## **CITY OF CHICAGO**



## **REQUEST FOR PROPOSALS (RFP)**

for

Lead Poisoning Prevention Training for Healthcare Providers

RFP# 54927

# All Proposals must be submitted through eProcurement system

http://www.cityofchicago.org/eprocurement

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BRANDON JOHNSON MAYOR

> Dr Olusimbo Ige Commissioner

City of Chicago
Department of Public Health
Lead Poisoning Prevention & Healthy Homes Program

#### I. Purpose

The Chicago Department of Public Health's (CDPH) mission is to work with communities and partners to create an equitable, resilient, safe, and Healthy Chicago. Our efforts build toward our vision where everyone in Chicago thrives and achieves their optimal health and wellness.

The City of Chicago ("City"), acting through the Chicago Department of Public Health (CDPH) seeks to partner with a qualified organization to develop and implement an educational outreach program aimed at pediatric and family medicine health care providers in the City of Chicago, as part of the CDPH Lead Poisoning Prevention and Healthy Homes Program (LPPHHP). This Request for Proposals (RFP) is designed to educate health care providers about lead testing, lead poisoning prevention, and reporting of high lead levels found in children less than six years of age and pregnant people. A focus on providers serving families in twelve priority community areas with high prevalence of lead poisoning in children and increased need for lead screening: Auburn Gresham, Austin, Chatham, Englewood, North Lawndale, Pullman, Roseland, South Chicago, West Englewood, West Garfield Park, West Pullman, West Ridge. This RFP is funded by the Centers for Disease Control and Prevention.

#### II. Background

#### Health Risks to Children and Families Due to Lead Exposure

Home environments in older, poorly maintained housing units located in historically disinvested neighborhoods are at higher risk for health hazards. Approximately 76.3% of occupied housing units in Chicago were built in 1979 or earlier and approximately 45.6% were built before 1940.¹ The presence of home hazards, including lead, mold, and others heighten the risk of disease, injury, and developmental problems, especially among children ages six and younger. The American Community Survey estimates that there are 163,000 children in Chicago in this age group. Children living in poverty and low to moderate income households are more likely to be exposed to home health hazards. Children under six years of age are at the greatest risk for health problems caused by lead exposure. Of children under six in Chicago, nearly a quarter are estimated to live at or below the federal poverty level and more than a third live in households considered to be low income.²

Exposure to lead is particularly dangerous to young children. Lead can be present in household items such as imported jewelry, toys, spices, or candy. However, the most common source of lead exposure for children in the United States is lead-based paint in homes. Lead poisoning occurs when lead builds up in the body after swallowing, ingesting, inhaling, or absorbing lead in contaminated materials, including paint chips and lead-contaminated dust in the air in older buildings. Lead-based paint was regularly used on the inside and outside of buildings until 1978 when its use was banned by the U.S. Consumer Product Safety Commission. However, lead paint is 24% more likely to be present in homes built between 1960 and 1977; of homes built before 1940, 87% are more likely to contain lead-based

<sup>&</sup>lt;sup>1</sup> "Physical Housing Characteristics for Occupied Housing Units," 2021 American Community Survey 5-Year Estimates, United States Census Bureau, Accessed on December 13, 2022, <u>S2504: PHYSICAL HOUSING ... - Census Bureau Table</u>.

<sup>&</sup>lt;sup>2</sup> "Children Below 150% Poverty in Chicago, Kids Count Data Center, Annie E. Casey Foundation, Accessed on December 15, 2022, <a href="https://datacenter.kidscount.org/data/tables/46-children-below-150-">https://datacenter.kidscount.org/data/tables/46-children-below-150-</a> poverty?loc=15&loct=3#detailed/3/103/false/2048,1729,37,871,870,573,869,36,868,867/any/327,328.

paint.3

Lead poisoning causes serious damage to the brain and nervous system, which can slow growth and development, potentially leading to problems with learning, behavior, hearing, and speech. Children with lead poisoning may have lower IQs and underperform at <a href="school">school</a>. Elevated blood lead levels in pregnancy have also been associated with several adverse outcomes for the birthing person and child, including gestational hypertension, spontaneous abortion, and damage to the baby's brain, kidneys, and nervous system.

