



Delegate Agency Solicitation #7000 (RFP)

Early Childhood Business Development

Specification Number:1183370

Required for use by: DEPT OF BUSINESS AFFAIRS & CONSUMER PROTECTION

Bid/Proposal Submittal Date and Time: 12:00 PM Central Time, 31-JUL-2019

Deadline for Questions:

Buyer: MERRITT, KENYA

Email Address: Kenya.Merritt@cityofchicago.org

Phone Number: 3127445288

Pre-Solicitation Conference Date and Time: 11:00 AM Central Time, 22-JUL-2019

Pre-Solicitation Conference Location: City Hall, 121 N. LaSalle, Room 805

Site Visit Date & Time: N/A

Site Visit Location: N/A

Please submit your response to:

<http://www.cityofchicago.org/eProcurement>
iSupplier vendor portal registration is required.
Allow 3 business days to complete registration.

LORI E. LIGHTFOOT
MAYOR

Rosa Escareno
Commissioner

Specification Number: 1183370

Type of Funding:

Title: Early Childhood Business Development

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1 Header Information**1.1 General Information**

Title	Early Childhood Business Development		
Description	Early Childhood Business Development		
Preview Date	Not Specified	Open Date	17-JUL-2019 16:37:23
Close Date	12:00 PM Central Time, 31-JUL-2019	Award Date	Not Specified
Time Zone	Central Time	Buyer	MERRITT, KENYA
Quote Style	Blind	Email	Kenya.Merritt@cityofchicago.org
Event	Delegate Agency	Outcome	Delegate Agency Blanket Agreement

Note As the City of Chicago's Department of Business Affairs and Consumer Protection empowers and educates business owners to start, grow and succeed. BACP administers resources through its Small Business Center as well as through a network of nearly 70 business service organizations to promote economic vitality and growth through the accessibility of business resources. The goal of the RFP is to identify an organization who would be able to equip early childhood providers with practical business education; the curriculum is designed to include a series of in person seminars to be administered in a cohort model.

1.2 Terms

Effective Start Date	Not Specified	Effective End Date	Not Specified
Ship-To Address	070-3010 ADVOCACY AND OUTREACH 121 N LASALLE ST. RM 805 Chicago, IL 60602 United States	Bill-To Address	070-3010 ADVOCACY AND OUTREACH 121 N LASALLE ST. RM 805 Chicago, IL 60602 United States
Payment Terms	IMMEDIATE	Carrier	
FOB	CITY OF CHICAGO	Freight Terms	
Currency	USD (US Dollar)	Price Precision	Any
Total Agreement Amount (USD)	Not Specified	Minimum Release Amount (USD)	Not Specified

1.3 Requirements

Contact Information
First Name Provide your answer below
Last Name Provide your answer below

Contact Information
Telephone Number Provide your answer below
Email Provide your answer below
Organization Information
Legal Organization Name Provide your answer below
Address Provide your answer below
City Provide your answer below
State Provide your answer below

Organization Information
<p>Zip</p> <p>.....</p> <p>Provide your answer below</p>
<p>County</p> <p>.....</p> <p>Provide your answer below</p>
<p>Country</p> <p>.....</p> <p>Provide your answer below</p>
<p>Legal Organization Telephone Number</p> <p>.....</p> <p>Provide your answer below</p>
<p>Head of Agency Name</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the official title for the chief executive of your agency.</p> <p>.....</p> <p>Provide your answer below</p>

Organization Information
Please provide the Chief Executive's contact telephone number, including area code. Provide your answer below
Please provide your Chief Executive's e-mail address. Provide your answer below
Please provide the name of your agency's chief financial officer. Provide your answer below
Chief Finance Officer Title Provide your answer below
Chief Finance Officer Telephone Provide your answer below
Chief Finance Officer E-mail Provide your answer below

Organization Information
<p>Organization Web Address</p> <p>.....</p> <p>Provide your answer below</p>
<p>Year Org. Established</p> <p>.....</p> <p>Provide your answer below</p>
<p>Did you attach the following in the Admin. section</p> <ul style="list-style-type: none"> · Liability Insurance · Board Member Identification · IRS Determination Letter · Sam Certificate · Certificate of Good Standing · Bylaws and Articles of Incorporation · Financial Statements <p>.....</p> <p>Circle one from the response values below:</p> <p>Yes</p> <p>No</p>
<p>Project Summary and Description</p> <p>Does your organization have a minimum of 3 years experience providing business service training to child care businesses?</p> <p>.....</p> <p>Circle one from the response values below:</p> <p>Yes</p> <p>No</p>
<p>Describe your proposed program. Indicate how your organization will incorporate the topics listed in the RFP;</p> <ul style="list-style-type: none"> · Business Plan and Development · Management Plan · Market Research · Financial Management · Managing Multiple Sites · Individualized Coaching and Training <p>.....</p> <p>Provide your answer below</p>
<p>Describe your organization's experience in developing cohort based curriculum along with individualized</p>

