

**REQUEST FOR PROPOSAL ("RFP") FOR
CITY OF CHICAGO EMPLOYEE WELLNESS PROGRAM**

Specification No. 726063

Required for use by:

**CITY OF CHICAGO
DEPARTMENT OF FINANCE**



This RFP distributed by:

**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES**

All proposals and other communications must be addressed and returned to:

Shannon E. Andrews, Chief Procurement Officer
Attention: Jana Williams, Senior Procurement Specialist
Jana.Williams@cityofchicago.org
312 -744-4902
Department of Procurement Services
Bid & Bond Room - Room 103, City Hall
121 North LaSalle Street
Chicago, Illinois 60602

A Pre-Proposal Conference will be held on Thursday, May 9, 2019 at 12:30 PM Central Time,
City Hall, 11th Floor, Room # 1103, 121 North LaSalle Street, Chicago, Illinois 60602.

Attendance is not mandatory but strongly encouraged.

**PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 PM, CENTRAL TIME, ON
MONDAY, JUNE 17, 2019.**

**RAHM EMANUEL
MAYOR**

**SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER**



DEPARTMENT OF PROCUREMENT SERVICES
CITY OF CHICAGO

Dear Vendor:

Under the leadership of Mayor Rahm Emanuel, the City continues to identify ways contractors can be good corporate citizens, enhance the City's business community, and improve small businesses' chances of being successful City contractors. The City has several bid incentives and programs designed to benefit local businesses, small businesses and utilization thereof, and reward corporate responsibility and community awareness, including bid incentives for apprentice utilization, city-based businesses, city-based manufacturers, project-area subcontractors, veteran/small business joint ventures, and the use of alternatively powered vehicles, as well as the diversity credit program. Information about all of the City's programs and incentives can be found at www.cityofchicago.org/city/en/depts/dps/provdrs/comp.html.

One program that you may not be aware of is the City's Mentor-Protégé Program ("Program"). Under this Program, a prime contractor mentor is eligible to receive (1) a 1% bid incentive; and (2) an additional 0.5 percent participation credit for every one percent of the value of the contract performed by a subcontractor MBE/WBE protégé (in addition, instead of being mentored by the prime, can be mentored by a first-tier subcontractor), up to a maximum of five additional percentage points of utilization credit. The mentor and protégé must enter into a formal, written agreement that must be approved by the Chief Procurement Officer and that describes how the mentor-protégé relationship will develop the capacity of the MBE/WBE protégé firm to become self-sufficient, competitive, and profitable.

The Mentor-Protégé Program thus embodies two of the City's most important goals: fostering economic development through the growth of small businesses, and connecting our communities to one another through lasting relationships that may not otherwise have formed. We encourage you to make connections at pre-bids and other networking events, contact the assist agencies¹ for vendors specializing in the area of work you are looking to subcontract, and search our MBE/WBE directory online, with the hope that you will take advantage of this Program.

Please also review the following additional reminders about bidding, contracting, and compliance.

Please read Instructions for Bidders, Requests for Proposals and Requests for Qualifications carefully. We understand that government solicitations for bids, proposals and qualifications contain a lot of information and may have mandatory forms to complete. However, errors and omissions in your bids, proposals and qualifications cost both you and the City time and money, since non-responsive bids must be rejected. Rejected bids may result in your firm not getting the contract and increase the cost of work to the City.

If you have a question, ask us. The telephone number and e-mail address of the individual from DPS who is responsible for each solicitation is stated on the cover page of that solicitation. Call or write us – we are here to assist you. However, please keep in mind that in regards to bid solicitations, we must communicate answers to anything but the most general questions to all firms in the vendor pool. This is usually done via an addendum.

The City remains committed to the development and utilization of small, minority, women and disadvantaged owned businesses. In each bid solicitation, you receive a list of the City's registered assist

¹ For a list of assist agencies, visit

www.cityofchicago.org/content/dam/city/depts/dps/ContractAdministration/Forms/AssistAgenciesJune2016.pdf.

agencies. As you plan for meeting your MBE/WBE goals, remember to contact the assist agencies. They have members holding certification in a variety of disciplines. Please utilize them whenever you have contracting needs. In fact, contacting these agencies *well in advance of the bid opening date* is a requirement for demonstrating good faith efforts to obtain MBE/WBE participation if you request a reduction or waiver of goals.

All subcontractors must be approved by the Chief Procurement Officer. A contractor may not make any substitution for a previously approved subcontractor unless the substitution is acceptable to the Chief Procurement Officer. All requests to substitute subcontractors must be submitted on the appropriate form.

You must pay all subcontractors and suppliers within seven days of your receiving payment for that portion of the work from the City. Failure to pay your subcontractors within the seven-day time period may subject you to fines or other penalties.

Vendors are required to report payments to all subcontractors and suppliers in C2. The City's Certification and Compliance Management system, C2, allows prime contractors to report M/W/DBE utilization quickly and efficiently through a web-based format while simultaneously allowing subcontractors the ability to confirm payment activity.

EDSs must be kept up to date. Vendors are required to fill out an Economic Disclosure Statement ("EDS") prior to award of a contract. Until final completion of the project, you must provide, without need for request by the City, an updated EDS if there is any change in ownership or change in any other circumstance that would render the EDS then currently on file inaccurate or obsolete. Failure to provide an updated EDS when required is an event of default.

Persons who lobby City government are required to register as a lobbyist with the Board of Ethics and submit activity reports every quarter. For more information regarding this requirement, please contact the City of Chicago Board of Ethics. Information about the Board may be found at www.cityofchicago.org/ethics.

Check the Debarred Vendor List. Prior to submitting a bid, or for existing contracts, a request for approval of subcontractors, you must check the list of debarred vendors to make sure that you are not proposing the use of a firm that is ineligible to do business with the City. The list of vendors ineligible to do business with the City may be found at www.cityofchicago.org/city/en/depts/dps/provdrs/debarred_firms_list.html.

Comply with prevailing wage and minimum wage requirements. Pursuant to the Illinois Prevailing Wage Act, (or Davis Bacon Act for federally funded contracts), contractors and subcontractors must pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed and, no later than the tenth day of each calendar month, file a certified payroll for the immediately preceding month with the public body in charge of the project. Additionally, pursuant to Mayoral Executive Order 2014-1, the minimum wage* must be paid to all employees regularly performing work on City property or at a City jobsite, and all employees whose regular work entails performing a service for the City under a City contract. For more information about the prevailing wage, visit www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx. For a copy of Mayoral Executive Order 2014-1 regarding minimum wage, visit www.cityofchicago.org/content/dam/city/depts/dps/RulesRegulations/ExecutiveOrderNo2014-1.pdf.

Comply with the United States Department of Labor Occupational Safety & Health Administration ("OSHA") laws and regulations. Under the Occupational Safety and Health Act, employers are responsible for providing a safe and healthful workplace. OSHA's mission is to assure safe and healthful workplaces by setting and enforcing standards, and by providing training, outreach, education and assistance. Employers must comply with all applicable OSHA standards. Employers must also comply with the

General Duty Clause of the OSH Act, which requires employers to keep their workplace free of serious recognized hazards. For more information, visit www.osha.gov/law-regs.html.

Comply with the Multi-Project Labor Agreement ("PLA"). The City is a signatory to the PLA, which applies to all contractors and subcontractors of any tier performing construction work, including construction, demolition, rehabilitation, maintenance, and/or renovation of real property located in Chicago. See the relevant sections of the bid specification for more information.

Assistance in meeting the City's requirements for project area labor is available through the Chicago Cook Workforce Partnership. On construction projects of \$100,000 or more, at least 50% of the total hours worked must be provided by City residents, and at least 7.5% of the hours worked must be provided by residents of the project area. The City and Cook County have partnered to provide job training and collaborate with unions, among other workforce development initiatives. For more information and to request assistance with complying with Chicago residency and project area residency requirements, visit www.workforceboard.org/businesses or call (312) 603-7066.

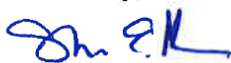
Schedule Cs must reflect the agreement between the subcontractor and the prime contractor. A subcontractor's signature on the Schedule C means it has agreed to the scope and price of work that is described therein. We strongly caution against subcontractors signing and sending blank Schedule Cs to prime contractors.

Pay at least the applicable wage rate, and note the requirements of the paid sick leave ordinance. On December 2, 2014, the City Council of the City of Chicago passed a new chapter of the Municipal Code, 1-24, specifying a minimum wage to be paid to all workers within the City of Chicago – not just employees of City contractors – effective July 1, 2015. For work performed on City contracts, a Contractor must pay the highest of (1) prevailing wage/Davis-Bacon rate, if applicable; (2) minimum wage specified by Mayoral Executive Order 2014-1*; (3) "Living Wage" rate specified by MCC Sect. 2-92-610; (4) Chicago Minimum Wage rate specified by MCC Chapter 1-24*; or (5) the highest applicable State or Federal minimum wage. In addition, § 1-24-045, Paid Sick Leave, which was passed in 2016, requires all employers of employees performing work in the City to provide paid sick leave, **effective July 1, 2017**.

Note that there are different types of waivers of lien. A *Conditional Waiver and Release Upon Progress Payment* is used when the claimant is required to sign a waiver and release in exchange for, or in order to, induce a progress payment, and the claimant has not yet been paid. A *Conditional Waiver and Release Upon Final Payment* is used when the claimant is required to sign a waiver and release in exchange for, or in order to induce a final payment, and the claimant has not yet been paid. Remember, any outstanding balance that is owed to the claimant or retainage held should be noted in the balance section of the waiver of lien. An *Unconditional Waiver and Release Upon Progress Payment* is used when the claimant is required to sign a waiver and release in exchange for, or in order to, induce a progress payment, and the claimant asserts in the waiver that he or she has received the progress payment. An *Unconditional Waiver and Release Upon Final Payment* is used when the claimant is required to sign a waiver and release in exchange for, or in order to, induce a final payment and the claimant asserts in the waiver that he or she has received the final payment.

Please take a moment to fill out the **optional** survey that follows this letter to help us gain a better understanding of your firm. Thank you for your attention to these important matters, and we look forward to partnering with you on future City contracts.

Sincerely,



Shannon E. Andrews

Chief Procurement Officer



*For the most up-to-date wage rate information, visit www.cityofchicago.org/city/en/depts/dps/provdrs/comp.html.

PLEASE NOTE: Do not return this survey with your bid, as it is optional and does not affect the evaluation of your bid. If you choose to complete the survey, please fax it to 312-744-0010 or email it to dps.feedback@cityofchicago.org.

Vendor Name ("Vendor"): _____

Date: _____

- (1) Does Vendor have a formal tracking and reporting system of energy/utility/waste/water usage to identify trends and unusual fluctuations and usage?

- (2) Does Vendor have an awareness program for energy conservation that includes regular communication to employees about avoiding wasteful practices and encourages turning off lights and other devices when not in use?

If so, are reminder signs posted in appropriate locations? _____

- (3) Has a policy or practice been adopted to avoid or prohibit the use of high energy-consuming outdoor advertising (such as LED billboards)?

- (4) Are employees instructed to shut down personal computers at the end of each work period?

Are computers set to turn off monitor, hard drive, or go on standby after 30 minutes or less of inactivity, or are network/system controls used to minimize energy use in idle work stations?

- (5) Are supplies and cleaning products chosen based on a goal of minimizing harmful or hazardous contents?

- (6) Is preference given whenever practicable to local suppliers and products produced locally or regionally?

- (7) What percentage of Vendor's full-time employees identify as:

- a. White _____%
- b. Black or African-American _____%
- c. Hispanic _____%
- d. Asian _____%
- e. Other _____%

- (8) What percentage of Vendor's full-time employees identify as:

- a. Male _____%
- b. Female _____%

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EXHIBITS

- Exhibit 1: Scope of Services
- Exhibit 2: Compensation Schedules
- Exhibit 3: Company Profile Information
- Exhibit 4: Company References/Client Profile Information
- Exhibit 5: Special Conditions Regarding Minority and Women Owned Business Enterprise (M/WBE) Commitment, including:
 - 1. Attachment A: Assist Agencies
 - 2. Attachment B: Sample Letter to Assist Agencies
 - 3. Schedule B: Affidavit of Joint Venture (M/WBE)
 - 4. Schedule C-1: Letter of Intent from M/WBE to Perform as Subcontractor, Supplier and/or Consultant
 - 5. Schedule D-1: Affidavit of M/WBE Goal Implementation Plan
- Exhibit 6: Online City of Chicago Economic Disclosure Statement and Affidavit (EDS) Instructions and Attachment A, Online EDS Acknowledgement
- Exhibit 7: Contract Insurance Requirements
- Exhibit 8: Sexual Harassment Policy Affidavit (Section 2-92-612)
- Exhibit 9: City of Chicago Sample Professional Services Agreement
- Exhibit 10: Example of Biometric Physicians Screening Form
- Exhibit 11: List of City Vendors Associated with the Wellness Program
- Exhibit 12: Enrollment and Participation Information for the 2017 Wellness Program Year
- Exhibit 13: 2018 All Year Screening Locations
- Exhibit 14: Wellness Participation Statistics 2014 through 2018

REQUEST FOR PROPOSAL ("RFP") FOR CITY OF CHICAGO EMPLOYEE WELLNESS PROGRAM

Specification No. 726063

Capitalized terms are defined in the Definitions section below or the Definitions section of Exhibit 1, Scope of Services, unless otherwise defined in context.

I. GENERAL INVITATION

A. Purpose of the Request for Proposal

The City of Chicago through its Department of Finance, Chicago Benefits Office (the "Department"), seeks responses from qualified Respondents that specialize in quality health and wellness programs with documented expertise in conducting comparable services for large organizations, including but not limited to government agencies, with a similar staff size and make-up to assist in implementing a wellness program for the City of Chicago ("Services") as described in this RFP. The selected Respondent ("Contractor") must perform in a satisfactory manner consistent with standards of performance specified in Exhibit 1 Scope of Services and as determined by the City. The information contained in this RFP is intended to provide Respondents with background information on the overall project scope of services and is not intended for any other purpose. No guarantees are made or implied concerning the accuracy of data or information contained here. Respondents are responsible for conducting their own research for information they deem necessary for preparing their response to this RFP.