#### Chicago Communities with the Highest Risk for Childhood Lead Exposure

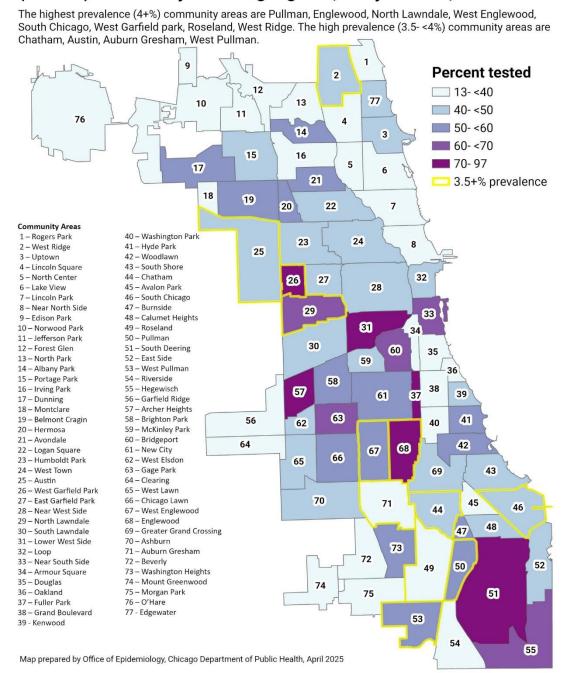
The City of Chicago has a high risk of lead contaminated housing and other buildings due to the age of its housing stock, which includes many apartment buildings, single family homes and other detached dwellings built prior to the ban on lead paint in 1978. In the late 1990s, more than half of Chicago children were found to have blood lead levels of 5 ug/dL or more; today that number is below 2%.

The State of Illinois mandates that all children under age six are evaluated for lead exposure. Routine testing in areas with pre-1978 housing stock is critical for combating childhood lead poisoning. Rates of lead testing in Chicago vary greatly by community area. While some communities with high lead prevalence have testing rates for one-to-three-year-olds of over 70%, others have rates below 50%. Based on 2024 surveillance data, there are 12 high-prevalence communities where an increase in testing would have the greatest impact: Auburn Gresham, Austin, Chatham, Englewood, North Lawndale, Pullman, Roseland, South Chicago, West Englewood, West Garfield Park, West Pullman, and West Ridge.

<sup>&</sup>lt;sup>3</sup> "Protect Your Family from Sources of Lead," Lead, United States Environmental Protection Agency, last modified May 26, 2022, <a href="https://www.epa.gov/lead/protect-your-family-sources-lead">https://www.epa.gov/lead/protect-your-family-sources-lead</a>.

<sup>4 &</sup>quot;Health Effects of Lead Exposure," Childhood Lead Poisoning Prevention, Centers for Disease Control and Prevention, last reviewed September 2, 2022, https://www.cdc.gov/nceh/lead/prevention/health-effects.htm#print.

# Blood lead testing and prevalence of 5+ mcg/dl, high prevalence (>=3.5%) community areas highlighted, 1-3 year olds, 2024



#### Role of Healthcare Providers in Childhood Lead Poisoning Prevention

The primary goal of CDPH's Childhood Lead Poisoning Prevention Program is to prevent lead exposure in children under age six and pregnant people. A key strategy of the program is to provide education and guidance to physicians, nurses, and other healthcare providers on screening, testing, follow-up, sources of lead hazards, and lead poisoning prevention. Local pediatricians, family medicine practitioners, OB-GYNs, and primary care physicians play an important role in the effort to eliminate childhood lead poisoning. Healthcare providers that have a strong knowledge of the impact of lead exposure provide more effective care to families. They can increase lead screening and help boost

testing rates of children and pregnant people in high-prevalence communities. Providers that have a deeper understanding of lead exposure are more prepared to have conversations with families, including how to minimize lead hazards in homes, nutritional considerations, and what to expect if their child's test indicates elevated lead.

