provisions of this Agreement.

Equipment and material authorized to be purchased with Grant Funds becomes the property of the Grantee. Grantee will maintain an inventory or property control record for all equipment and material purchased with Grant Funds. During the grant term, the Grantee must: (i) use equipment and materials acquired with Grant Funds only for the approved Project purposes set forth in Section 2.1; (ii) provide sufficient maintenance on the equipment and materials to permit achievement of the approved Project purposes; and (iii) maintain, at its own expense, insurance coverage on all equipment and material purchased with Grant Funds, for its full insurable value, against loss, damage and other risks ordinarily insured against by owners or users of similar equipment and material in similar businesses. The Grantee is prohibited from selling, transferring, encumbering (other than original financing) or otherwise disposing of said equipment or material during the grant term without prior written approval of the Department. The Department reserves the right to inspect, at any time, such equipment and materials. All Grantee actions involving equipment and materials shall be in compliance with the applicable state and federal law.

9.8 Indemnification and Liability

The Grantee shall indemnify and hold harmless the State of Illinois, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (i) any breach or violation by Grantee of any of its certifications, representations, warranties, covenants or agreements; (ii) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from Grantee's negligent performance; or (iii) any act, activity or omission of Grantee or any of its employees, representatives, subcontractors or agents. Neither Party shall be liable for incidental, special, consequential or punitive damages.

9.9 Independent Contractor

Grantee shall act as an independent contractor and not an agent or employee of, or joint venturer with, the State. All payments by the State shall be made on that basis.

9.10 Solicitation and Employment

Grantee shall not employ any person employed by the State during the term of this Agreement to perform any work under this Agreement. Grantee shall give notice immediately to the Department's director if Grantee solicits or intends to solicit State employees to perform any work under this Agreement.

9.11 Compliance with the Law

The Grantee, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders, federal circulars and all license and permit requirements in the performance of this Agreement. Grantee shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Grantee shall obtain, at its own expense, all licenses and permissions necessary for the performance of this Agreement. Grantee and its subgrantees shall (i) be registered with the federal System for Award Management ("SAM") if seeking a grant award that is partially or fully paid by federal funds; (ii) be in good standing as a not-for-profit 501(c)(3) corporation, eligible to receive tax-deductible charitable donations, if applicable; (iii) be in good standing with the Illinois Secretary of State; and (iv) have a valid Data Universal Number System (DUNS) number. It is Grantee's responsibility to remain current with these registrations and requirements. If Grantee's status with regard to any of these requirements changes, Grantee's registration or standing lapses, Grantee's 501(c)(3) status is revoked, or Grantee in any other way becomes non-compliant with these requirements, Grantee must notify the Department, in writing, within three (3) business days of its change in status.

9.12 Background Check

Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Grantee's and subcontractor's officers, employees or agents. Grantee or subgrantee shall immediately reassign any such individual who, in the opinion of the State, does not pass the background checks.

9.13 Applicable Law

This Agreement shall be construed in accordance with, and is subject to, the laws and rules of the State of Illinois. The Department of Human Rights' Equal Opportunity requirements (44 Ill. Adm. Code 750) are incorporated by reference. Any claim against the State arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1). The State shall not enter into binding arbitration to resolve any Agreement dispute. The State of Illinois does not waive sovereign immunity by entering into this Agreement. The official text of cited statutes is incorporated by reference (An unofficial version can be viewed at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>). In compliance with the Illinois and federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the federal Rehabilitation Act and other applicable laws and rules the State does not unlawfully discriminate in employment, agreements, or any other activity.

9.14 Contractual Authority

The Agency that signs for the State of Illinois shall be the only State entity responsible for performance and payment under the Agreement. When the Chief Procurement Officer or authorized designee signs in addition to an Agency, they do so as approving officer and shall have no liability to Grantee. When the Chief Procurement officer or authorized designee signs a master agreement on behalf of State agencies, only the Agency that places an order with the Grantee shall have any liability to Grantee for that order.