Companies with demonstrated experience in this area, and with an interest in making their services available to the City of Chicago, are invited to respond to this RFP.

The work contemplated is professional in nature. It is understood that the Contractor acting as an individual, partnership, corporation or other legal entity, is of professional status, licensed to perform in the State of Illinois and licensed for all applicable professional discipline(s) requiring licensing and will be governed by the professional ethics in its relationship to the City. It is also understood that all reports, information, or data prepared or assembled by the Contractor under a contract awarded pursuant to this RFP are confidential in nature and will not be made available to any individual or organization, except the City, without the prior written approval from the City. Any contract resulting from this document will require the Contractor to execute a statement of confidentiality.

The Contractor shall be financially solvent and each of its members, if a joint venture, its employees, agents or subcontractors of any tier shall be competent to perform the services required under this RFP document.

B. Background

Chicago is the third largest city in the United States, with a population of nearly three million people and is located on Lake Michigan, in Cook County, in northeastern Illinois. The City of Chicago ("City") has approximately 33,000 active Employees that provide a full range of municipal services, such as, but not limited to: public safety; refuse and recycling; water, sewer and storm water maintenance and management; streets paving and clean-up; commercial and residential code enforcement; planning, zoning and community development.

In 2012, the City, in partnership with many of its collective bargaining representatives, through its Labor Management Cooperation Committee (LMCC), launched a Wellness Program to engage and educate its workforce to identify, prevent, and manage chronic conditions and other health concerns with the goal of increasing overall health and reducing healthcare cost. The LMCC is a joint management and labor committee established under section 302(c)(9) of the Labor Management Relations Act of 1947 (LMRA), as amended, 29 U.S.C. § 186(c)(9). The LMCC was formed by the City and its labor organizations to permit health and employee benefit matters to be revised outside of regularly scheduled collective bargaining periods; the Wellness Program is one of the programs jointly managed by the LMCC.

Roughly 25,372 active Employees and their Spouses, excluding City of Chicago police officers below the rank of Sergeant and represented by the Fraternal Order of Police, who elect coverage through the City's Healthcare Plan may participate in the City sponsored Wellness Program. Periodically, the City may increase the number of Eligible Individuals. For information on 2017 Wellness Program participation levels and current census data see Exhibit 13.

C. Overview of the Current Wellness Program

The City of Chicago seeks new and innovative Proposals on how to continue to implement and advance its Wellness Program. The City seeks a Respondent that is willing and able to work with the City to refine and improve the existing Wellness Program based on the Respondent's knowledge of health and Wellness programs, the needs of the City and its Employees, the LMCC, and data from academic and third-party sources, as applicable.

The City, in partnership with the LMCC, initially created a unique Wellness Program that required Participants to undergo a basic health review including a Well-Being assessment and to earn 12 points per quarter through simple participation or education steps. An Eligible Individual's failure to enroll or to complete the required steps lead to a monthly non-participation fee (described herein as the "Opt-Out Fee"), per non-participating adult (Employee or Spouse). There is an appeal process in place for those Eligible Individuals that elect not to participate in the Wellness Program due to a doctor certified health restriction or other issue, and individuals may appeal any Opt-Out Fee.

Currently, the Wellness Program requires Participants to complete three enrollment steps:

- Obtain a Biometric Screening to include: a finger-stick blood test to measure cholesterol, triglycerides and glucose; and recording of height, weight, waist circumference, hip circumference, and blood pressure.
- Complete a Health Risk Assessment comprised of a series of confidential questions that assesses life and environmental factors that are critical to the individual's health, well-being and the ability to improve both. The Health Risk Assessment can be completed on-line or on paper and typically takes 15 to 30 minutes to complete.
- Complete a Health Check-In Call with a health professional to discuss the results of the Biometric Screening and the Health Risk Assessment. The health professional will help the individual create a personalized well-being plan. The call typically takes less than 15 minutes to complete.

When initially implemented, the Wellness Program required annual Biometric Screenings and monthly participation of all active Employees, excluding City of Chicago police officers below the rank of Sergeant and represented by the Fraternal Order of Police. In 2017, the City and the LMCC agreed to implement a new model to provide for voluntary and mandatory participation tracks. This new model requires a Biometric Screening in the first year of participation for new members and for other members every third year. In addition, all Participants must complete an annual Health Risk Assessment (HRA) and a Health Check-In call with a Health Advisor (HA). The first Health Check-in call typically is an out-bound call to the Eligible Individual to discuss the results of the Biometric Screening and the HRA. During the Health Check-In call, if an individual has been assigned to participate in the mandatory track known as the Health Improvement Programs (HIP) described further below, the Health Check-In call includes confirmation of that information to the individual.

Individuals that are required to participate in the HIP are identified for the continuing participation path based on a combination of factors including Biometric Screening data and for PPO participants, medical claims data. For 2017, approximately 3,600 persons were assigned to participate in a HIP.

The mandatory track focuses on individuals who have four (4) or five (5) metabolic risk factors and individuals that require continuous participation in care management to prevent worsening of chronic conditions. Failure to eliminate or reduce these metabolic risk factors and manage chronic diseases will raise the risk for heart disease and other health problems, such as diabetes or stroke resulting in higher healthcare costs.

The City's Wellness Program manager uses the National Institutes of Health guidelines to identify risk factors or markers for Metabolic Syndrome which include:

- **High triglyceride level** — 150 milligrams per deciliter (mg/dL) or higher of this type of fat found in blood
- **Reduced high-density lipoprotein (HDL) cholesterol** — cholesterol less than 50 mg/dL for women and less than 40 mg/dL for men of this "good" cholesterol
- **Increased blood pressure** — 130/85 millimeters of mercury (mm Hg) or higher
- **Elevated fasting blood sugar** — 100 mg/dL (5.6 mmol/L) or higher
- **Large waist circumference** — a waistline that measures at least 35 inches for women and 40 inches for men

In addition, medical claim data is used to identify those individuals at higher and the highest risk categories. Care management or disease management services can help these individuals by coordinating healthcare with their doctors and educating the individual on managing their conditions. Some of the conditions requiring care management or disease management services are: Cardiac Disease, Chronic Obstructive Pulmonary Disease (COPD), Diabetes, Chronic Kidney Disease, Asthma, Depression & Obesity (interwoven into all programs as applicable) and multiple chronic conditions.

Below is a brief listing of the HIP that are offered to those persons with continuing participation requirements:

- **Taking Control of Your Health (TCOYH)** — Private, face-to-face counseling sessions with a Pharmacist-diabetes coach where individuals with diabetes learn how to better manage and monitor their chronic conditions (diabetes, high blood pressure, cholesterol), and support the effective use of their medications.
- **Condition Management (CM) Programs** — CM programs will educate and encourage a individual's self-management skills, coordinate healthcare treatments and engage medical providers on evidence-based practices.
- **Metabolic Syndrome Coaching Program** — Individuals will learn to manage their risk factors and make progress towards improved biometric numbers and/or lowering the number of metabolic risks.
- **Case Management Programs** — Provide for an assessment of the individual's acute care needs, collaboration with the treatment team, and coordination of services to assist the member toward improved health. If requested, the case manager will provide education and support to the individual and family.

Individuals who are not assigned to a HIP can still participate in onsite educational programs and/or use the web portal functions (e.g. trackers, journal features, personal health records, written content which includes articles on health conditions, health symptoms and healthy recipes).

D. Internet Access to this RFP

All materials related to the RFP will be available on the internet at: www.cityofchicago.org/bids.

In the event you do not have download capability, all materials may be obtained from the City of Chicago Department of Procurement Services' Bid & Bond Room, located in Room 103, City Hall, 121 N. LaSalle Street in Chicago, IL 60602.

A Respondent who chooses to download an RFP solicitation instead of picking it up in person will be responsible for checking the aforementioned web site for clarifications and/or addenda, if any. Failure to obtain clarifications and/or addenda from the web site shall not relieve 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 your Proposal. Note, there may be multiple clarifications and/or addenda. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest against award(s) made under the solicitation.

All Respondents are responsible for obtaining all RFP materials. If Respondent chooses to download and print an RFP document, the Respondent must contact the Department of Procurement Services, Bid & Bond Room by emailing BidandBond@cityofchicago.org to register Respondent's company as an RFP document holder, which will enable the Respondent to receive any future clarifications and/or addendum related to this RFP.

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.

II. DEFINITIONS

The following defined terms have the meanings specified below when capitalized. Other capitalized terms may be defined in the Definitions section of Exhibit 1.

NOTE: If a defined term is used only once, then it may be defined within the context in which it appears in that paragraph or section.

"Addendum" means a revision of the Proposal Documents issued by the Chief Procurement Officer prior to the due date for submitting proposals.

"Agreement" means the City of Chicago's Professional Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications, or revisions made in accordance with its terms, as attached in this RFP in Exhibit 9.

"Chief Procurement Officer" or "CPO" means the Chief Procurement Officer of the City of Chicago and any representative duly authorized in writing to act on her behalf.

"Commissioner" or "Comptroller" means the Chief executive of the City of Chicago Department of Finance and any representative authorized in writing to act on the City Comptroller's behalf.

"Clarification" means the City's response to questions submitted by Respondents which do not revise the requirements of the RFP.

"Contractor" or "Consultant" means the Respondent awarded a contract pursuant to this RFP process.

"Department" or "DOF" means the City of Chicago Department of Finance.

"EC" means the Evaluation Committee appointed to review and assess all Proposals and make its recommendations to the Comptroller concerning its evaluations.

“Proposal” or Proposal Documents are the written content and documents submitted by a Respondent in response to this RFP.

“Respondent” means the primary entity which submits a Proposal in response to this RFP and may include subcontractors or other team members.

“Services” means, collectively, the performance of all tasks, duties, responsibilities, activities and deliverables as described in detail in Exhibit 1, Scope of Services, and all work necessary to complete them or carry them out and full and to the required standard of performance. Services are to be performed by qualified and licensed personnel of the selected Consultant from this RFP.

III. SCOPE OF SERVICES

A. Description of Services

The Services that the City seeks to acquire are described in detail in the Scope of Services, Exhibit 1.

B. Contract Term

Any contract awarded pursuant to this RFP solicitation shall be for a base contract period of five (5) years and up to five (5) additional option years.

IV. GENERAL INFORMATION AND GUIDELINES

A. Communications Between the City of Chicago and Respondents

1. Submission of Questions or Requests for Clarifications

Respondents must communicate only with the Department of Procurement Services. All questions or requests for clarification must be in writing, sent by e-mail, and directed to the attention of Jana Williams, Jana.Williams@cityofchicago.org, Department of Procurement Services, Room 806, City Hall and must be received no later than 4:00 p.m. Central Time, on Thursday, May 16, 2019. Respondents are encouraged, but not required, to submit questions prior to the scheduled Pre-Proposal Conference.

All questions and requests for clarification must be submitted via e-mail. The subject line of the email must clearly indicate that the contents are “Questions and Request for Clarification” about the RFP and are “Not a Proposal” and must refer to “Request for Proposal (“RFP”) for City of Chicago Employee Wellness Program, Specification No. 726063.” No telephone calls will be accepted unless the questions are general in nature.

2. Pre-Proposal Conference

The City will hold a Pre-Proposal Conference at City Hall, 11th Floor, Room # 1103, 121 North LaSalle Street Chicago, Illinois 60602 at 12:30 p.m. Central Time on Thursday, May 9, 2019. All parties interested in responding to this RFP are urged to attend in person. The City requests that all parties planning on attending the Pre-Proposal Conference notify Jana Williams prior to the Pre-Proposal Conference. The e-mail communication shall include the names, titles, e-mail address and phone number of each attendee.

The City will answer questions and clarify the terms of the RFP at the Pre-Proposal Conference. The City may respond both to questions posed on the day of the conference and to questions e-mailed prior to conference. Anything stated at this Pre-Proposal Conference is not intended to change the solicitation document. Any changes will be in writing in the form of an addendum issued by the Department of Procurement Services.

B. Deadline and Procedures for Submitting Proposals

1. To be assured of consideration, Proposals must be received by the City of Chicago in the City's Bid & Bond Room (Room 103, City Hall) no later than 4:00 P.M. Central Time on Monday, June 17, 2019. The Bid & Bond Room can be reached at telephone number 312-744-9773.
2. The City may, but is not required to, accept Proposals that are not received by the date and time set forth in Section IV.B.1 above. Only the Chief Procurement Officer is empowered to determine whether to accept or return late Proposals.

Failure by a messenger delivery service or printing service to meet the deadline will not excuse the Respondent from the deadline requirement. Hand-carried Proposals must be placed in the depository located in the Bid & Bond Room located in Room 103, City Hall. The time of the receipt of all Proposals to this RFP will be determined solely by the clock located in the Bid & Bond Room of City Hall. It is Respondent's sole responsibility to ensure that the Proposal is received as required.

3. Proposals must be delivered to the following address:
Shannon E. Andrews, Chief Procurement Officer
City of Chicago
Department of Procurement Services
Bid & Bond Room
Room 103, City Hall
121 North LaSalle Street
Chicago, Illinois 60602
4. Respondent must submit 1 hardcopy original, 1 redacted copy of the submission, and 16 electronic copies of the original in one searchable pdf format on a USB drive or CD-ROM. The original hardcopy must be clearly marked as "ORIGINAL" and must bear the original signature of an authorized officer on all documents requiring a signature. Copies must be exact duplicates of the ORIGINAL. Respondent must enclose all documents in sealed envelopes or boxes.
5. The outside of each sealed envelope or box must be labeled as follows:
Proposal Enclosed
Request for Proposal (RFP) for City of Chicago Employee Wellness Program
Specification No. 726063
Due: June 17, 2019, 4:00 pm, Central Time
Submitted by: (Name of Respondent)
Package ____ of ____
6. The City's opening of Respondent's sealed envelope(s) or package(s) containing a Proposal shall neither be deemed nor constitute acceptance by the City of Respondent's Proposal. The City reserves the right to open and inspect all such sealed envelope(s) or package(s), regardless if the same were submitted by the due date and time specified herein, for any purpose, including without limitation, determining the particular RFP to which Respondent has responded or determining if a Proposal was submitted by the date and time specified herein.