#### **Alignment with CDPH Guiding Principles**

All CDPH investments are guided by the following principles. CDPH delegates and their sub-contractors are expected to integrate these principles into organizational policy and practice.

- Trauma prevention and trauma-informed services ensuring services address trauma and healing. Organizations must incorporate a trauma-informed approach when developing engagement strategies and educational resources.
- Cultural responsiveness ensuring services are culturally and linguistically appropriate.
   Community characteristics and specific communities' experiences of engagement with healthcare must be considered in the approach to provider engagement and education.
   Organizations must consider family perspectives in their approach to lead poisoning prevention outreach and education.
- Health fairness in all communities allocating resources and services to people and areas with
  the greatest need. Organizations must be responsive to public health and surveillance data to
  ensure services are targeted to communities most impacted by childhood lead exposure.

#### **Healthy Chicago 2025**

CDPH's approach is guided by our community health improvement plan, <u>Healthy Chicago 2025</u> that is focused on racial and health fairness, especially eliminating Chicago's racial life expectancy gap. By distributing resources and opportunities to the providers who serve Chicago families in areas with high rates of childhood lead poisoning, this RFP aligns with the Healthy Chicago 2025 assessment theme focused on advancing neighborhood health and vibrancy. The places where people live, work, and play significantly influence health outcomes—and CDPH's lead poisoning prevention efforts directly respond to this reality

#### III. Internet Access to this RFP

Respondents may download the RFP and any future addenda from the City's Department of Procurement Services (DPS) website at the following URL:

https://www.chicago.gov/city/en/depts/dps/isupplier/current-bids.html. Respondents are required to have Internet access and a email address. The City will not provide hardcopies of this RFP or clarifications and/or addenda. Respondents are required to submit responses via the City's online purchasing system, eProcurement.

The City accepts no responsibility for the timely delivery of materials or for alerting Respondents on posting to the DPS website information related to this RFP.

Under no circumstances shall failure to obtain clarifications and/or addenda relieve a Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing a

submittal. Furthermore, failure to obtain any clarification and/or addendum shall not be valid grounds for a protest against award(s) made under this RFP.

#### IV. Available Funding

A total of \$100,000.00 will be available through this RFP for the initial contract period from September 30, 2025 through September 29, 2026, with up to two extensions, each not to exceed one year, at the discretion of the City based on the availability of funds, the need to extend services, and the respondent's performance. It is anticipated that one contract will be awarded through this RFP. CDPH may reallocate funding across selected respondents during contract negotiations based on funding, each respondent's performance and programmatic priorities. This RFP is funded through the CDC's Childhood Lead Poisoning Surveillance of Blood Lead Levels in Children grant.

#### V. Project Description

#### a. Program Activities

CDPH's Lead Poisoning Prevention Program seeks to partner with an organization to engage, educate, and promote awareness of childhood lead poisoning prevention among healthcare providers in the most impacted communities. The selected organization will design and implement an outreach strategy to engage providers in target communities; develop and conduct trainings for healthcare providers serving families; and participate in CDPH-coordinated promotion of lead poisoning prevention efforts. The program activities are guided by the following goals:

- 1. Promote healthcare provider awareness and knowledge of childhood exposure to lead hazards and their role in the treatment and prevention of lead poisoning
- 2. Increase lead testing especially in communities with high prevalence of elevated blood lead levels and low testing rates.
- 3. Build strong network of healthcare providers, community organizations serving families with young children, local stakeholders, and public agencies to reduce the prevalence of lead poisoning in Chicago children.

The selected organization must have experience with developing and delivering training and education to healthcare providers in a variety of formats (e.g., onsite, in-person, virtual). The organization must demonstrate subject matter expertise in lead poisoning prevention and maternal and child health. The organization must have the ability to successfully engage providers and to provide access to Continuing Medical Education credits to providers who complete trainings. The organization must have established relationships with local healthcare providers across multiple disciplines and specialties. They must have the ability to engage healthcare organizations and solo practitioners serving the priority communities. The organization must demonstrate an understanding of health outcome data and familiarity with addressing health disparities through strategies including provider education. The organization must have the ability to collect program data on outreach and education efforts and to produce reports on provider engagement, participation in trainings, and uptake on training concepts.