Project Summary and Description
<p>assessment tools for child care businesses. Provide evidence of its effectiveness by including previous training materials, studies or evaluations.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe your experience with developing and implementing outcomes and assessment metrics in your previous business development trainings for child care businesses. Indicate how your organization will conduct assessments, develop goals, measure the desired outcomes and provide reporting on the participants.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe in detail your implementation plan, including a timeline, for the various business models; single-site, multi-site, family child care home, private and non-profits.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe your familiarity with training businesses that manage multiple funding streams, such as Child-Care, Pre-K, Head Start.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how your organization will build trusting relationships with businesses that are culturally and linguistically relevant to Chicago's diverse population.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe your organization's performance experience with understanding the issues and challenges facing child care businesses and developing tools to address them.</p> <p>.....</p>

Project Summary and Description
Provide your answer below
Describe the strategies your organization will implement to maintain full participation and engagement throughout the entire program.
.....
Provide your answer below
Organizational Capacity
Describe your organization's staff experience and how that makes them capable of designing and implementing business development trainings for child care businesses. Please attached relevant resumes.
.....
Provide your answer below
How does your agency currently reflects and engages diverse business owners and their communities. Describe how your agency will ensure the trainers reflect Chicago's diverse community.
.....
Provide your answer below
Describe how your organization will partner or collaborate with other organizations.
.....
Provide your answer below
Budget and Justification
Provide a justification for the proposed budget.
.....
Provide your answer below

Budget and Justification
<p>Please describe your financial capacity - ability to expend funds prior to receiving reimbursement.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe your donated goods and services. Estimate the value of these services and describe how you arrive at these amounts.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Have you completed and uploaded the budget forms found in the attachments section of the RFQ?</p> <p>.....</p> <p>Circle one from the response values below:</p> <p>Yes</p> <p>No</p>
City of Chicago Acknowledgement
<p>Do you acknowledge the Compliance with Laws, Statutes, Ordinances and Executive Orders for the City of Chicago?</p> <p>.....</p> <p>Circle one from the response values below:</p> <p>Yes</p> <p>No</p>
Conflict of Interest Questionnaire
<p>Did you complete and attaché the Conflict of Interest Questionnaire?</p> <p>.....</p> <p>Circle one from the response values below:</p> <p>Yes</p> <p>No</p>

1.4 Attachments

Name	Data Type	Description
ATTACHMENT 01: EARLY CHILDHOOD	File	
ATTACHMENT 02: LEGAL INSERT	File	

1.5 Response Rules

- ☐ Solicitation is restricted to invited suppliers
☒ Suppliers are allowed to respond to selected lines
☒ Suppliers are allowed to provide multiple responses
☐ Buyer may close the solicitation before the Close Date

Specification Number: 1183370

Type of Funding:

Title: Early Childhood Business Development

☐ Buyer may manually extend the solicitation while it is open

2 Price Schedule**2.1 Line Information**

Display Rank As **1,2,3...**
 Ranking **Price Only**
 Cost Factors **Buyer**

Suppliers see their response price transformed **Yes**

Line	Item, Rev / Job	Target Quantity	Unit	Unit Price	Amount
1 0005 - Program - Personnel		1	USD		
2 0044 - Program - Fringes		1	USD		
3 0100 - Program - Operating Costs		1	USD		
4 0140 - Program - Professional Services		1	USD		
5 0200 - Program - Travel/Transportation		1	USD		
6 0300 - Program - Materials/Supplies		1	USD		
7 0400 - Program - Equipment		1	USD		
8 0999 - Program - Other Costs		1	USD		

2.2 Line Details**2.2.1 Line 1 0005 - Program - Personnel**

Category **95251.DA.**
 Shopping Category **Not Specified**
 Minimum Release Amount (USD) **Not Specified**
 Estimated Total Amount (USD) **Not Specified**

Start Price (USD) **Not Specified**
 Target Price (USD) **Not Specified**

2.2.2 Line 2 0044 - Program - Fringes

Category **95251.DA.**
 Shopping Category **Not Specified**
 Minimum Release Amount (USD) **Not Specified**
 Estimated Total Amount (USD) **Not Specified**