C. RFP Information Resources

Respondents are solely responsible for acquiring the necessary information or materials. Information for preparing a response to this RFP can be located in the following areas of the City's website: www.cityofchicago.org/eProcurement.

- Search MBE/WBE Directory Database
- Pre-Proposal Conference Attendees
- Addenda and Exhibits, if any

D. Procurement Timetable

The timetable for the RFP solicitation is summarized below. Note that these are target dates and are subject to change by the City.

Key Activity	Target Date
City Issues RFP	Monday, April 29, 2019
Pre-Proposal Conference	Thursday, May 9, 2019
Proposal Questions Due	Thursday, May 16, 2019
Proposals Due	Monday, June 17, 2019

E. Transparency Website: Trade Secrets

Consistent with the City's practice of making available all information submitted in response to a public procurement, all proposals, any information and documentation contained therein, any additional information or documentation submitted to the City as part of this solicitation, and any information or documentation presented to City as part of negotiation of a contract or other agreement may be made publicly available through the City's Internet website. However, Respondents may designate those portions of the Proposal which contain trade secrets, confidential information or other proprietary data ("Data") which Respondents desires remain confidential.

To designate portions of the Proposal as confidential, Respondent must:

1. Mark the cover page as follows: "This Proposal includes trade secrets or other proprietary data."
2. Mark each sheet or data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this RFP."
3. **Provide a USB or CD-ROM with your Proposal Submittal a redacted copy of the entire Proposal or Submission as one .pdf format file for posting on the City's website. Respondent is responsible for properly and adequately redacting any data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a redacted copy may result in the posting of an un-redacted copy.**

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a Proposal as non-responsive.

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.

V. PREPARING PROPOSALS: REQUIRED INFORMATION

Each Proposal must contain all of the following documents and must conform to the following requirements.

A. *Format of Proposals*

Proposal hardcopy original must be prepared on 8 ½" X 11" letter size paper (preferably recycled), printed double-sided, and bound on the long side. The City encourages using reusable, recycled, recyclable and chlorine free printed materials for bids, proposal, reports and other documents prepared in connection with this solicitation. Expensive papers and bindings are discouraged, as no materials will be returned.

Sections should be separated by labeled tabs and organized in accordance with subject matter sequence as set forth in Section V.B. Each page of the Proposal must be numbered in a manner so as to be uniquely identified.

Sixteen (16) electronic versions of the original proposal must be included and shall be word-searchable and mirror images of the original hardcopy.

B. *Required Contents of Proposal*

Respondent must include a detailed description of the Wellness Program it would provide for the City of Chicago, subject to the requirements of the City listed in Exhibit 1 Scope of Services section. The Respondent's Proposal must provide the City with sufficient detail to evaluate the robustness and effectiveness of the Respondent's Wellness Program.

Proposal content must be clear, concise and well organized. Respondent is strongly discouraged from including marketing or promotional materials not related specifically to the focus of this RFP. Respondents are advised to adhere to the submittal requirements of the RFP. Failure to comply with the instructions of this RFP 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, your Proposal and related submittals may become part of the contract. While the City recognizes that Respondents provide costs in varying formats, compliance with the enclosed Compensation Schedule in Exhibit 2 is required to facilitate equitable comparisons.

At a minimum, the Proposal must include the following items:

1. Cover Page

The Proposal must begin with a cover page bearing the name and address of the Respondent and the name and number of this RFP. Any confidential, proprietary information or trade secret claims must be outlined on the cover page.

2. Table of Contents

A table of contents for the Proposal should follow the cover page.

3. Cover Letter

Respondent must submit a cover letter signed by an authorized representative of the entity committing Respondent to provide the Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must:

- a) Indicate the number of years the company/organization has been in business and provide an overview of the experience and background of the company/ organization and its key personnel committed to this project.
- b) Identify the legal name of the company/organization, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited liability company or partnership, etc.), and the names of its principals or partners and authority to do business in Illinois with the most recent documents filed with and obtained from the Secretary of State.
- c) Indicate the name, telephone number(s) and e-mail address of the principal contact for this proposal, oral presentation or negotiations.
- d) Include statement of any objections or comments to the City of Chicago's standard contract terms and conditions as stipulated in the Sample Professional Services Agreement in Exhibit 9 of this RFP. Please note, the selected Respondent will prepare and/or provide various Deliverables which will be owned by the City pursuant to sections 2.2 Deliverables and 2.9 Ownership of Documents in Exhibit 9.
- e) Acknowledge receipt of Addendum issued by the City, if any.

4. Executive Summary

Respondent must provide an executive summary which explains its understanding of the City's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss Respondent's strategy and methodology for successfully implementing and managing the project for the City of Chicago; capacity to perform, and approach to project management, satisfying the scope of services in the RFP and any additional factors for the City's consideration.

The summary should outline the Respondent's overall plan from the initial contract award (or pre-award meetings) phase, to post-award and on-going operations of contract; general approach to project management and expected deliverables and reports.

5. Professional Qualifications and Specialized Experience of Respondent and Team Members Committed to this Project

If Respondent proposes that major portions of the work will be performed or provided by different team members (e.g. joint venture partners, suppliers, subcontractors, etc.), Respondent must provide the required information as described below for each such team member.

Respondent must describe its previous experience on recent projects of similar type, scope and magnitude; identifying both private sector and public-sector clients. Respondent must include adequate detail about each project referenced, including a brief description of the project, the date the project was performed and completed, the location of the project, the nature and extent of Respondent's involvement, the dollar value of the project, the key personnel involved and their roles, and client reference information for the project.

a) Company Profile Information (See Form in Exhibit 3)

Identify participants in Respondent's "Team." For example, if Respondent is a business entity that is comprised of more than one legal participant (e.g., Respondent is a general partnership,

joint venture, etc.), then Respondent must identify or cause to be identified all participants involved, their respective ownership percentages, and summarize the role, degree of involvement, and experience of each participant separately.

If Respondent has a prime contractor/subcontractor relationship instead, this information regarding role, involvement and experience is also required for any subcontractor that is proposed to provide a significant portion of the work.

Provide a chronological history of all mergers and/or acquisitions involving the Respondent team members, including all present and former subsidiaries or divisions and any material restructuring activities, if applicable. Include any such forthcoming actions, if such disclosure has already been made generally available to the public and is permitted by law.

If Respondent is a joint venture, attach a copy of the joint venture agreement signed by an authorized officer of each joint venture partner. Each partner must execute:

- (i) Schedule B as shown in Exhibit 5, if joint venture includes City of Chicago or Cook County certified MBE/WBE firms(s), as applicable.
- (ii) Separate Economic Disclosure Statement and Affidavit (“EDS”) completed by each partner and one in the name of the joint venture as shown in Exhibit 6.
- (iii) Insurance certificate in the name of the joint venture business entity as shown in Exhibit 7.

b) Company References/Client Profile Information (See Form in Exhibit 4)

Respondent must provide at least three (3) references preferably from a municipality or other government agency related to a contract of similar scope and magnitude as described in this RFP. Describe other cities for which an Employee Wellness Program was successfully implemented. Experience will not be considered unless complete reference data is provided. At a minimum, the following information should be included for each client reference:

- Client name, address, contact person name, telephone and email address.
- Description of services provided similar to the Services outlined in Exhibit 1 of this RFP.
- The date when the Service was implemented.
- The location of the project.
- Nature and extent of Respondent’s involvement as the prime contractor (also indicate area of secondary responsibility, if applicable) Identify Services, if any, subcontracted, and to what other company.
- Contract term (Start and End date, or indicate if currently providing services)
- The total dollar value of the contract.

Explain any differences, if any, from the requirements set forth in this RFP, or proposed in response to this RFP, compared to the deliverables and service levels provided to any referenced cities or clients.

All client reference information must be supported and verified. Reference contacts must be aware that they are being used and agreeable to City interview for follow-up.

The City may solicit from previous clients, including the City of Chicago, or any available sources, relevant information concerning Respondent’s record of past performance.

c) Capacity to Perform City Project

Describe how any uncompleted projects and/or contractual commitments to other clients will affect your ability to deliver services, capacity to perform within City's timeline and affect dedicated resources committed to the City's Project. Respondent must provide a summary of current and future projects and commitments and include projected completion dates. Identify what percentage of the Services will be performed utilizing your own workforce, equipment and facilities. What percentage of the work will be subcontracted?

Respondent must demonstrate the capacity to deliver on the Services included in this RFP by including examples of large scale projects in which the Respondent has or currently provides Employee Wellness Services to large organizations, including but not limited to governmental bodies, such as but not limited to: entities such as the City of Chicago whose member population involves workers who work around the clock and throughout the city's geographic boundaries at various fixed building/office locations, or at various work sites; which involve various union representatives, union workers, and related collective bargaining agreements, politicians, police, and fire department unions, etc.

d) Business License/Authority to do Business in Illinois

Respondent must provide copies of appropriate licenses or certifications required of any individual or entity performing the Services described in this RFP in the City of Chicago, County of Cook and State of Illinois, for itself, its partners and its subcontractors, including evidence that Respondent is authorized by the Secretary of State to do business in the State of Illinois.

If Respondent is not currently "doing business" in Illinois at the time of submission, it is not required to show corporate good standing in Illinois with the proposal; Respondent should so indicate and provide evidence of good standing for its state of organization, and primary state of operation, if different. Corporate good standing in Illinois will be required for award of any contract. Provide copies with the Proposal submission.

These requirements will vary depending upon the circumstances of each Respondent. See the Department of Business Affairs and Consumer Protection (BACP) website for additional information: www.cityofchicago.org/businessaffairs.

If required by law, Respondents are required to have an Illinois Business License. See the State of Illinois, Department of Business Services website for additional information: (<http://www.cyberdriveillinois.com/>).

Additionally, visit the State of Illinois' Division of Professional Regulation for information regarding the State of Illinois' Professional Certifications: <http://www.idfpr.com/DPR/>.

6. Professional Qualifications, Specialized Experience and Local Availability of Key Personnel who will be dedicated to the Services described in this RFP.

Respondent must provide a summary of individuals who will be dedicated to the Services described in this RFP. For each key person identified, Respondent must provide the following information:

- a) Summary of the key personnel who will be dedicated to the Services as proposed and consistent with Staffing Plan per Section V.B.7.f. including:
 - (i) Title and reporting responsibility

- (ii) Proposed role in this project, including the functions and tasks for which they will have prime responsibility (also indicate areas of secondary responsibility, if appropriate)
 - (iii) Pertinent areas of expertise and past experience
 - (iv) Base location (local facility, as applicable)
- b) Key personnel areas of expertise and areas for prime responsibility for various tasks or aspects of the Services.
- c) Resumes or corporate personnel profiles with past experience for each of the key personnel, including a description of their roles and responsibilities on recent projects of similar type, scope, and magnitude relating to the Scope of Services as described in this RFP.

For each proposed key personnel, describe previous related experience and provide references including: name, address, and telephone number of contact person, and brief description of work history. The City reserves the right to conduct background checks on any personnel within the scope of this engagement.

In addition to resumes, Respondent must provide a detailed description of the roles and responsibilities by job titles (service staff, supervisors, executive managers, etc.). Add any other types of staff/personnel whom the Respondent is proposing.

7. Implementation and Management Plan

Respondent must provide a comprehensive and detailed management plan which addresses requirements as outlined in Exhibit 1, Scope of Services of this RFP. The plan must demonstrate Respondent's capacity to successfully implement and manage the project requirements and ability to comply with the scope of service and requirements as described in this RFP. The management plan must address, but not be limited to, the following areas:

a) Service Delivery

Describe in detail your proposed implementation and management plan for service delivery related to the Project.

b) Approach to Implementing Services

Describe your policies and procedures for implementing projects, quality control/checks, project management, response time, project support & reporting/recommendation services, including your approach to overcoming obstacles, if any, and troubleshooting to resolve problems.

c) Organization Chart

Submit an organization chart which clearly illustrates the team structure comprising all firms (joint venture partners, if any, subcontractors); their relationship in terms of proposed Services; and key personnel involved and the following information:

- (i) Respondent should provide an organization chart which identifies not only the proposed organizational structure, but also key personnel by name and title. Staffing levels of each organizational unit should be estimated. The specific role of each of the

firms/organizations in a team or joint venture for each task/work activity must be described.

- (ii) Respondent must describe the specific role of each of the firms in a team or joint venture for each task/work activity.
- (iii) Respondent should provide an organization chart identifying and showing the relationships between the Respondent and subcontractors. The generic titles and responsibilities of key personnel to be assigned to this Project by the Respondent and by any subcontractor must be identified.

d) Quality Assurance / Quality Control (QA/QC)

- (i) Describe your firm's approach, procedures, processes and resources to assist in providing quality management to enhance the program quality, security of data and accuracy of reporting.
- (ii) Describe your firm's approach to implementing a quality management system that defines quality, including both quality control and quality assurance methods. Quality Control (QC) is concerned with the internal process while Quality Assurance (QA) is the methodology to evaluate the conformance to the Scope of Services.

e) Dedicated Resources

Describe facilities, equipment, support personnel, software and system technologies, and other resources available for implementing the proposed Services.

f) Staffing Plan

Provide an assessment of staffing needs for each major activity area by job title and function. Respondent should identify each primary team member working on staff with Respondent, as well as those working in a subcontracting capacity. The assessment should include full-time equivalents for professional staff and supervisors committed to the City of Chicago project including team structure, numbers and team management plans to achieve requirements for transition, implementation and services.

Submit resumes for key personnel that will be committed to this engagement. Correlate team members to the tasks they will be performing during implementation/transition and on-going operations. For each proposed key personnel, describe previous related experience and provide references including: name, address, and telephone number of contact person, and brief description of work history. The City reserves the right to conduct background checks on any personnel within the scope of this engagement.

8. Interrogatives

A response is required for each question included in Exhibit 1, Section G. Interrogatives of this RFP. The responses must be clear and thorough, but concise, and should demonstrate the Respondent's understanding of the services required including any assumptions, standards, and deliverables.

9. Cost Proposal/ Schedule of Compensation

The Respondent must provide a cost proposal based upon its best understanding of the scope of the work and the additional services proposed in the format and content outlined in Exhibit 2 in order for the Respondent's Proposal to be considered responsive to this section and to facilitate equitable

cost comparisons. Proposals that fail to include cost proposal information in Exhibit 2 will be rejected as incomplete and deemed non-responsive.