#### b. Scope of Services

The selected organization will engage healthcare providers serving families in the following communities:

Auburn Gresham	Austin
Chatham	Englewood
North Lawndale	Pullman
Roseland	South Chicago
West Englewood	West Garfield Park
West Pullman	West Ridge

Services to be performed include the following:

- Develop and provide trainings and/or curricula for healthcare providers on childhood lead
  hazard exposure, treatment of elevated blood lead levels, screening standards, lead as a public
  health issue and the importance of lead testing. The selected respondent must:
  - a. Establish a committee/body of experts to advise on the development of trainings/curricula.
  - b. Develop trainings/curricula that are relevant for different provider audiences, such as pediatricians, family medicine doctors, OB-GYNs, etc.
  - c. Develop trainings that are customized to address unique characteristics of the communities served by various providers.
  - d. Ensure trainings/curricula are reviewed and approved by CDPH prior to implementation.
  - e. Provide a mix of virtual and onsite training events to the various healthcare provider groups.
  - f. Provide CMEs or CEUs to participants.
  - g. Collect basic demographic information on participants, including provider type, medical specialty, patient population served, office location, etc.
  - h. Collect evaluations from training participants and report data to CDPH in the monthly performance report.
- Develop and implement a robust outreach plan to engage a range of healthcare providers in trainings, with a focus on those serving the priority communities. The selected respondent must:
  - a. Include pediatricians, family medicine practitioners, and OB-GYNs in their outreach plan.
  - b. Focus outreach and engagement efforts on providers that serve families in the priority communities.
  - c. Make concerted efforts to engage solo practitioners and providers identified by CDPH as needing additional education on childhood lead exposure.
  - d. Promote training events on social media and in community settings to promote engagement.

- 3. Collaborate with CDPH and other stakeholders to promote awareness of childhood lead exposure, increase lead testing rates, and advocate for resources to address the high prevalence of childhood lead poisoning in Chicago. The selected respondent must:
  - a. Participate in bi-annual CDPH lead poisoning prevention conferences and other partnership activities as directed by CDPH.
  - b. Distribute CDPH annual lead report to healthcare providers and professional networks.
  - c. Actively promote National Lead Poisoning Prevention Week and Healthy Homes Month.
  - d. Participate in CDPH's emerging Lead Poisoning /Prevention and Healthy Homes Advisory Council.
- 4. Actively partner with CDPH on program activities. The selected respondent must:
  - a. Implement staffing plan consistent with program requirements and in alignment with the approved budget.
  - b. Participate in monthly delegate agency meetings with CDPH program team.
  - c. Communicate any changes in key staffing to CDPH program team within three business days.
  - d. Collaborate with CDPH to adjust or modify program activities to address emerging trends.
  - e. Provide monthly performance reports in format specified by CDPH by the 15<sup>th</sup> of each subsequent month.
  - f. Submit invoices via iSupplier system monthly by the 30th of each subsequent month.
  - g. Participate in periodic site visits scheduled by CDPH.

#### **Deliverables**

#### 1. Outputs

- a. Develop at least four unique (content) trainings for healthcare providers.
- b. Develop outreach plan that outlines the following:
  - i. healthcare providers and networks to be engaged
  - ii. communities of focus for outreach
  - iii. strategies for engagement, e.g., listserv communication, social media engagement, in-person visits to provider offices, attendance at community events, etc.
  - iv. tentative schedule of activities
- c. Conduct outreach to a minimum of 100 healthcare providers
- d. Conduct a combination of 10 trainings (virtual and in-person) to a minimum of 100 healthcare providers.

#### 2. Outcomes

- a. At least 90% of training attendees will report increased knowledge of childhood lead exposure-related topics
- b. At least 10%-15% of training attendees will be OB-GYNs or providers serving pregnant people.
- c. At least 30% of training attendees will be community-based solo practitioners.

d. At least 55% of training attendees will be healthcare providers serving the priority communities.