9.15 Modifications and Survival

Amendments, modifications, and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this Agreement officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the State's and the Grantee's terms, conditions, and attachments, the State's terms, conditions and attachments shall prevail.

9.16 Performance Record/Suspension

Upon request of the Department, Grantee shall meet to discuss performance or provide Agreement performance updates to help ensure proper performance of the Agreement. The Department may consider Grantee's performance and compliance with all applicable laws, under this or any other current grant agreement with the

Department, in determining whether to continue the Agreement and assessing Grantee's eligibility to receive future grants. After due consideration of any non-performance or non-compliance with the requirements outlined in the Grant Instructions Packet, including failure to perform or comply, under this Agreement or any other current grant agreement with the Department, the Department may, at its sole discretion, immediately suspend this Agreement or any other current grant agreement between Grantee and the Department. Suspension under this Section shall be effective upon Grantee's receipt of notice.

9.17 Freedom of Information Act

This Agreement and all related public records maintained by, provided to, or required to be provided to the State are subject to the Illinois Freedom of Information Act, notwithstanding any provision to the contrary that may be found in this Agreement.

9.18 Amendments

This Agreement may not be amended without prior written approval of both the Grantee and the Department. Any amendments must be executed by both Parties no later than thirty (30) days prior to the end of the grant term.

9.19 Assignment

The Grantee understands and agrees that this Agreement may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer without the prior written approval of the Department shall render this Agreement null, void, and of no further effect.

9.20 Termination for Cause

The Department may terminate this Agreement, in whole or in part, if: (i) the Grantee commits any illegal act; (ii) the Grantee breaches any material term, condition, or provision of this Agreement or is in material violation of a provision of this Agreement; (iii) the Department determines that the Grantee lacks the financial resources to perform this Agreement; (iv) the Department determines that the actions or inactions of the Grantee, its agents, employees, subcontractors, or subgrantees have caused, or reasonably could cause, jeopardy to health, safety, or property; (v) the Grantee has notified the Department that it is unable or unwilling to perform the Agreement; (vi) the Department has reasonable cause to believe that the Grantee cannot lawfully perform the Agreement; or (vii) the Grantee's performance under any other current grant agreement causes the Department to reasonably believe that the Grantee is unable to perform the Agreement.

Termination under this section, whether in whole or in part, shall be effective upon Grantee's receipt of notice. For termination due to any of the causes contained in this Section, the Department retains its rights to seek any available legal or equitable remedies and damages.

9.21 Termination for Convenience

The Department may, for its convenience and with thirty (30) days prior written notice to Grantee, terminate this Agreement in whole or in part and without payment of any penalty or incurring any further obligation to the Grantee. The Grantee may, for its convenience and with thirty (30) days prior written notice to the Department, terminate this Agreement in whole or in part and without incurring any penalty or being required to provide any additional services under the Agreement; however, all close-out reports and other required reports must still be filed timely.

Following termination for convenience by either Party, the Grantee shall be entitled to compensation upon (i) submission of invoices and proof of claim for supplies appropriately purchased and services properly provided in compliance with this Agreement up to and including the date of termination; and (ii) submission of all required reports.

9.22 Health Insurance Portability and Accountability Act Compliance

Grantee shall comply with the applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA), including, but not limited to statute, 42 U.S.C 132d, and applicable regulations, 45 C.F.R 160, 162, and 164, as may be promulgated or amended over time.

9.23 Inducement Resolution

It is the intent of the State that all or a portion of the costs of this project will be paid or reimbursed from the proceeds of tax-exempt bonds subsequently issued by the State.