The City agrees to compensate the Respondent for professional services performed in accordance with the Scope of Services based on a Fee Schedule or a Per-Program Component Per-Program Year Cost. The Respondent must submit a complete Fee Schedule and/or a Per-Program-Component-Per-Program Year Cost outlined in Exhibit 2.

If other payment timing terms are more advantageous to the City, the Respondent may specify those payment terms and quantify the value of the proposed payment terms as compared to the specified payment terms. Additional information on alternative payment terms may be submitted in addition to the required submission in Exhibit 2 with the Proposal response. If any pricing provided is contingent upon participation or other assumptions, specify those assumptions.

It is the responsibility of each Respondent to clearly identify the cost to the City for the Services required by this RFP and the discrete costs for any services offered beyond those required by this RFP. Respondent's administrative, overhead, secretarial time or secretarial overtime, word processing, insurance, and other ordinary business expenses are included within the scope of payment for services and are not separately reimbursable expenses.

The City reserves the right to negotiate a final price, terms and conditions with selected Respondent(s); the City reserves the right to have discussions with those Respondents falling within a competitive range and to request revised pricing offers for contract award or to conduct contract negotiations.

10. Minority and Women Business Enterprises Commitment

Respondent must complete and submit the forms that are attached to this RFP in Exhibit 5 to evidence Respondent's proposed MBE/WBE participation in some aspect of the contract. For purposes of your response to this RFP, the minimum Minority Business Enterprise (MBE) direct participation goal is 25% and the minimum Women Business Enterprise (WBE) direct participation goal is 5% of the total contract value.

Respondent must submit a completed Schedule D-1 and obtain a separate Schedule C-1 completed and signed by each proposed MBE and WBE firm describing the services to be provided. With each Schedule C-1 form, Respondent should submit a current Letter of Certification issued by the City of Chicago or Cook County. The proposed MBE or WBE firm must be certified by the City of Chicago at the time of Proposal submission. The City reserves the right to require Respondents to replace any proposed MBE/WBE that is not certified with the City of Chicago or Cook County.

Further, the percentage participation for each MBE or WBE firm on the individual Schedule C-1s should match the percentages for each MBE or WBE firm listed on the Schedule D-1. All schedules submitted must be scanned and uploaded. Failure to submit these documents, or incomplete documents, may result in Respondent being declared non-responsive. Note: Keep the original Schedules; the City will require them in the event of contract award.

In order to determine the best way in which to achieve and document MBE/WBE participation, Respondent must refer to the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment attached to this RFP as Exhibit 5. To locate MBE/WBE firms who are currently certified with the City of Chicago in various areas of specialty, you can search the City's MBE/WBE Directory Database on the City's website: www.cityofchicago.org/Procurement.

11. Financial Statements

Respondent must provide a copy of its audited financial statements for the last 3 years. The entity whose financial statements are submitted will be expected to be a party to any ultimate contract with the City if Respondent is awarded the City's business. Respondents that are comprised of more than one entity must include financial statements for each entity. The City will accept a complete set of financial statements on CD-ROM or USB drive instead of multiple copies, if voluminous for the period requested. The City will not accept a web link.

Respondents are required to provide required financial statements in sufficient detail for the City to assess its financial condition as part of their proposal submission. The City reserves the right to accept or reject any financial documentation other than the financial statements requested by this section.

If Respondent is unable to provide audited financial statements, state the reasons in your Proposal response and provide financial documentation in sufficient detail to enable the City to assess the financial condition of your company.

Sufficient alternate documentation would be un-audited financial statements from those Respondents not required to have their financial statements audited. At a minimum, the statements need to be the balance sheets and income statements (or equivalent) for the requested three years. Assets/liabilities and income/ expenses must be presented in adequate detail for the City to assess the financial condition of the Respondent.

12. Economic Disclosure Statement and Affidavit ("EDS") and Attachment A: Online EDS Acknowledgement.

Respondent shall complete an Economic Disclosure Statement and Affidavit and, Attachment A: Online EDS Acknowledgement. See Online City of Chicago EDS Instructions and Attachment A: Online EDS Acknowledgement, in Exhibit 6. If Respondent is a business entity other than a corporation, then each member, partner, etc., of Respondent must complete an EDS, as applicable, per the instructions on the EDS form. In addition, any entity that has an interest in Respondent or in one or more of its members, partners, etc., and is required pursuant to the Municipal Purchasing Act for Cities of 500,000 or More Population (65 ILCS 5/8-10-8.5) or Chapter 2-154 of the Municipal Code of Chicago to provide a disclosure must submit a completed and executed EDS as an "entity holding an interest in an Applicant" as described in the EDS. All affidavits must be notarized. Upon completion of Online EDS, **Respondent shall submit a copy of 2 documents with their Proposal: 1) Certificate of Filing printed from system and 2) hardcopy of the executed Attachment A, Online EDS Acknowledgement form.**

The Respondent submitting as the prime must submit the above referenced EDS documents with its Proposal. Subcontractors may be asked, at the City's discretion, to provide an EDS during the evaluation process.

13. Legal Actions

Respondent must provide a listing and a brief description of all material legal actions, together with any fines and penalties, for the past 5 years in which (i) Respondent or any division, subsidiary or parent entity of Respondent, or (ii) any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

- a) A debtor in bankruptcy; or
- b) A plaintiff or defendant in a legal action for deficient performance under a contract or violation of a statute or related to service reliability; or
- c) A respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- d) A defendant in any criminal action; or
- e) A named insured of an insurance policy for which the insured has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- f) A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
- g) A defendant or respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

The City reserves the right to request similar legal action information from Respondent's team members during the evaluation process.

14. Insurance

Respondent should include a statement that they can comply with the City's insurance requirements. Prior to contract award, the selected Respondent will be required to submit evidence of insurance in the amounts specified in the attached Exhibit 7.

15. Disclosure of Conflicts of Interest

The City expects that the Respondent will not have any conflicts of interests (including, but not limited to, any conflicts based on Respondent's participation in other City contracts). Therefore, Respondent should include in its Proposal a description of any actual or potential conflicts of interest.

VI. EVALUATING PROPOSALS

A. Evaluation Process

An Evaluation Committee, which will include the representatives from the Department of Finance and the Department of Procurement Services and may include representatives of other departments of the City ("Evaluation Committee" or "EC") will review and evaluate the Proposals, as described below.

In evaluating Proposals, the EC will first consider the completeness and responsiveness of the Respondent's Proposal. The Proposal evaluation process is organized into three phases:

- | | |
|-----------|---|
| Phase I | Preliminary Proposal Assessment |
| Phase II | Proposal Evaluation |
| Phase III | Site Visits, Products/System Demonstration and/or Oral Presentations (if necessary) |

Phase I - Preliminary Proposal Assessment

Phase I will involve an assessment of the Respondent's compliance with and adherence to all submittal requirements requested in Section V. B, Required Contents of the Proposal. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the EC, be rejected from further consideration due to "non-responsiveness" and rated Non-Responsive. Proposals providing responses to all sections will be eligible for detailed analysis in Phase II, Proposal Evaluation.

Phase II - Proposal Evaluation

In Phase II, the EC will evaluate the extent to which a Respondent's Proposal meets the requirements set forth in the RFP. Phase II will include a detailed analysis of the Respondent's qualifications, experience, proposed implementation and management plan, cost proposal/ compensation schedule, and other factors based on the evaluation criteria outlined in Section VI. B, Evaluation Criteria.

As part of the evaluation process, the EC will review the information required by Section V, for each Proposal received. The EC may also review other information gained by checking references and by investigating the Respondent's financial condition.

The City reserves the right, after advertisement of the RFP, to refine the Scope of Services, with appropriate notice. Further, if, upon receipt of Proposals, the City wishes to make refinements to the Scope of Services, it may, depending upon the circumstances, provide the revision to all Respondents and invite revised proposals from the Respondents based upon the revised Scope of Services.

The City reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

The City reserves the right to enlist independent consulting services to assist with the evaluation of all or any portion of the Proposal responses as it deems necessary.

B. Evaluation Criteria

In Phase II, the Evaluation Committee will review the Respondent's Proposal to determine overall responsibility of the Respondent and responsiveness and completeness of the Proposal with respect to the components outlined in the RFP using the following criteria (not necessarily listed in order of importance) as applicable:

1. Professional and Technical Competence

- a) Ability to provide the Services described in the RFP, including capacity to perform the Scope of Services described in Exhibit 1 of this RFP.
- b) Professional Qualifications and Specialized Experience of Respondent and its Team on projects of similar scope and magnitude (e.g., specifically with respect to large organizations, and government agencies).
- c) Professional Qualifications and Specialized Experience of Respondent's Key Personnel (and Team Members) and Local Availability of Key Personnel committed to the City of Chicago.

- d) References / Past and Current Performance of the Respondent (and Team members) on other contracts in terms of quality of services, operating within budget and compliance with performance schedules. The Committee may solicit from current and/or previous clients including the City of Chicago, other government agencies, or any available sources, relevant information concerning the Respondent's record of performance.

2. Quality, Comprehensiveness and Adequacy of the proposed Implementation and Management Plan

The EC will consider the quality, comprehensiveness and adequacy of the proposed implementation and management plan including the staffing plan, dedicated resources, local availability and commitment of personnel who will manage and oversee the City of Chicago account.

The Evaluation Committee will review each Proposal for the Respondent's understanding of the objectives of the Services and how these objectives may be best accomplished. Each Respondent will be evaluated on their overall strategy, methodology and approach to meeting the City's service level needs.

3. Exhibit 1, Section G. Interrogatives

The completeness and adequacy of the Responses to this section of the RFP will be evaluated by the EC.

4. Cost Proposal/ Schedule of Compensation

The City will consider the degree to which Respondent adheres to the Compensation Schedule in Exhibit 2 taking into consideration the adequacy, comprehensiveness and competitive pricing offered.

5. Minority and Women Business Enterprises Commitment

The EC will evaluate the level, relevancy, and quality of participation by MBE/WBE firms certified by the City of Chicago or Cook County. It should be noted that non-responsiveness to this requirement may be cause for the prospective Respondent to be disqualified.

6. Legal Actions

The EC will consider any legal actions, if any, against Respondent and any division, subsidiary or parent company of Respondent, or against any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation.

7. Financial Stability

The EC will consider the financial condition of Respondent. Respondent must be financially stable to ensure performance over the duration of the contract.

8. Compliance with Laws, Ordinances, and Statutes

The EC will consider Respondent's compliance with all laws, ordinances, and statutes governing the contract. See Online City of Chicago EDS Instructions and Attachment A, Online EDS Acknowledgement form in Exhibit 6.

9. Insurance

The EC will consider the statement or other information confirming Respondent's ability to comply with the City's insurance requirements specified in Exhibit 7 of the RFP.

10. Degree to which the Respondent accepts the City's Terms and Conditions

Respondent must indicate the degree to which it accepts the City's terms and conditions, including in the Scope of Services and the City's Sample Professional Services Agreement in Exhibit 9. A Respondent that takes material exceptions to the City's terms and conditions may be found to be non-responsive and its Proposal may be rejected.

11. Conflict of Interest

The EC will consider any information regarding Respondent, including information contained in Respondent's Proposal, that may indicate any conflicts (or potential conflicts) of interest which might compromise Respondent's ability to satisfactorily perform the proposed Services or undermine the integrity of the competitive procurement process. 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.

VII. SELECTION PROCESS

After the Evaluation Committee ("EC") completes its review of Proposals in Phase II, it may submit to the City Comptroller and Chief Procurement Officer a recommended short list of Respondents (Phase III), or the EC may forego Phase III and submit a recommendation to select one Respondent, or a recommendation to reject any or all Proposals.

Phase III- Site Visit, Product/System Demonstration and/or Oral Presentations

If the EC submits a short list of Respondents for further review, then, in the sole discretion of the City Comptroller and Chief Procurement Officer, those short-listed Respondents may be subject to a site visit, product/system demonstration and/or be invited to appear before the Evaluation Committee for an oral presentation to clarify in more detail information that was submitted in Respondent's Proposal; and/or to ask Respondent to respond to additional questions which may include a request for conducting a live demonstration of their proposed software system related to performance of Services.

Following oral presentations, the Evaluation Committee will make a final evaluation of the Respondents and submit its recommendation to the City Comptroller. Such recommendation may be to enter into negotiations with only one Respondent or may be to enter into negotiations with more than one Respondent.

Upon receipt of the EC's recommendation, the City Comptroller will submit a decision (concurrence or rejection of the EC's recommendation) to the Chief Procurement Officer. The Chief Procurement Officer shall then consider the City Comptroller's recommendation and exercise her authority to either notify the Respondent(s) to enter into contract negotiations or reject the recommendation and offer alternate options.

Contract Negotiations

The City will require the selected Respondent(s) to participate in contract negotiations. In order to award a contract that represents the best value to the City, as determined by the City Comptroller and the Chief Procurement Officer, the City reserves the right to enter into concurrent competitive price negotiations with one or more qualified Respondent(s). The City's requirement that a selected Respondent negotiate is not a commitment by the City to award a contract.

The City reserves the right to terminate this RFP solicitation at any stage if the Chief Procurement Officer determines this action to be in the City's best interest. The receipt of Proposals or other documents will in no way obligate the City of Chicago to enter into any contract of any kind with any party.

VIII. ADDITIONAL DETAILS OF THE RFP PROCESS

A. Addenda

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent (electronically or by mail) to all of the prospective Respondents listed on the "Take Out Sheet" prior to the Proposal due date. A copy of addenda associated with this RFP specification number will also be posted on the City of Chicago Department of Procurement Services' website and may be downloaded in lieu of being sent the addendum. Prospective Respondents are listed on the Take-Out Sheet when they pick-up a copy of the RFP package from the Bid & Bond Room and leave a business card, e-mail BidandBond@cityofchicago.org or call in to the Bid & Bond Room to register their company as having downloaded a copy of the RFP prior to the Proposal due date. Each addendum is incorporated as part of the RFP documents, and the prospective Respondent should acknowledge receipt.