#### Program and Fiscal Monitoring Standards

Any grantee found to be non-compliant with the standards at any time, will be held responsible and required by the City of Chicago to restore any damages and/or cost associated with grantee non-compliance.

#### VI. Staffing Plan

Please describe how many staff (part time, full time, or hourly) will receive compensation from this grant. If one or more agencies will serve as subcontractors to the respondent, be specific in outlining staffing plans for each agency. Describe the role of all positions supported by this grant. Provide job descriptions and resumes of staff and explain time allocation for each person (full-time, part-time as well as hourly), as well as job descriptions for any vacant positions or new positions that will be created because of this funding opportunity. This MUST match the budget.

#### VII. Budget and Justification

The wages of the staff who are employed by the respondent and any agencies that will serve as subcontractors to the respondent must meet the City's minimum wage requirements found here

https://www.chicago.gov/city/en/depts/bacp/supp\_info/minimumwageinformation.html. CDPH strongly encourages Respondents to pay all employees a fair living wage. More information about calculating living wages can be found using the Living Wage Calculator.

Staff supported by this grant are NOT City of Chicago employees; they are employed by the agency/agencies. The respondent must list the salary and/or hourly rate of staff assigned to this grant. Staff are not permitted to serve as volunteers; they must be paid for their time worked, skill level, lived experience (if applicable), and their expertise in the field. The job description detailing the duties and responsibilities required will serve as guidance for the workflow and salary/hourly wage. Complete a program budget outlining all detailed expenses in its entirety for this proposal (e.g. salaries, program materials, travel reimbursement). Program budget cannot exceed the available funding amount indicated in Section III. Available Funding above.

#### VIII. Fiscal Capacity

Payment for services will be made on a reimbursement basis. Respondents must demonstrate capacity to fund program expenditures from the start date until they are reimbursed by the City. If multiple agencies will be subcontractors of a lead agency, then the application must be submitted by the lead agency as the respondent. The lead agency must obtain all expenses from the agency/agencies and assume all reporting responsibilities for all the expenses for the award. If a lead agent applies, the budget for the total fiscal year must include all expenses for the award from the lead agency and all agencies to receive funds through this RFP.

An organization may use a fiscal agent to administer the grant. If a fiscal agent is used, provide the total budget for the agency that will serve as the fiscal agent. The fiscal agent must

designate a staff person who will prepare and review all vouchers for accuracy before making monthly submissions. Please identify who will be responsible for financial reporting.

#### IX. Eligibility Requirements

Respondents eligible for this funding opportunity must meet the following criteria:

- Be a not-for-profit agency with a 501(c) 3 status
- Have an office located in the City of Chicago from which agency offers services.
- Be in good standing with the City of Chicago
- Have the administrative, organizational, programmatic, information technology and fiscal
  capability to plan, develop, implement, and evaluate the proposed project. Agencies with a
  limited capacity to administer the fiscal responsibilities associated with their programs may
  choose to subcontract with a fiscal and reporting agency to provide administrative services.

Respondents that do not meet these eligibility requirements will **NOT** have their applications evaluated; incomplete applications will **NOT** be evaluated for this funding opportunity.

#### X. RFP and Submission Information

a. e-Procurement system

To complete an application for this RFP, RESPONDENTS will need to set up an account in the new eProcurement/iSupplier system.

Registration in iSupplier is the first step to ensuring your agency's ability to conduct business with the City of Chicago and CDPH. *Please allow three days for your registration to be processed.* Respondents requiring access to eProcurement are encouraged to register immediately upon receiving the notice of this solicitation; customer support will be available to provide additional assistance as needed. Please see below for additional contact information.

The Department of Procurement Services (DPS) manages the iSupplier registration process. All delegate agencies are required to register in the iSupplier portal at <a href="https://www.cityofchicago.org/eProcurement">www.cityofchicago.org/eProcurement</a>. All vendors must have a Federal Employer Identification Number (FEIN) and an IRS W9 for registration and confirmation of vendor business information.