9.24 Linguistic and Cultural Competency Guidelines and Assurance

The State of Illinois' Linguistic and Culturally Competency Guidelines (LCC Guideline) are incorporated into and made a part of this Agreement. The purpose of the LCC Guidelines is to improve access to culturally competent programs, services, and activities for Limited English Proficient (LEP) customers, persons who are hard of hearing or Deaf, and persons with low literacy. More information about the LCC Guidelines can be found at <http://www.dhs.state.il.us/page.aspx?item=66602> (this website also has available training resources and examples).

9.25 Entire Agreement

The Department and the Grantee understand and agree that this Agreement constitutes the entire Agreement between them and that no promises, terms, or conditions not recited or incorporated within this Agreement, including prior Agreements or oral discussions not incorporated within this Agreement, shall be binding upon either the Grantee or the Department.

10. Federally Funded General Grant Provisions: This Section is applicable to grants supported by federal funds

- 10.1 Grantee certifies that during the last five (5) years no order, judgment or decree of any Federal authority has been issued barring, suspending, or otherwise limiting its right to contract with any governmental entity, including school districts, or to engage in any business practice or activity. Grantee further certifies that it will include this certification within every subgrant related to the performance of this Agreement.
- 10.2 The federal whistleblower protections of 41 U.S.C. 4712 apply to all Grantee employees, contractors, and subgrantees working in relation to this Agreement. Grantee certifies that in accordance with the Pilot Program for Enhancement of Contractor Employee Whistleblower Protections, Grantee will (i) inform its employees working on this grant that they are subject to the whistleblower rights and remedies of the pilot program; (ii) inform its employees in writing of employee whistleblower protections under 41 U.S.C. 4712 in the predominant native language of the workforce; and (iii) include this certification and requirements in any agreement made with a contractor or subgrantee.
- 10.3 This grant is subject to the requirements of the Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Tribal Governments under Title 45 Code of Federal Regulations, Part. 92.
- 10.4 Publications, journal articles, etc. produced under this agreement must bear an acknowledgment and disclaimer that provides the following information: This (publication, Journal article, etc.) was supported by the Cooperative Agreement Number (to be determined-Grantee shall request from the Department) from the (CDC or HHS Assistant Secretary for Preparedness and Response). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the (CDC or HHS ASPR).

11. **Taxpayer Status:**

I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. person (including a U.S. resident alien).
 - If you are an individual, enter your name and SSN as it appears on your Social Security Card.
 - If you are a sole proprietor, enter the owner's name on the name line followed by the name of the business and the owner's SSN or EIN.
 - If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name on the name line and the d/b/a on the business name line and enter the owner's SSN or EIN.
 - If the LLC is a corporation or partnership, enter the entity's business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).
 - For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.

Name: _____

Business Name: _____

Taxpayer Identification Number:

Social Security Number _____
or
Employer Identification Number _____

Legal Status (check one):

- | | |
|---|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Governmental |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Nonresident alien |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Estate or trust |
| <input type="checkbox"/> Legal Services Corporation | <input type="checkbox"/> Pharmacy (Non-Corp.) |
| <input type="checkbox"/> Tax-exempt | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.) |
| <input type="checkbox"/> Corporation providing or billing medical and/or health care services | <input type="checkbox"/> Limited Liability Company (select applicable tax classification) |
| <input type="checkbox"/> Corporation NOT providing or billing medical and/or health care services | D = disregarded entity |
| | C = corporation |
| | P = partnership |

12. **Attestation:**

Grantee certifies under oath that Grantee has read, understands, and agrees to all provisions of this Agreement and that the information contained in the Agreement is true and correct to the best of his/her knowledge, information and belief, that the funds awarded under this grant shall be used only for the purposes described in this Agreement and that the Grantee shall be bound by the same. Grantee acknowledges that the award of Grant Funds under this Agreement is conditioned upon this certification/attestation.

For the Grantee:

Grantee Signature

Typed Name

Title

Illinois Department of Human Rights Number (if applicable)

Date

For the Department:

XXXXXXXXXXXXXXXXXX
Recommended By

XXXXXXXXXXXXXXXXXXXX
Director of Public Health

Date