Respondents are solely responsible for acquiring the necessary information or materials from the Bid & Bond Room.

Copies of the take-out list, and any addenda, are available from the Department of Procurement Services Bid & Bond Room 103, City Hall, 121 North LaSalle Street, Monday-Friday, 8:30 a.m. - 4:30 p.m.; 312-744-9773; and via the Internet at the Department of Procurement Services website: www.cityofchicago.org/Procurement

An addendum may include, but will not be limited to, the following:

1. Responses to questions and requests for clarification sent to the Department of Procurement Services; or
2. Responses to questions and requests for clarification raised at the Pre-Proposal Conference; or
3. Responses to questions and requests for clarification which were sent in by the deadline for submission of questions; all in accordance with the provisions of Section IV A.1 herein.

B. City's Rights to Reject Proposals

The City of Chicago, acting through its Chief Procurement Officer, reserves the right to reject any and all Proposals that do not conform to the requirements set forth in this RFP; or that do not contain at least the information required by this RFP. If no Respondent is selected through this RFP process, then the Chief Procurement Officer may utilize any other procurement method available under the

Municipal Purchasing Act and the Municipal Code of Chicago, to obtain the Services described in this RFP or as may otherwise be so required.

C. *No Liability for Costs*

The City is not responsible for costs or damages incurred by Respondents, member(s), partners, subcontractors, or other interested parties in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and/or participating in any conferences, site visits, demonstrations, oral presentations or negotiations.

D. *Prohibition on Certain Contributions - Mayoral Executive Order No. 2011-4*

No Consultant or any person or entity who directly or indirectly has an ownership or beneficial interest in Consultant of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, Consultant's 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 (Consultant 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 Consultant, and/or (iii) any period in which an extension of this Contract or Other Contract with the City is being sought or negotiated.

Consultant 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 Consultant or the date the Consultant 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.

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

For purposes of this provision:

"Other Contract" means any agreement entered into between the Consultant 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.

E. False Statements

1. 1-21-010 False Statements

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

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

2. 1-21-020 Aiding and Abetting

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

3. 1-21-030 Enforcement

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

F. Title VI Solicitation Notice

The City in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

G. *Policy Prohibiting Sexual Harassment (Section 2-92-612 of the Chicago Municipal Code)*

If this Contract was advertised on or after June 30, 2018, Respondent shall, as prescribed by the Chief Procurement Officer, attest by affidavit (in the form of the “Sexual Harassment Policy Affidavit,” Exhibit 8 attached hereto) that Respondent has a written policy prohibiting sexual harassment that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment; and (iii) the legal recourse available for victims of sexual harassment.

EXHIBIT 1

SCOPE OF SERVICES

Note: Capitalized terms are defined either in context or in the Definitions section at the end of this Exhibit 1.

A. General Information

The City of Chicago anticipates selecting one Respondent to provide all the services specified in this RFP.

Respondent must advise the City of all operational changes, industry-specific litigation, industry-specific practices and pending legislative changes that may affect the services provided during the term of the contract.

B. Statement of Services Overview

In general, the Respondent will provide a high-quality, cost-effective Wellness Program to Eligible Individuals. The Respondent must perform and manage all administrative functions for the Wellness Program including monitoring and tracking compliance, providing program reports and results tracking for individuals, and producing all communication materials relating to the Wellness Program.

Communication materials relating to the Wellness Program include, but are not limited to:

- materials for the annual launch of the program,
- development and hosting of the yearly Wellness Program website,
- targeted email and written communication follow-ups on completion of all Wellness Program enrollment events,
- ongoing communications to Individuals such as monthly newsletters, and
- program updates and results reporting.

Please note that these administrative functions include the provision of an electronic file of all program Participants on an as-required basis but no less frequently than monthly, for the City to appropriately apply any applicable Opt-Out Fees to those who fail to qualify as Participants. The format of the file will be developed in collaboration with the selected Respondent.

The Respondent assumes responsibility for all aspects of program compliance with HIPAA, GINA, ADA, ERISA, PIPA, BIPA, ADEA, PDA, PHSA/COBRA, and any other applicable laws and regulations.

C. Required Elements of the Wellness Program

Responsive Proposals will describe the Respondent's solutions for the City's Wellness Program with the goal of a Wellness program that will:

- Engage Eligible Individuals in proactively managing their health,
- Result in measurable improved health outcomes for Participants,
- Contribute towards a reduction in healthcare costs for the City of Chicago,
- Maintain compliance with HIPAA, GINA, ADA, ERISA, PHSA, PIPA, BIPA, ADEA, PDA, COBRA, and all other pertinent laws, rules and regulations.

The minimum requirements for the City of Chicago Wellness Program are as follows:

1. Enrollment, Biometric Screenings and Health Risk Assessments

Manage enrollment process for the City of Chicago Wellness Program, including producing, processing, and managing enrollment documents and forms. The Chicago Benefits Office will provide a list of Eligible Individuals (based on labor agreements, and enrollment in one of the City's health benefit plans) along with contact information to assist in this process. The enrollment process shall include a process for reviewing and approving exemptions from the Wellness Program to ensure compliance with all applicable federal and/or state laws or to take into account extraordinary life situations.

Enrollment is the decision of the Eligible Individual. Eligible Individuals will indicate their desire to enroll in the Wellness Program by providing an electronic signature to an on-line consent notice which includes the terms and conditions and appropriate data-sharing authorizations developed by the Respondent.

In certain circumstances, some Eligible Individuals will need to sign a paper agreement in which they agree to be an active Participant in all aspects of the Wellness Program including the terms and conditions and appropriate data release authorizations. Eligible Individuals choosing not to enroll in the Wellness Program likewise will need to declare so by opting out of the Wellness program during open enrollment, or by dis-enrolling or not completing required program activities; those who never take any steps directed towards enrollment will be deemed to be opting out of the Wellness Program.

Eligible Individuals who choose not to participate will be charged an additional amount (currently \$50) per month per individual by the City for healthcare coverage. Typically, Eligible Individuals do not positively declare non-participation by a direct action but instead elect to refrain from Enrollment Activities. When enrollment activity deadlines have passed, Eligible Individuals are notified by the City that because they did not complete enrollment steps in the required time frames, their healthcare contributions will be increased.

The Respondent shall suggest any additional tests required to identify health-risks that will be addressed by corresponding Health Improvement Programs or other risk-targeting programs as part of its Proposal, and supply a scientific or empiric rationale, and a cost-benefit case for all additional tests and Health Improvement Programs/risk-targeting programs. In this context, "additional tests" are any tests that the Respondent would recommend appending to the current tests performed in a Biometric Screening under the City's Wellness Program. If the Respondent would substitute or remove tests from the current roster of tests, those should be identified as well. The City reserves the right to request a revised price proposal based on the rationale proposed for the inclusion of such Health Improvement Program tests.

In addition, specific tests for uniformed fire personnel clearly related to risks associated with firefighting must be provided. Firefighter-specific tests shall include:

- Respiratory tests to address risk associated with exposure to smoke and chemical fumes.
- Necessary testing equipment (e.g. spirometer or other apparatus) is not required to be available at every on-site screening testing location, but must be available, at a minimum, during screenings conducted solely for Firefighters during on duty hours and at one centralized location (e.g. Local 2 Union Office or a City location) so uniformed fire personnel desiring the test can access it.
- Other tests relevant to firefighter specific risks (e.g. higher likelihood of bladder cancer due to smoke/fume inhalation, etc.) may be considered.

Firefighter-specific tests shall not be considered part of the base Wellness Program. As a result, the cost of each firefighter-specific test must be included as a separate line item, with the City reserving the right to exclude any or all additional tests from the eventual Wellness Program following cost-benefit evaluation conducted by the City.

Biometric Screening tests must comply with the City's guidelines listed below concerning individual choice with respect to testing:

- No individual is absolutely required to take any given test to be considered compliant with the Wellness Program; however, those who elect to not screen must have a "Right to Abstain" approval. In the "Right to Abstain" approval, the Wellness Program will make accommodations for an individual if it is unreasonably difficult or medically inadvisable due to a health factor for the individual to participate in or attempt to satisfy the Biometric Screening requirement of the Wellness Program.

- Tests should be available to all Eligible Individuals in accordance with the Wellness Program's Biometric Screening schedule.
- Wellness Program personnel administering Biometric Screenings must clearly explain to Eligible Individuals which tests are recommended based on clinical circumstances and strongly encourage and recommend that the individuals take such tests - or – explain to Eligible Individuals why it is not recommended that they undergo a given test when clinical circumstances indicate low- or no-value in them doing so, but give the Eligible Individuals the option to undergo the test if they so desire. (This provision would only apply in the event that Biometric Screenings are customized on an individual basis and would not apply if all Eligible Individuals undergo the same battery of tests.)

The Respondent shall provide and manage a system for Eligible Individuals to schedule Biometric Screenings, with options to do so via a central Wellness Program website. The website must facilitate searching by proximity to a location, by screening date, and by both. The process must include toll-free telephonic Customer Service support to respond to questions and must have Customer Service Representatives available to schedule Biometric Screening for Eligible Individuals who lack access to computers. Customer Service Representatives should be available from 8:00 a.m. to 6:00 p.m. on Monday through Friday and for at least 6 hours on Saturday and some evening hours, exact times to be determined. Central Time shall apply to hours of availability. The only exception would be official City holidays.

The Respondent shall maintain physical locations for Biometric Screenings (Respondent is responsible for all permits and regulatory compliance), which responsibility includes:

- Maintaining locations throughout the City and temporary locations at City-owned properties (primarily central workplaces, but also including options to be discussed between the City and Sister Agencies (e.g., Chicago Park District field houses, etc.) and Union halls of participating unions. (Typically, Biometric Screenings have been held at City and sister agency work locations, including libraries and Chicago Park District facilities.) Operationally Controlled Screenings are scheduled for various departments including Chicago Fire Department, Department of Streets and Sanitation, Chicago Department of Aviation, and Department of Water Management. Operationally Controlled Screenings may be limited to Employees and not provided to Spouses).
- Providing all the necessary equipment and/or facility modifications (e.g. partitions for privacy).
- Ensuring all physical locations are compliant with the ADA and other applicable regulations
- Providing necessary privacy screens or other privacy protections for Biometric Screenings.
- Providing all supplies for Biometric Screenings including disposal of all materials used during screenings. The Respondent must insure delivery of all necessary supplies and equipment in advance of a scheduled screening. Supply quantities must be sufficient to cover the scheduled screenings and include a reasonable overage amount for walk-ins and other unusual circumstances. City staff will provide physical access to the Biometric Screenings locations. The Biometric Screening vendor must set-up and tear-down the screening stations and may have access to locations one hour before and one hour after the scheduled appointments. Locations must be adequately staffed to ensure on-time start and scheduled Biometric Screenings based on the appointment times offered to Participants.
- Ensuring that personnel are trained and qualified and professionally attired and conduct themselves in a professional manner.

Biometric Screenings should be available at convenient times during week days to allow City of Chicago Employees to undergo their Biometric Screenings during allowed breaks and before or after work shifts. Biometric Screenings should also be available outside of normal work hours, including early mornings, evenings and weekends. The City will assist the Respondent with obtaining work location and non-work locations that are convenient for Eligible Individuals, including Spouses.

The Respondent shall complete the Health Risk Assessment for Eligible Individuals, including all

Health Questionnaires and Biometric Screenings, in time frames to be agreed to between the City and the selected Respondent. Typically, the Wellness Program is launched for the following year in December with launch materials mailed to Eligible Individuals in December. When all members screen, the typical Biometric Screening period extends approximately four to five months; the majority of screenings occur from January 15th through March 30th; certain operationally controlled screenings generally occur earlier. Generally, Operationally Controlled Screenings for some critical operations Employees start in November so that the Biometric Screenings can occur before “snow season” or on weekends to reduce the amount of travel time from a work location to a central location.

The Respondent shall develop a system in which Eligible Individuals may have recent test results (within six months prior to the start of the Biometric Screening date range) forwarded from their doctors in lieu of the Wellness Program provided Biometric Screening if these were the same tests as the Biometric Screening would perform as part of the Wellness Program.

Results of the Health Risk Assessment should be shared with Eligible Individuals in a timely manner through an initial Health Check-in call, or other personalized results sharing applications available on the selected Respondent web-portal.

- Report should be augmented by the results of the Health Risk Assessment and all tests conducted in the Biometric Screening.
- Report should identify potential individual health risks, and how to address them specifically through the City's Wellness Program, including offering recommendations for their enrollment in Health Improvement Programs.
- Multiple/high-touch methods of communication are encouraged for presentation of results (e.g. during first Health Check-In).

Eligible Individuals should receive paper, email, or web-based access to the output of their Health Risk Assessment so that they may share the results with their physician or other doctor if they so desire. As a fair number of Eligible Individuals do not have access to a computer or lack appropriate computer skills, the Respondent must agree to make a paper version of the Health Risk Assessment available and identify how they will provide the results to an Eligible Individual that does not have access to a computer with the postage paid for by the Respondent.

2. Health Check-In Process

Respondent must provide Health Advisors who have all applicable certifications and trainings as required by law, and as necessary to be effective advisors for Eligible Individuals. These requirements may be amended if the City elects to continue its current HIP arrangements rather than adopt the Respondent's risk-targeting programs.

The Respondent shall perform telephone Health Check-In to:

- Discuss progress the Eligible Individual has made with respect to the major health issues identified in the annual Health Risk Assessment and the most recent Biometric Screening results.
- Review status of Health Improvement Program participation and engagement including strategies for maximum health impact.
- Answer any appropriate questions the Eligible Individual may have regarding his/her health.
- Provide answers or recommendations for follow-up advice and care as needed.
- Motivate and encourage Eligible Individuals regarding setting and reaching future health goals.

The Respondent shall provide and manage a system to schedule Health Check-Ins ahead of time, with options to do so via a central Wellness Program website or by phone (which may consist of an IVR-based automated system or personal assistance). Eligible Individuals should receive frequent reminders to schedule necessary Health Check-Ins to facilitate compliance.

The Health Check-ins are to be initiated by the Health Advisor contacting the Eligible Individual at the number, date and time specified, and may last up to 30 minutes in length.