- 1. **New Vendors** Must register at www.cityofchicago.org/eProcurement.
- 2. Existing Vendors You must request an iSupplier invitation via email if your organization does not have an account in the iSupplier system. Include your Complete Company Name, City of Chicago Vendor/Supplier Number (found on the front page of your contract), and W-9 in your email to customersupport@cityofchicago.org. You will then receive a response from DPS, which will allow the user to complete the registration process. Please check your junk email folder if you have made a request and have not received a response within 3 days of the request.

For further eProcurement help use the following contacts:

- Questions on Registration: <u>CustomerSupport@cityofchicago.org</u>
- Questions on eProcurement for Delegate Agencies including:
   <u>CustomerSupport@cityofchicago.org</u> or contact the Customer Support Center at 312-744-HELP
- Online Training Materials: <a href="https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html">https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html</a>

Respondents must submit an application for the request for proposal via eProcurement.

For this application, all answers to application questions are limited to 4,000 characters, including spaces and punctuation.

#### a. For respondents who wish to submit more than one application to an RFP

Organizations submitting more than one proposal (maximum of three) may do so by submitting each proposal by a separate, unique registered account user with online bidding responsibilities, using their individual login information.

If you are having difficulty registering additional people, please refer to this handout

https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor\_Create\_New\_Address\_and\_Contact.pdf

Here is a link to all additional technical assistance videos and handouts.

https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html

Additionally, Respondents may contact <u>CustomerSupport@cityofchicago.org</u> or contact the <u>CustomerSupport Center at 312-744-HELP</u> to receive more specific instructions and troubleshooting.

#### XI. Evaluation of Proposals

a. Selection/Review Criteria:

An Evaluation Committee made up of representatives from the Chicago Department of Public Health, other City, County or State Departments, and/or other community members may review and evaluate the proposals in accordance with the evaluation criteria. The Evaluation Committee will review the Respondent's Proposal to determine overall responsiveness and completeness of the Proposal with respect to the components outlined as follows recommend either:

i. Phase I: Technical and Eligibility Review

CDPH will assess a Respondent's compliance with and adherence to the stated submission requirements in the RFP. Respondents that do not meet these eligibility requirements will **NOT** have their applications evaluated; incomplete applications will **NOT** be evaluated for this funding opportunity.

Respondents found to be compliant and adherent to the RFP and without issues that would cause them to be ineligible from entering into an agreement will move to Phase II.

#### ii. Phase II: Proposal Evaluation

Phase II will include a detailed analysis of qualifications, experience, strength of proposed plans for service delivery and other factors based on the Evaluation Criteria and points allocated to sections of the RFP, as well as the eProcurement RFP Requirements/Questions found in Section 1.3.

The Evaluation Committee will recommend either:

- 1. A short list of potential awardees from whom it needs clarification of RFP response; or
- 2. A list indicating recommended awardees. All recommendations are presented for approval to the Commissioner of Public Health.

The City reserves the right to accept or reject any or all proposals; take exception to parts of proposals, request written or oral clarification of proposals and supporting materials or cancel this Request for Proposals process if it is in the City's best interest to do so. A respondent may be asked to clarify their proposal by making a presentation, performing a demonstration, or hosting a site visit. CDPH reserves the right to negotiate separately with competing respondents for all or any part of the services described in this RFP.

#### b. Evaluation Criteria

Detailed criteria for each of these categories can be found in sections 6-11 of requirements found in iSupplier

Category	Available Points
Community Reach	7
Alignment with CDPH Guiding Principles	3
Project Description	40
Experience and Organizational Capacity	30
Staffing Plan	10
Budget and Justification	10
Total Points	100

#### XII. Reporting and Other Requirements for Successful Respondents

All successful respondents will be required to submit monthly program reports, voucher on a monthly basis, and participate in all CDPH-sponsored site visits, evaluation, and quality assurance activities. During voucher submissions, vouchers must be accompanied by appropriate documentation and contain adequate details for all expenses for which reimbursement is requested.