Start Price (USD) **Not Specified**
 Target Price (USD) **Not Specified**

2.2.3 Line 3 0100 - Program - Operating Costs

Category **95251.DA.**
 Shopping Category **Not Specified**
 Minimum Release Amount (USD) **Not Specified**
 Estimated Total Amount (USD) **Not Specified**

Start Price (USD) **Not Specified**
 Target Price (USD) **Not Specified**

2.2.4 Line 4 0140 - Program - Professional Services

Category	95251.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.5 Line 5 0200 - Program - Travel/Transportation

Category	95251.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.6 Line 6 0300 - Program - Materials/Supplies

Category	95251.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.7 Line 7 0400 - Program - Equipment

Category	95251.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.8 Line 8 0999 - Program - Other Costs

Category	95251.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

CITY OF CHICAGO



REQUEST FOR PROSPOALS (RFP) FOR EARLY CHILDHOOD BUSINESS DEVELOPMENT RFP#7000

**ISSUED BY: CITY OF CHICAGO DEPARTMENT OF
BUSINESS AFFAIRS AND CONSUMER PROTECTION**

All proposals must be submitted via the eProcurement system.

<http://www.cityofchicago.org/eprocurement>

Questions concerning the RFP should be directed to

Kenya Merritt

Chief Small Business Officer

Department of Business Affairs and Consumer Protection

121 N. LaSalle, Room 805

Chicago, Illinois 60602

Phone: 312-744-5288

Email: kenya.merritt@cityofchicago.org

Website: www.chicago.gov/BACP

**LORI E. LIGHTFOOT
MAYOR**

**ROSA ESCARENO
COMMISSIONER**

GENERAL INVITATION

The City of Chicago ("City"), acting through its Department of Business Affairs and Consumer Protection ("BACP"), is pleased to invite the submission of Proposals for the Early Childhood business development program. The Early Childhood business development model will provide business development training to child care business owners through a Request for Proposal (RFP). BACP will provide funding to non-for-profit organizations to deliver customized business training and counseling to equip child care businesses with practical business education.

OVERVIEW OF DEPARTMENT

The City of Chicago's Department of Business Affairs and Consumer Protection (BACP) empowers and educates business to start, grow and succeed. BACP administers resources through its Small Business Center as well as through a network of nearly 70 business service organizations to promote economic vitality and growth through the accessibility of business resources.

OBTAINING THE RFP SOLICITATION DOCUMENTS

Documents may be downloaded from the Department of Procurement Services' website at the following URL: <http://www.cityofchicago.org/eProcurement>. Click on "Current Bids and Solicitation Opportunities", then "eProcurement Bid and RFP solicitation Opportunities". Respondents are solely responsible for obtaining all RFP Solicitation Documents including Clarifications and Addenda's. In order to receive Notice of Clarifications and Addenda, Respondents must log-in to iSupplier, search for the RFP solicitation number, review, and accept the disclaimer.

The City accepts no responsibility for the timely delivery of materials or failure of the Respondent to submit required information, as identified in this RFP. The City will not accept Proposal that are not received by deadline of this RFP.

PROBLEM STATEMENT OR PURPOSE OF RFP

The City is launching a business development program to provide child care business owners with a capacity-building education and one-on-one coaching that will position the businesses for long-term success. BACP seeks agencies that are high-performing and has a proven track record with implementation of capacity building and training for child care businesses.

PROGRAM DESCRIPTION:

BACP is seeking to assist businesses in developing customized business training and counseling courses to not-for-profit organizations lacking the current capacity to effectively manage child care businesses and programs. The curriculum must be designed to include a series of in-person seminars to be administered in a cohort model, with each cohort comprised of approximately 8 – 10 childcare providers. It is recommended that the cohorts are comprised of similar business model types which may include: single site, multi-site, family childcare homes, private and/or non-profit providers. The grantee will work in partnership with the City of Chicago (City) to significantly improve the capacity of early childhood providers. Additionally, it is recommended that the courses are held in an environment that fosters learning and engagement amongst the participants.

PROGRAM DESIGN

To ensure that early childhood providers receive the expert guidance and support they need, the City seeks grantees to provide services that include the following proposed program curriculum.