To the largest extent reasonably feasible, Eligible Individuals should speak with the same Health Advisors for each Health Check-In to help foster trust between Eligible Individual and Health Advisor.

Health Check-Ins should be available at convenient times during week days to allow Eligible Individuals to perform their Health Check-In during allowed breaks and before or after work shifts that occur throughout the day. Health Check-Ins should also be available outside of normal work hours, including evenings and/or weekends.

The Respondent shall develop clear guidelines for the number and frequency of Health Check-Ins based on the Wellness Program in which the Eligible Individual is enrolled.

The City reserves the right to eliminate this step.

3. Health Improvement Programs

Respondent must create and operate a variety of Health Improvement Programs aimed at driving healthier behaviors and outcomes (or continuing healthy behavior) for Wellness Program Participants by providing education, identifying challenges, behavior tracking, and biometric measurement components. Health Improvement Programs should address common health risks for a broad spectrum of risk levels from low-risk (e.g. weight maintenance, exercise optimization, etc.) to high-risk (e.g. obesity, heavy smoker, etc.). Health Improvement Programs may include, but are not limited to, programs targeting the following health conditions:

- Hypertension
- Hyperlipidemia
- Nutrition
- Significant sedentary risk
- Tobacco usage
- Diabetes and/or pre-diabetes
- Obesity
- Other risks (e.g. asthma, stress, alcoholism, cardiac, COPD, cancer etc.)

Health Improvement Programs are designed to drive significant health improvement through identification of chronic or at risk conditions and the treatment of same, and/or risk reductions which will then lead to reduced future healthcare expenditures for the City.

Health Improvement Programs must be sufficiently robust to drive health improvements but still be reasonably convenient for Eligible Individuals, including accommodating Employee vacation and holiday time off.

Wellness Programs must be provided year-round, with regularly occurring Health Improvement Programming. Generally, Enrollment Activities occur January through March, and Health Improvement Programs occur beginning in April and ending in December. Respondent must provide regular reporting and tracking of program adherence on a quarterly basis or on another schedule as determinate by the City. Respondent must demonstrate commensurate or improved effectiveness at driving improved health outcomes and lower costs.

Health Improvement Program curricula must be updated as necessary to refresh materials and incorporate findings and/or results attributed to the Wellness Program and identified by City/Respondent through ongoing reviews.

Health Improvement Programs offered must be convenient to access for all Eligible Individuals.

Active participation in the LMCC diabetes management program qualifies as participation in a HIP - no additional participation is necessary. There are currently two diabetic management programs offered:

- Taking Control of Your Health (TCOYH) is a program jointly sponsored by the Midwest Business Group on Health and the Illinois Pharmacist Association. This program includes face-to-face counseling sessions with registered pharmacist.
- Telligen offers a diabetic management program offering telephonic coaching sessions. Members are assigned to these programs based on claim data and risk scores.

The Respondent shall provide periodic, optional health improvement classes for parents and/or families with children having childhood asthma or childhood diabetes.

The Respondent shall provide periodic, optional infant care educational classes for parents and/or families.

The Respondent shall provide other educational classes such as but not limited to nutrition, stress management, as requested by the City.

4. Participaion Tracking

Respondent must maintain a master Participation List (as defined). The Master Participation List must be provided to the Chicago Benefits Office, upon request or at a minimum on a monthly basis. The Respondent must have the ability to take files from outside Vendors and incorporate their reports into the monthly Master Participation List and track Eligible Individual reminders (e.g. to screen, to complete a HRA, to schedule a Health Check-In) so that the City may document the degree of outreach to Eligible Individuals.

The Respondent shall manage Eligible Individual sign-up during the Wellness Program Enrollment Period. Respondent must manage participation in all Wellness Program enrollment steps and Health Improvement Programs.

The Respondent shall develop reasonable compliance criteria for what would be considered completion of each component of the Wellness Program:

- Health Risk Assessment and Biometric Screening scheduling
- Health Advisor call scheduling and follow-through
- Active Engagement (as defined) in Health Improvement Programs

Criteria should balance rigor of program with reasonable convenience for Eligible Individuals. The goal is to ensure active engagement and minimize any non-active participation.

The Respondent shall track and report Eligible Individual completion of the Biometric Screening, Health Risk Assessment, Health Check-In Calls, and Health Improvement Programs (through maintenance/updating of the Master Participation List provided to the City).

The Respondent shall establish a system of communications to Eligible Individuals to alert them to instances of non-compliance. The system should be flexible and attempt to notify individuals via multiple means including phone, e-mail, or any other means that prove practical, as approved by the Eligible Individual. All warning notifications must produce a verifiable receipt and audit path.

All Active Engagement compliance criteria, infractions, and warning systems must be clearly defined and communicated to Eligible Individuals.

The Respondent shall notify non-compliant Eligible Individuals of their removal from the Wellness Program due to their non-compliance. The notice from the Respondent should inform the individuals of the change in their status, along with any additional information deemed necessary by the

Respondent and/or the City. The notice should not include any language regarding the start of the Opt-Out Fee; this notice will come in a separate message from the City.

The Respondent shall provide participation details when there are instances when an Eligible Individual may want to dispute the record of non-compliance through a City and/or LMCC hearing dispute or appeal. The Respondent's responsibilities will include providing details validating the decision to declare an Eligible Individual non-compliant (e.g. documentation of phone calls with customer service, information regarding the individual's system access to complete the Health Risk Assessment tool or documentation of phone calls with a health coach in reference to the Health Check-In call).

From time to time the City may request that the Respondent reinstate an individual into the Wellness Program; for example, if the individual's appeal was successful. The Respondent must have a facility for tracking and allowing late completion of enrollment steps and reporting on same in the Master Participation List, if so directed by the City.

5. Wellness Program Annual Enrollment

The Respondent, in partnership with the City, must undertake an annual enrollment process and manage all communication materials associated with the annual enrollment campaign.

Respondent must develop and design various communication materials including letters, emails, brochures, and posters including any individual waivers of liability (against the City of Chicago) as may be required and subject to the approval of the City of Chicago Department of Finance, Chicago Benefits Office.

If such printed materials must be mailed to Eligible Individuals, then the Respondent must arrange to have the most cost-efficient method and mechanisms in place to execute this task when required.

Respondent must provide presentation and informational materials to support the City's launch or re-launch of Wellness Program (for example, a "Know Your Numbers" campaign encouraging Employees to know three key health metrics, BMI, blood pressure, cholesterol).

Respondents must develop and maintain a City of Chicago Wellness Program interactive website, not hosted on the City's platform, that provides readily accessible, substantive information about the Wellness Program and allows access to Biometric Screening scheduling, personalized physician forms, the online portal, access to the online Health Risk Assessment, and information regarding the Health Improvement Programs available.

6. Reports

Written progress reports will be required on a mutually agreed upon periodic basis to document the progress of the work to be performed. Such reports must conform to HIPAA and other privacy laws requirements. The City may request additional reports over the term of the contract. Some examples of required reports include but are not limited to:

- Monthly and Quarterly Master Participation List,
- Program Enrollment Report,
- Biometric Benchmarks Reports,
- De-Identified Performance Reports, and
- Customer Service Reports.

At minimum, Respondent must produce the required reports electronically in a file-format necessary to interface into a City-designated application, to City of Chicago authorized representatives, including, but not limited to:

- Complete file refresh update of current Participant population by name and unique identification tag; monthly, unless requested otherwise.

- Health Improvement Program enrollment population by program type (inclusive of existing HIPs).

Respondent must offer the City real-time on-line access to reporting tools to enable the City to run its own reports and/or view information as needed (to be determined by the City in its discretion).

Respondent must develop, as requested, communication pieces targeted at the City's upper management to communicate the progress of the program.

Respondent must develop a Newsletter-type update for Eligible Individuals, as requested by the City.

7. Other Requirements

Respondent must provide telephone advisor service to answer questions about the Wellness Program for Eligible Individuals during reasonable hours. The Respondent shall provide a customer service call center with a toll-free number unique to the City of Chicago that provides service during normal business hours (minimum 8 a.m. to 6 p.m. Monday to Friday), evenings (hours to be determined), and weekends (minimum of 6 hours). The only exception would be City holidays. During City of Chicago Wellness Program deadline days/weeks additional customer service support will be necessary. The contract with the successful Respondent will require performance guarantees around customer service phone statistics such as overall service level, abandonment rate and average speed of answer. Respondent shall propose guarantees as well as amounts at risk for failure to meet performance guarantees.

Respondent must maintain the confidentiality of the Employee records in compliance with all federal, state, and local laws and regulations, and other information deemed proprietary or confidential by the City or pursuant to applicable law. Any data provided by the City to the selected Respondent, and any data provided by City Employees, or encountered by Respondent during the performance of the Services relating to any City Employees, must be kept strictly confidential, and may not be sold, marketed, furnished or otherwise made available to any person or entity for any purpose.

Respondent must retain all records directly or indirectly related to its performance of Services during the term of any contract and for a period of 10 years after termination or expiration of any contract, or if later, until all pending disputes are resolved. The City has the right to review, abstract, audit and copy all records and accounts of the selected Respondent (as well as any subcontractor) directly or indirectly related to any contracts with the City. (Note: This audit must be through a 3rd party if, at any point, it would encounter any private medical information or records).

Respondent must provide emergency contact information for key managers responsible for oversight of the Wellness Program. Such key managers shall include operational and account management staff capable of and in a position to resolve emergency situations or as may otherwise be deemed necessary in the opinion of the Chief Procurement Officer, the City Comptroller and/or the City's Benefits Manager.

Services must be multilingual services. All programming must be available in English and Spanish and a "language line" or other translation/interpretation service must be available for other languages through the Respondent's Customer Service functions.

In connection with the execution of the Contract, the selected Respondent will be required to execute a Business Associate Agreement with the City.

D. Organization and Other Personnel Requirements

The City is seeking a Respondent with the requisite skills and abilities to perform the work being sought through this RFP. The selected Respondent must have at least three (3) years of experience doing strategic consultation of health and Wellness initiatives, preventative and biometric health screenings, benchmark analyses of screening results or related work.

Respondent must ensure that all medical staff, technologist, technicians and Respondent's or Respondent's partner's own professional staff have met the Respondent's credentialing criteria, licensing and/or certification and insurance requirements.

Respondent may subcontract out elements of the Services, but is ultimately responsible for overseeing, managing, and directing any Subcontractors on its team. Respondent must ensure that any subcontractors are appropriately licensed, insured and of high quality and meet all other requirements specified by the Respondent and/or the City. The use of Subcontractors to perform Services is subject to approval of the City, and Respondent is required to ensure that all Subcontractors perform Services according to the standards set forth in this RFP and in compliance with the terms of any ultimate contract between Respondent and the City.

Joint Ventures, Partnerships or LLC's (e.g. a health insurance company which has entered into such an arrangement with a Wellness provider) may be responsive, but must be so identified as a Joint Venture, Partnership or LLC, and their proposals must identify the specific functions that will be performed by the respective members of such Joint Venture, Partnership or LLC.

E. Technology Capabilities

Respondent must have the technology capabilities required to perform the proposed Scope of Services and associated activities in this RFP.

As permitted by law and as requested by the City, Respondent must share data as necessary to assist in integrating medical and pharmacy claims through predictive modeling software to develop risk profiles for Eligible Individuals.

As permitted by law and as requested by the City, Respondent must participate in a data exchange with medical plan administrators or other Respondent(s) selected by the City for purposes of plan analysis or program administration.

F. Compensation/Reimbursements

Respondent will be required to provide the City with monthly reports documenting the total number of Eligible Individuals to verify that the price charged is in accordance with the agreed pricing in the contract. Given that the Biometric Screenings shall occur during every third year for the Full Population, the City would expect the fees to appropriately reflect the significantly lower volume of screenings in the "off" years. At the current time, Biometric Screenings are required every three years for existing Eligible Individuals (an "All Screen Year") and in the year after hire for new Employees. The next All Screen Year will occur in 2021.

During any period during which an individual is actively engaged in an appeals process or has an appeal pending review for participation exemption or waiver, an Eligible Individual will be considered an active Participant for the purpose of calculating the base payment.

All requests for payments must be accompanied by appropriate backup information, as agreed to by the City and the selected Respondent. Compensation will be based upon the contract negotiated between the City and the selected Respondent.

The payment schedule proposed must recognize that the Respondent may only charge the City the monthly equivalent (1/12th) of the price of the Per Eligible Individual Per Year total, as set forth in the compensation chart based upon the actual number of persons enrolled in Wellness Program in that month.

G. Interrogatives

a. General Interrogatives

Please provide the following:

- i. Explanation of how each component of the Wellness Program (as specified in the Scope of Services) will be fulfilled, including a thorough explanation of all rules affecting Eligible Individuals and actions required to qualify as Participants.
- ii. Examples or descriptions of expected Eligible Individual experiences including written communications, web-based services including educational materials, behavior trackers, and displays related to member completion of enrollment and participation requirements.
- iii. Explanation of how the Wellness Program will engage Eligible Individuals and drive healthier behaviors.
- iv. Evidence of improved health outcomes from other Wellness programs; preferably most similar to the City of Chicago's environment and Scope of Service requirements.
- v. Evidence of the ability to reduce healthcare costs through the impact of the Wellness Program.
- vi. Explanation of how the Respondent will work with the existing City of Chicago Vendors, Exhibit 11, and other resources for disease management and risk mitigation.
- vii. Description of programs that the Respondent proposes as potential options that may be of value in addition to the currently offered Health Improvement Programs.
- viii. Details of what other services the Respondent offers as related to the Wellness Program.
- ix. Details of how Respondent's services would integrate into the City's environment.

b. Prior Experience

- i. Provide a summary of where your company has previously implemented (or is currently implementing) a Wellness program similar to the one currently offered by the City. Describe the:
 1. Employee population
 2. Implementation period (transfer of services protocol in the alternative)
 3. Details on the structure of the program including explicit details on areas in which the program differed or differs from the City of Chicago's Wellness Program
 4. Motivational tools/incentives provided (positive and negative)
 5. Risk-targeting programs offered
 6. Resulting enrollment rates
 7. Changes in per-Participant per-year healthcare costs attributable to the Wellness Program
 8. Detailed explanation for any claims of health improvement and/or cost reduction.
- ii. Do you have any independent studies performed by a third party demonstrating measurable outcomes of your Wellness Program? If so, describe and provide a copy of your study.
- iii. Describe your experience coordinating and integrating with disease management vendors, health coaching services, Biometric Screening vendors, and your clients' internal resources.
- iv. How many organizations participate in your Wellness Programs? How many individuals participate in your Wellness Programs? Provide detail for companies and indicate if the Wellness benefits are subject to collective bargaining:
 1. With fewer than 10,000 participants
 2. With 10,000-20,000 participants
 3. With 20,000-30,000 participants
 4. With more than 30,000 participants
- v. For each group above state the number of organizations that have a workforce in which over 50% are subject to collective bargaining agreements. For those employers of similar size to the City that actively bargain with employees over the terms and conditions of employment, describe your participation, if any, in the bargaining process. Describe your participation in preparing and presenting reports to union officials to demonstrate the effectiveness and value of the Wellness program. If available, please provide sample reports/studies presented to labor management groups.
- vi. Describe the qualifications, services, or other information unique to your company. What separates your company from the competition?
- vii. In what year was your first Wellness program implemented?
- viii. What elements are essential for a successful Wellness program? How do you implement these elements in your Wellness program?