#### XIII. Additional Guidance

#### a. Bidders' Conference

A virtual Bidders' Conference is scheduled for this RFP on **August 4 at 10:30 A.M CST.** The purpose of the Bidders' Conference is to provide an overview of this RFP, describe the proposal review process, and answer prospective respondents' questions. Organizations planning to apply for funding are strongly encouraged to participate in a Bidders' Conference.

#### XIV. Insurance Requirements

The Chicago Department of Finance (Finance) has established minimum insurance requirements for applicants awarded federal or state funds. Minimum insurance requirements are included with the supplemental documents of the solicitation.

Respondent, if selected, shall register with the City's online insurance certificate portal using the designated email registration link provided at http://www.cityofchicago.org/COI and as specified in Exhibit 122123. Respondent shall provide a current and valid email address for both the contractor and the contractor's insurance agent or provider, as described in further detail in Exhibit 122123. The Selected Respondent is responsible for ensuring the submission of a certificate of insurance (COI) through the City's online insurance certificate portal prior to award of a contract. A Respondent selected for contract negotiation and award who fails to fulfill the requirement to register and submit a COI through the City's online insurance certificate portal may be deemed nonresponsive and the City may choose to instead engage a different Respondent for contract negotiation. If a Respondent is unable to register and submit the COI through the City's online insurance certificate portal and instead submits a printed insurance certificate prior to contract award, the City may accept a paper COI provided that written justification is provided explaining the Respondent's good faith efforts to comply with the terms of this section and the reasons why the submission could not be completed. Instructions for registering and submitting COIs are available at the following URL: http://www.cityofchicago.org/COI

#### XV. 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.

If any Respondent has provided any services for the City in researching, consulting, advising, drafting, or reviewing of this RFP or any services related to this RFP, such Respondent may be disqualified from further consideration.

- 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 MCC Sect. 2-156-030(b), it is illegal for any elected official, 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 any business relationship that creates a financial interest on the part of the official, or the domestic partner or spouse of the official, or from whom or which he has derived any income or compensation during the preceding twelve months or from whom or which he reasonably expects to derive any income or compensation in the following twelve months. In addition, no elected official may participate in any discussion in any City Council committee hearing or in any City Council meeting or vote on any matter involving the person with whom the elected official has any business relationship that creates a financial interest on the part of the official, or the domestic partner or spouse of the official, or from whom or which he has derived any income or compensation during the preceding twelve months or from whom or which he reasonably expects to derive any income or compensation in the

following twelve months. Violation of MCC Sect. 2-156-030 by any elected official with respect to this contract will be grounds for termination of this contract. The term financial interest is defined as set forth in MCC Chapter 2-156.

- 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 MCC); 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 MCC); Office of the Inspector General Ordinance (Chapter 2-56 of the MCC); Child Support Arrearage Ordinance (Section 2-92-380 of the MCC); and Landscape Ordinance (Title 17 and Chapter 10-32 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 successful respondents.
- 7. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4. No Contractor or any person or entity who directly or indirectly has an ownership or beneficial interest in Contractor of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, Contractors, Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("Subowners") and spouses and domestic partners of such Sub-owners (Contractor 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 this Contract or Other Contract, including while this Contract or Other Contract is executory, (ii) the term of this Contract or any Other Contract between City and Contractor, and/or (iii) any period in which an extension of this Contract or Other Contract with the City is being sought or negotiated.

Contractor represents and warrants 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 the Contractor or the date the Contractor approached the City, as applicable, regarding the formulation of this Contract, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Contractor shall not: (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse its 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 this Contract, 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 this Contract, under Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Contractor violates this provision or Mayoral Executive Order No. 2011-4 prior to award of the Contract resulting from this specification, the Commissioner may reject Contractor's bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between the Contractor and the City that is (i) formed under the authority of MCC 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 MCC Ch. 2-156, as amended.