- 1. Business Plan Development and Quality**
- 2. Management Plan**
 - a. Workforce recruitment and sustainability
 - b. Legal
 - c. Insurance
- 3. Market Research**
 - a. Assessing community
 - b. Identifying the need
 - c. Determining the population
- 4. Financial Management**
 - a. Budget development
 - b. Operational expenses
 - c. Managing multiple streams
 - d. Adequately funding quality based on DFSS Chicago Early Learning Standards
- 5. Managing Multiple Sites**
 - a. Developing a growth plan
- 6. Individualized Coaching and Training**

KEY CAPACITIES OF APPLICANTS

- Reputation for providing training for child care businesses with examples of successful implementations
- Demonstrates experience in performing contractual obligations to execute on activities listed in the RFP
- Demonstrates successful strategies for assessing and supporting businesses in diverse neighborhoods and communities
- Capacity to assess child care business models; determine a sustainable or growth strategy; educate them on business processes (e.g. business plan development, financials)
- Ability to create a curriculum and course materials that are user friendly and scalable
- Demonstrates experience assessing child care businesses, developing goals and measuring impact

PERFORMANCE MEASUREMENT

All respondents must meet all contract requirements, including the following minimum requirements:

- Implement the activities and fulfill the targets set in the approved grantee work plan;
- For program compliance, all grantees will be required to submit documentation and reports to validate completion of program activities;
- For fiscal compliance, all grantees will be required to submit vouchers/invoices and participate in all City and BACP-sponsored audits, site visits, evaluation, and quality assurance activities.

SELECTION CRITERIA

All proposals that are received by the deadline will undergo a technical review to determine whether all required complacent have been addressed and included. Proposals that are determined by the City to be incomplete, may not be considered. The City reserves the right to waive irregularities that, within its sole discretion, the City determines to be minor. If such irregularities are waived, similar irregularities in all proposals will be waived. Proposals that are determined to be complete will be forwarded to a Review Panel. The Review Panel will evaluate and rate all remaining proposals based on the following criteria:

- Applicant demonstrates it has the following key existing capacities for the program section of the RFP:
 - Ability to provide business education and support based on the curriculum categories
 - Experience in or verifiable ability of performing contractual obligations to execute on the goals of the program

- Applicant demonstrates how it is successful in performing key activities listed in the RFP
- Overall quality and completeness of the application
- Not responding to any question in the application may result in disqualification of your proposal

SCORING CRITERIA

Proposals will be weighted as follows:

- Project Summary and Description – 50 points
- Organizational Capacity – 25 points
- Budget Justification – 25 points

PROPOSED CONTRACT TERM

It is anticipated that up to two contracts will be awarded totaling \$250,000 for a one-year term, with up to one extension not to exceed one year, at the discretion of the City, based on available funds, the need to extend services, and the Respondent's performance. The anticipated start date of the contract is September 1, 2019.

All Proposals submitted to the City are subject to the Freedom of Information Act. The City will make the final determination as to whether information, even if marked "confidential", will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against the City with regard to disclosure of information.

REQUIRED PROPOSAL CONTENT

Respondents are advised to adhere to the submittal requirements of the RFP and in particular this section. Failure to comply may be cause for rejection of the non-compliant Proposal.

Respondent must provide information in the appropriate areas throughout the RFP. By submitting a response to this RFP, you are acknowledging that if your Proposal is accepted by the city, the Proposal and related submittals may become part of the contract.

RFP DUE DATE/SUBMISSION LOCATION

July 31, 2019

12:00 PM, NOON CST

Proposals must be submitted via on-line application.

Emailed or faxed proposals will not be accepted.

PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on July 22, 2019 from 11:00 a.m. – 12:00 p.m. at City Hall, 121 N. LaSalle, Room 805.

The purpose of the pre-submitting event is to clarify the RFP process and the scope of the required services. Attendance is not mandatory, but it is strongly suggested the interested applicants attend.

_____. Compliance with Laws, Statutes, Ordinances and Executive Orders

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

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

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

2. Governmental Ethics Ordinance, Chapter 2-156: All respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.
3. Selected respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.
4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "**Municipal Code**") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. **Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement.** The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with

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

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).
6. If selected for grant award, respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful respondents.
7. **Prohibition on Certain Contributions, Mayoral Executive Order 2011-4.** Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("**Owners**"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("**Sub-owners**") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "**Identified Parties**"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "**Mayor**") or to his political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract, including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.

You represent and warrant that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached you or the date you approached the City, as applicable, regarding the formulation of the grant agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

You shall not: (a) coerce, compel or intimidate your employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse

your employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the grant agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement resulting from this specification, the Commissioner may reject your bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between you and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

8. (a) The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

(b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with you, either as an employee or as a subcontractor, and from directing you to hire an individual as an employee or as a subcontractor. Accordingly, you must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by you under the grant agreement are employees or subcontractors of you, not employees of the City of Chicago. The grant agreement is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City

and any personnel provided by you.

(c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

(d) In the event of any communication to you by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, you will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General ("IGO Hiring Oversight"), and also to the head of the Department. You will also cooperate with any inquiries by IGO Hiring Oversight related to this Agreement.