- ix. Describe any awards and other recognition your firm or your clients have received for the design and operation of your Wellness programs.

c. Legal/Confidentiality/Privacy

- i. What practices do you have in place to protect the confidentiality of individual information when electronically managing, transferring and storing information?
- ii. What measures do you have in place to prevent the unauthorized disclosure of, breach of, or theft of individual information?
- iii. What measures do you have in place to facilitate recovery of data in the event of a primary storage failure (e.g. disaster recovery)?
- iv. During the past three years, how many information security breaches did you report to clients related to:
 - 1. Biometric Screening activities
 - 2. Health Risk Assessment completion, storage or access
 - 3. Personal information breaches
- v. For each of the reported breaches, identify if it occurred with your firm or a subcontractor or joint venture partner. For each instance, what steps did you take to mitigate the harmful impacts of the breach? What changes have you or your subcontractor or joint venture partner made to your operating practices to reduce the likelihood of such occurrences in the future? What consumer protection services did you offer to participants whose information was compromised?
- vi. Describe your past practices relating to sharing, selling, or otherwise using Wellness program participant data. Describe your practices with respect to using outside data services/sources if for any reason you provide participant data to an outside service.
- vii. What HIPAA-compliant security measures do you have in place? Please include in your response a copy of your HIPAA security policies.
- viii. Please describe the physical security of your data center or data-housing facility. Do you house your own data center and personnel or is your data center outsourced?
- ix. Do your products support public key infrastructure encryption? What effect will using encryption have on your information system's performance?
- x. What general timetable is required to produce de-identified data (HIPAA compliant) for the City after submission of a written request?
- xi. City Employees must file any address changes with the City using a form and, in a manner consistent with the City's residency requirements. As a consequence, no Vendor is allowed to accept address changes from Eligible Individuals, and Customer Service Representatives must communicate the need to process address changes with the City. Confirm your understanding of this requirement.

d. Health Risk Assessment ("HRA") and Biometric Screening Information

- i. How do you communicate results of the Health Risk Assessment to Participants? What reports are available on line to participants? How is biometric data reported to Eligible Individuals within the HRA report? Are reports mailed to Eligible Individuals? Provide a copy of a typical HRA report.
- ii. Please describe your Biometric Screening capabilities.
 - 1. Describe the anticipated number of Biometric Screenings your firm could provide on an average weekday and average weekend day.
 - 2. What is the largest participant pool previously accommodated in a single month? The City of Chicago typically screens Eligible Individuals from November through February when there is an All Screen Year. In reviewing your book of business what is the largest numbers of screenings you could handle in each of these months for the City of Chicago's Wellness Program? Would the City's Wellness Program be competing with your other clients for screening resources? If yes, how would you manage to complete the City's required screening deadlines?
 - 3. What qualifications, certifications, and/or technical training will the Biometric Screening personnel have?
 - 4. Do you have your own screening workforce? Do you rely on third party screening personnel? Employed screeners? Do you work with multiple screening services?

- a. Name each firm with whom you have a business relationship for provision of Biometric Screenings.
 - b. With which of those firms would you work for the City's Biometric Screening?
 - c. Why would you recommend that particular screening firm to the City?
 - d. Do you regularly staff screenings with a screening lead with overall responsibility for the event?
 - e. How are supplies distributed to the screening site?
 - f. How do you determine the quantity of screening supplies needed at a particular site?
- iii. If the City were willing to consider modifying the current panel of Biometric Screening tests, what criteria will be used to determine what tests are administered to individuals during the Biometric Screening (e.g. progression of tests, answers from HRA, etc.)?
- iv. What facilities do you have for performing all tests, obtaining all test results, and for any subsequent testing and analysis of the samples? If this will be outsourced to a subcontractor, please provide information about them and their facilities.
- v. Certain scheduled screenings will require that spirometry testing be available for Fire Department personnel. Do you currently offer spirometry to any of your clients? Do you have screeners who are cross-trained to offer both spirometry test and Biometric Screening tests? Do you have spirometry testing equipment available?
- vi. The City offers two types of onsite screenings: a) Operationally Controlled screenings at the work location for which the Employee is scheduled by the employing department and not by the Employee; and b) community and work-site screenings that Employees and Spouses schedule at their convenience. The Operationally Controlled Screenings generally are held for Employees where there is at least one of the following: a) security concerns; b) operational limits related to putting equipment out of service (example: fire trucks, garbage crews); or c) weather-related concerns.
- vii. What scheduling tools will you make available for the Employee/Spouse scheduled screenings? If Eligible Individuals need assistance in using the scheduling tools is this supported telephonically by a customer service assisting the Eligible Individuals? Do the scheduling tools allow Eligible Individuals to search for screening times by time and date, and by location, and by both time/date and location?
- viii. Do you have any concerns about conducting Operationally Controlled Screenings? Explain.
- ix. For the 2018 "All Screen" screening season 399 events were scheduled for approximately 17,692 people at City and Chicago Park District locations. Exhibit 14 is a list of those scheduled screenings. Assume that for the next "all screen" period in 2021 that screening sessions will be conducted with a similar frequency and time schedule. Please review this information and confirm that your firm will be able to provide sufficient resources during a similar time frame to conduct screenings. Prepare an operational draft of the steps required by the City and by your firm, and any subcontractor to ensure that screenings will occur on time and with sufficient personnel. Identify any barriers to successful completion of these screenings. Please outline your organizational timeline in order to deliver Biometric Screenings for the City of Chicago from November through February.
- x. In addition to onsite screenings and Operationally Controlled Screenings, one of the City's unions offers an annual health fair screening to its members. Typically, about 600-725 people attend these health fairs. The union selects the vendor for the health fair; the selected vendor provides screening data to the Wellness provider. The Wellness provider incorporates the data into its participant portal so that Eligible Individuals are able to view the results. Further, the Wellness provider gives the data to the care management provider. Confirm that you understand that this is a requirement and that your firm will be able to incorporate said data into an individual's record.
- xi. In addition to the various forms of employer and union provided onsite screenings, the City provides the alternative of a personalized screening form that the Eligible Individual may take to his or her personal physician. Eligible Individuals download the form from the vendor website. The website is pre-populated with required member data using a data file provided by the City. A copy of that form is provided as Exhibit 10. The personalized physician form, with results, is faxed to the vendor, and the screening data is incorporated into the Wellness vendor's web portal/participant viewable data application, including the HRA. Results must be faxed by the closing date for

screenings. In a “full” screening year, about 5500 to 6000 Eligible Individuals elect to use the personalized physician form.

- xii. Confirm that your firm offers personalized physician forms. Provide copies of similar forms that you have used with other employer groups.
- xiii. Do you use any outside vendors for physician form processing? If yes, which firm? For how many clients does this vendor provide services?
- xiv. Describe any operational problems (lost results, data breaches, failure to “match” correctly) that have arisen and how you modified your operations to correct any identified deficiencies. Include operational problems of Respondent as well as of your subcontractors.
- xv. Provide a diagram of information flows related to the physician screening form.
- xvi. Describe the quality and security measures in place related to the faxing of PHI.
- xvii. For the years in which only a limited number of members must screen, confirm that you will make available the same personalized physician form.
- xviii. List the types of biometric and behavioral health risks your HRA assesses. Provide a copy of the HRA.
- xix. Do you offer more than one HRA? If yes, what HRA would you recommend to the City?
- xx. Did you develop your own HRA or purchase one? If purchased, from whom did you purchase it?
- xxi. Do you sell or otherwise distribute the HRA data you accumulate? If yes, to whom and for what purposes?
- xxii. For an Eligible Individual, how does the HRA data inform their experience with your available web portal?
- xxiii. Do you use HRA data to recommend content? Actions?
- xxiv. What reading level and degree of medical knowledge is required to complete your HRA?
- xxv. Over the past five years, what changes have you made to your HRA? Have you changed the content of questions? Shortened it? Lengthened it? What is the business decision process by which changes are made?
- xxvi. Do you track how often participants return to the HRA or the HRA report? Do you know how many participants have never looked at their report online after it was initially created?
- xxvii. How do you validate the accuracy of the HRA as a useful tool to encourage healthy behaviors?
- xxviii. For a typical participant, how long does it take to complete the HRA?
- xxix. Does your HRA comply with Genetic Information Nondiscrimination Act of 2008 regulations? Does it comply with BIPA?

e. Health Improvement Program Content and Tools

- i. How will the Health Improvement Programs' or other risk-targeting programs' contents be selected? Do you vary which programs are offered for each client? How do you determine which programs to offer?
- ii. How do you ensure that your programs are designed to drive improved health outcomes for Participants and lower healthcare costs? How do you share these results?
- iii. How will Health Improvement Programs or other risk-targeting programs customized for Eligible Individuals? Please provide examples for the following scenarios, at a minimum:
 - 1. Multiple risk factors
 - 2. Length in plan (differing program start dates by participants)
 - 3. Success in Wellness plan to date
- iv. How frequently is your Health Improvement Program content updated? For example, if the base period of the contract is three years, during the three-year period, how often would content be updated for hypertension? If an individual were a diligent reader, could the individual run out of new content for hypertension?
- v. What are the qualifications and backgrounds of the personnel producing Health Improvement Program materials? Are the program materials developed internally or leased, purchased or licensed from another source? If the materials are not developed internally, from who are they acquired?
- vi. How do you assess the effectiveness of the Health Improvement Programs and other risk-targeting programs? With what frequency do you assess the effectiveness of an individual client's program?
- vii. Describe how Health Improvement Program activity or other data is obtained.

1. Is it on a self-reported or verifiable basis?
 2. If the data is verified, please describe the steps used to ensure accuracy.
- viii. Please provide a description of all programs, along with annotated screenshots or mockup representations.
- ix. What are your standards for “active participation” in programs similar to the City’s program?
- x. Can you track content usage by Participants? If yes, how do you use that information to inform program design decisions?
- xi. If the client wants to have group education sessions at community locations, how would you inform Participants of the existence of the sessions? How would you develop session content? What are the top five topics for onsite? How did you assess “top five” when responding?

f. Health Advisors

- i. What qualifications, certifications, and/or technical training will the Health Advisors have?
- ii. Please provide sample content/advice that will be offered in a "standard" Health Check-in.
- iii. Listed below are three examples of biometric scores for three Eligible Individuals for 2013, 2015 and 2018. Please review these scores, assume an “average” HRA result and provide a sample of how your Health Coach would approach each of the three individuals during a Health Check-In call. What would the content of the call include? What would be three key information items the Eligible Individual in each case would have at the end of the Health Check-In call?
- iv. What do you believe the value of a Health Check-In call is in a purely voluntary program? Is the value different in a voluntary program with nonparticipation disincentives? Given the City’s current program structure, do you believe that the Health Advisor check in call is necessary?

Example of biometric scores for three (3) Participants over a three (3) year period

Participant One				Participant Two			
	2013	2015	2018		2013	2015	2018
Age	44	46	49	Age	52	54	57
Gender	M	M	M	Gender	F	F	F
Height	70	70	70	Height	64	64	64
Weight	190	184	180	Weight	205	215	226.8
BP	132/83	130/80	126/81	BP	126/68	131/71	134/72
Waist Circumference	36.5	36	35.5	Waist Circumference	43.5	45	47
BMI	27.3	26.4	25.9	BMI	35.2	36.9	39
Total Cholesterol	168	173	184	Total Cholesterol	154	169	179
HDL	45	46	50	HDL	40	37	35
LDL	95	98	104	LDL	85	100	106
Triglycerides	140	145	148	Triglycerides	145	160	189

Participant Three			
	2013	2015	2018
Age	58	60	63
Gender	F	F	F
Height	57	56.5	56
Weight	181	199	220
BP	113/64	150/78	170/90
Waist Circumference	43	45	48
BMI	39.2	44.7	49.4
Total Cholesterol	239	271	290
HDL	39	37	30
LDL	160	188	200
Triglycerides	200	230	300

g. Other Program Questions

- i. The current Wellness Program has accumulated four years of Biometric Screening data. Will you accept that data and make it available to Eligible Individuals to view? To include in any participant centric education? Tracking? Describe how (and if) the availability of this data will make your program experience more robust for Eligible Individuals. Describe any charges associated with this data transfer.
- ii. Do you have a demonstration function in your web portal so that we may review your web content and Participant functions? If yes, describe how we might access this content and “pretend” to be Eligible Individuals to gain an understanding of how your participant applications work.
- iii. Do you make a personal health record available to Participants? Please provide screen shots of the personal health record. Is the data in this record “portable” if the individual no longer is enrolled or terminates employment? If availability continues for the individual post-termination, for how long is it available? Does the information continue to be available if the client no longer uses your organization for Wellness services?
- iv. Do you offer any discount programs for gym membership, health tracking devices, “free” rewards for participation? If yes, what do you offer? What is the take up rate for such offers?
- v. If the City elects to continue its existing Health Improvement Programs, will you work with the Vendors to report participation data/requirements to the Eligible Individuals and to the City for payroll deduction purposes?
- vi. Do you impose any restrictions on offering disease/care/case management programs that you have not developed? If yes, what are they?
- vii. At the completion of the enrollment cycle (biometric screening, HRA, Health Check-In call), what reports and services are available to Eligible Individuals to use what they have learned to improve their health status? In other words, how does the Eligible Individual directly benefit from having completed another enrollment cycle for the Wellness Program? Do you follow up with Eligible Individuals following the completion of the enrollment cycle? Include copies of any relevant reports/web-functions.

h. Tracking of Participation

- i. Please provide compliance standards and all actions that qualify as an infraction/trigger a warning for all parts of the Wellness Program
- ii. Please describe your remediation process to contest potentially erroneous results of missed program steps (enrollment, Biometric Screening, etc.).
- iii. Provide a report of the accuracy of your tracking results with other Wellness programs.
- iv. How do Eligible Individuals track their progress in the program?
- v. How will the City’s Wellness Program managers be able to track Eligible Individuals’ Wellness Program compliance histories?
- vi. The City’s Wellness Program includes enrollment steps for all Participants and HIP requirements for those who meet certain criteria. Will your system be able to track these various program requirements?
- vii. Eligible Individuals must be able to track their successful performance of enrollment and participation steps. Today, they see a “green star” when they have successfully completed their Biometric Screening, Health Risk Assessment and Health Check-In call. How does your web application accommodate this requirement; and how promptly does it do so after the steps are completed? Similarly, when someone is assigned to a HIP, they see a “green star” when quarterly participation requirements are met. How does your web application accommodate this requirement; and how promptly does it do so after the quarterly participation requirements are met?
- viii. How many of your current clients have a premium disincentive for electing to not participate in the Wellness program? What percentage of participants is not in a purely voluntary program?
- ix. If your system is most typically configured for purely voluntary Wellness participation, how do you anticipate that you will have to modify your system to meet the requirements of a program with a disincentive for non-participation? How long do you believe it would take to modify your systems? Will your staff modify your systems, or will another firm make required modifications?
- x. How will your firm determine the effectiveness of the Wellness Program at the end of Year One? Year Two? And Year Three?
 1. Define what an “effective Wellness program” includes.