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

- **8.** (a) The City is subject to the June 16, 2014 "City of Chicago Hiring Plan" (the "2014 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 2014 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) Contractor is aware that City policy prohibits City employees from directing any individual to apply for a position with Contractor, either as an employee or as a subcontractor, and from directing Contractor to hire an individual as an employee or as a Subcontractor. Accordingly, Contractor must follow its own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by Contractor under this Contract are employees or Subcontractors of Contractor, not employees of the City of Chicago. This Contract 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 Contractor.
  - (c) Contractor will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under this Contract, or offer employment to any individual to provide services under this Contract, 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 this Contract, 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 Contractor by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, Contractor will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General, and also to the head of the relevant City Department utilizing services provided under this Contract. Contractor will also cooperate with any inquiries by the City's Office of the Inspector General Hiring Oversight.

#### 9. False Statements

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

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

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1; Amend Coun. J. 3-18-09, p. 56013, § 1)

### (b) 1-21-020 Aiding and Abetting.

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

#### (c) 1-21-030 Enforcement.

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

#### 10. Labor Peace Agreement Ordinance (MCC 2-112-205)

All respondents must agree to comply with the requirements of Section 2-112-205, *Essential service contracts*, of the Municipal Code of Chicago, as provided below in part:

(a) *Definitions*. For purposes of this section, the following definitions shall apply:

"Commissioner" means the Commissioner of Public Health, or the Commissioner's designee.

"Contract" means an agreement entered into between the City, through the Department of Public Health, and a Contractor to perform Essential Services.

"Contractor" means a person, as defined by Section 1-4-090(e), contracting directly with the City through the Department of Public Health to perform Essential Services, where the Contractor has 20 or more employees. "Contractor" does not include hospitals licensed pursuant to the Illinois Hospital Licensing Act, 210 ILCS 85, or any hospital affiliate as defined by the Illinois Hospital Licensing Act, 210 ILCS 85/10.8(b), or any hospital licensed pursuant to the University of Illinois Hospital Act, 110 ILCS 330.

"Employee" means those employees directly performing Essential Services under a Contract. The term "Employee" excludes employees who work for the Contractor, but do not provide Essential Services under the Contract, management or supervisory or other employees who do not enjoy a right to engage in strikes, work stoppages, or other concerted activities.

"Essential Services" means health and social services.

"Labor Peace Agreement" means an agreement between a Contractor and a labor organization that

- (i) prohibits the labor organization and its members from engaging in work stoppages, boycotts, or any other activity that may interfere or hinder the performance of a Contract for the duration of the Contract; and
- (ii) contains a means of resolving disputes between the Contractor and the labor organization.

#### (b) Terms of Contracts.

- (1) The Commissioner, in the interest of preventing a disruption of Essential Services and protecting the City's financial and proprietary interest in the provision of such Essential Services, shall ensure that all Contracts that are entered into after the effective date of this section shall require:
- (A) written notice be provided by the Contractor to the Commissioner administering the Contract, or the Commissioner's designee, within 72 hours of when the Contractor:
- (i) becomes aware of any threatened, imminent, or actual strike, work stoppage, or other concerted activity that may interfere or hinder the work performed by Employees;
- is informed that Employees seek to be represented by a labor organization, join a labor organization, or otherwise elect to self-organize for the purpose of engaging in concerted activity;
- (iii) receives a notice or announcement from a labor organization that it represents or seeks to represent the Employees; or
- (iv) enters into a Labor Peace Agreement, Collective Bargaining Agreement, or the expiration or breach of any such agreement.
  - (B) that the Contractor shall not prohibit, retaliate, or otherwise coerce Employees with respect to rights guaranteed by the First Amendment of the United States Constitution or any other rights afforded by federal or state laws.
  - (2) Within 90 days of subsection (b)(1)(A)(ii) or subsection (b)(1)(A)(iii) occurring, that the Contractor enter into a Labor Peace Agreement with the labor organization.

- (c) The provisions of subsection (b) shall be material terms of any Contract entered into by the City, the breach of which by a Contractor shall be grounds to terminate or decline to renew the Contract.
- (d) A Contractor is in compliance with this Section 2-112-205 if (1) the Contractor remains in compliance with subsection (b), or (2) the Contractor and the Employees have a collective bargaining agreement with a labor organization, or (3) no labor organization represents or seeks to represent the Employees.