2. Describe what Participant data you will include in any assessment of effectiveness.
3. Describe what other data resources you will use including book of business data, peer reviewed studies, etc.
 - a. If your measures of effectiveness include a cost benefit analysis, describe how you will determine any savings or positive changes in health status and how you will assign an economic value to such changes.
 - b. Describe how you will isolate any positive benefits of the Wellness Program from any other on-going benefit plan programs.
4. The City is currently using a premium disincentive to encourage Wellness Program participation. In addition to using this method, the City would like the Respondent to offer alternative incentive structures that it believes would improve the existing Wellness Program.
 - a. What other incentive structure would you propose?
 - b. What would be the expected cost of adopting your proposed alternative incentive structure?
 - c. Do any of your existing clients use a hybrid incentive structure that offers both a disincentive and some incentive offerings? If yes, what are some sample structures?
 - d. Have any of your existing clients migrated from a disincentive to an incentive program? With what results?
 - e. Have any of your existing clients migrated from an incentive structure to a disincentive structure? With what results?
5. Describe other Wellness initiatives or supplemental worksite programs offered by your organization that support healthy behavior change that could be considered or integrated into the City of Chicago Wellness Program or health plan benefit design.

i. Communication/Customer Service

- i. Describe how you will provide customer service.
- ii. State the hours that service is available to Employees including holiday schedules (above and beyond the minimum hours required by the City already set forth above).
- iii. Please describe procedures and precautions in place in the event that any online content goes offline for a significant period of time (>10 minutes). What mechanisms are in place for the City to notify your company if a problem is encountered?
- iv. Describe the kinds of communication tools you offer customers.
- v. Describe a communications plan to support program implementation. Please keep in mind that many City Employees do not have access to a computer in the work location and/or do not have access to a computer at home. Not all Employees have email addresses and in general, the work email address is not available for Wellness Program information. Educational levels vary as do first languages. Specify how your communication plan will be responsive to these varying levels of access, education and language. How will your communication efforts be customized to reach all eligible members? With what frequency will you mail communications to members' homes?
- vi. How do you determine the number of staff and number of staff hours that you make available during peak client time periods? For example, City members tend to wait until later in any Enrollment Period to complete required activities. How would you forecast or estimate the number of staff people to insure that you meet required call answer times and minimize call abandonment? Be specific as to staffing assumptions and how any "overage" or "safety staff" amounts are determined to handle greater than expected call volume.
- vii. Have you outsourced any customer service functions? If yes, to which firm?
- viii. Are all the Customer Service Representatives (CSRs) trained to handle all questions or have you "tiered" or otherwise made routing decisions related to which reps can handle which topics?
- ix. What are the minimum educational requirements for CSRs?
- x. Can you require CSRs to work on weekends? To work mandatory overtime?
- xi. What is the notification process to the City when the Customer Service Center and/or the website is down or experiencing unusual service delays?

j. Technology

- i. Please explain your approach to ensuring security and integrity of personal results through unique log-ins for Wellness participants.
- ii. What platform do you currently use to deliver content/services?
- iii. What is the minimum personal computer configuration supported?
- iv. List and describe the types of software applications utilized/proposed for your City of Chicago Wellness Program solution. Describe the security features of these applications.
- v. Has your firm experienced any data breaches within the last 36 months? If yes, describe the event and the steps you took to resolve any identified issues?
- vi. Can the client customize the Eligible Individual experience when the Eligible Individual is accessing your system? What content can be customized? Can the client rule out/rule in content/program features?
- vii. What content modules are available to Eligible Individuals? For example, in addition to health related content, do you make financial education content available? Do you have social media integrated into your member application? Do you link Wellness content to other benefit content? Describe any available opportunities and any incremental costs associated with additional content.

k. Data and Reporting

- i. What types of reports can your system generate, and how often are these reports produced? Is there a client accessible report writing function?
- ii. How frequently will you be able to update City staff with in-person briefings by senior Respondent Wellness managers beyond any electronic monthly updates, providing a venue for interactive discussion regarding the results and future direction of the Wellness Program?
- iii. What data and/or actuarial resources and tools does your organization employ?
- iv. Please describe your capabilities and knowledge of how national health care reform and changes expected to occur with employer-sponsored health coverage will affect our Wellness Program.
- v. Can client reports be customized? If so, what are the customization options and the cost impact of the customization?
- vi. What types of outcome reports are provided? With what frequency are outcome/cost benefit reports provided to clients? What are the benchmarks that you use to compare a given client's participants to a "normal" or other benchmark population?
- vii. Do you project that the Wellness Program will achieve a positive return on investment? How do you measure that ROI? Describe your methodology for attributing healthcare cost savings to the Wellness program vs other programs. Distinguish between "soft dollar" and "hard dollar" savings.
- viii. After what period of time have your existing clients observed any reduction in the cost per member for healthcare expenses? What has been the nature of the change in expense? How did you validate that any change in expense was directly related to the Wellness program?

l. Wellness Program Design Alternatives

The Scope of Service provided in this document reflects the current design of the City's Wellness Program. The Program has been modified since the inception in the following ways:

- Initially the program participation requirement was for monthly activities that "earned" participation points. The monthly cycle proved to be unwieldy and was changed to a quarterly participation requirement.
- Initially the program offered health coaching as a participation alternative. The health coaches were typically bachelor's degree health coaches who were generally health educators. Following redesign, the health coach function was limited to those persons who did not meet program criteria for assignment to a Health Improvement Program. At the current time, about 3% of the non-HIP assigned participants work with a health coach.
- At the time the Health Improvement Programs (HIP) were initiated, the participation requirement (earning "points" through reading articles, tracking healthy activities, doing journal entries or engaging with a health coach) was eliminated for those persons who were not assigned to a HIP. The web-content is still available to all Eligible Individuals but there is no requirement that those persons who are not assigned to a HIP visit or otherwise actively interact with the web portal after

the enrollment steps are completed. As is disclosed elsewhere, about 3,200 are assigned to a HIP. The rest of the members do not have further participation requirements that year after they complete the enrollment steps.

All of the program changes were implemented with the advice and consent of the LMCC. Any future changes must be done with the approval of the LMCC. While the current design must be effective as of the date of the contract, it is possible to make changes in the program through the presentation of good cause supported by excellent data and demonstrations of Participant betterment and long-term value, both in terms of quality of life and reductions in health expenditures.

- i. Please confirm your understanding that Wellness Program design changes cannot be made without the consent of the LMCC. Practically, this means that you are agreeing that as of the effective date of any contract with the City, you are able to administer and maintain the existing Wellness Program design and requirements. If you are not able to confirm your ability to offer the same program, what activities are you incapable of performing? Be specific.
- ii. Please review the existing program scope including programs and requirements for participation (see the RFP General Invitation, Section I.C. Overview of Current Wellness Program) and make any recommendations that you may have for program improvement.
- iii. Please provide detail on why you would recommend the changes and include estimates of how the change in program would benefit the Eligible Individual and the City.
- iv. Pick one of your recommendations and prepare a synopsis of a proposal that may be shared with the LMCC to advocate for and justify your recommended changes. Provide relevant population or other health statistics in support of the change and detail any results your firm has obtained through the kind of program(s) that you are advocating. Be specific as to any qualitative or quantitative estimates. Include any costs you would foresee and estimate the financial benefit to the Eligible Individual and the City.
- v. In the Compensation Schedule, note any programs that you wish to offer in addition to the current programs and provide a cost estimate. Please provide a comprehensive description of the programs detailing City responsibilities and Participant responsibilities as well as the cost for the programs in response to 2.a) directly above.
- vi. Recent publications have discussed the possible outcomes of changes resulting from the ruling in *AARP v. EEOC*, 16-CV-02113 (D.D.C. Dec. 20, 2017), regarding penalties in Wellness programs (www.aarp.org/content/dam/aarp/aarp_foundation/litigation/pdf-beg-02-01-2016/aarp-v-eeoc.pdf). Regarding your answers to the next four questions, you are not being asked to provide a legal interpretation but a practical response to a change in the environment for Wellness programs. Our purpose in soliciting your responses to these questions is to understand the level of support that you would provide to a client in a changing environment and the diligence you exercise as a firm committed to the Wellness space.
 1. Please discuss your understanding of this case;
 2. Provide any white papers, memoranda or other advice that you have provided to clients regarding this case;
 3. Describe the process by which your organization reviewed the decision in this case; and,
 4. Review the City's Opt-Out Fees and comment as to how you might revise them or why you think revision is not necessary.

ACRONYMS

ADA –Americans with Disability Act

ADEA – Age Discrimination in Employment Act of 1967

AARP – American Association of Retired Persons

BIPA – Illinois Biometric Information Privacy Act, 740 ILCS 14

COBRA – Title X of the Consolidated Omnibus Budget Reconciliation Act of 1985

COPD – Chronic Obstructive Pulmonary Disease

ERISA – Employee Retirement Income Security Act of 1974

GINA – Genetic Information Nondiscrimination Act of 2008

HIPAA – Health Insurance Portability and Accountability Act of 1996

IVR – Interactive Voice Response
PHSA – Public Health Service Act, Codified in 42 U.S.C.
PIPA – Illinois Personal Information Protection Act, 815 ILCS 530
LMCC – Labor Management Cooperation Committee

DEFINITIONS

Active Engagement – is a behavior condition of an Eligible Individual, verified and recorded by the Respondent, indicating that an Eligible Individual, in the opinion of the Respondent, is responsive and responsibly complying with the recommendations and other instructions communicated to the Eligible Individual based on a set of Active Engagement Criteria. Active Engagement cannot be defined in terms of attaining set targets in physical characteristics or behavior, e.g., target blood pressure, weight, food consumption, exercise goal attainment, etc.

Active Engagement Criteria – a set of conditions used to determine whether an Eligible Individual is considered to be exhibiting Active Engagement behavior.

All Screen Year – used in reference to the year that the City requires that every Eligible Individual complete the required Biometric Screenings

Biometric Screening – the measurement of physical characteristics that can be used as part of a Health Risk Assessment to benchmark health status and identify personal health risks; examples include height, weight, body mass index, blood pressure, blood cholesterol, blood glucose, waist and hip circumference, etc.

Customer Service Representatives – Individuals employed by the Respondent to provide telephonic customer service to Eligible Individuals.

Eligible Individual – City Employee or Spouse enrolled in the City's health insurance plan. The City will determine if an Employee or Spouse is eligible for the Wellness Program and will communicate eligibility electronically with a frequency of no less than monthly.

None of the following persons are currently Eligible Individuals based on the rules of the City of Chicago Wellness Program as agreed to with organized labor representatives:

- A child, or adult-child, of the Employee or Spouse (except for child and family health classes available for Eligible Individuals) unless such adult-child is employed by the City and enrolled for medical coverage as an active Employee (and not as a dependent of another Employee);
- An Employee who is not enrolled for medical coverage in either of the City of Chicago's PPO or HMO benefit programs;
- A City of Chicago police officer below the rank of Sergeant and represented by the Fraternal Order of Police;
- A City of Chicago retiree; and
- Any City of Chicago Employee determined to be exempt from compliance with the Wellness Program, as may be determined by the City of Chicago's authorized representative on a reasonable case-by-case basis (including religious exemptions).

Employee – An employee of the City of Chicago

Enrollment Activities – used in reference to the steps an Eligible Individual must complete to comply with the requirements of the Wellness Program, includes Biometric Screenings, completion assessment and participation in a call with a Health Advisor.

Enrollment Period – is the one-time-per-year period, set by the City of Chicago, when Eligible Individuals may opt in or opt out of the Wellness Program.

Full Population – is the total City workforce required to participate in the Wellness Program in order to avoid the non-participation Opt-Out Fee.

Fraternal Order of Police – the collective bargaining agent for Employees who are members of the Chicago Police Department with the rank below Sergeant

Health Advisor – a certified health professional who works with Eligible Individuals to facilitate the improvement or maintenance of the Eligible Individual's health status, including through Health Check-In's and Health Improvement Programs; typical educational attainment is a Bachelor's degree in Health Education or a related field.

Health Check-In – person-to-person contact made between a Eligible Individual and a Health Advisor in order to achieve a Wellness Program goal by discussing progress the n has made with respect to the major health issues identified in the Health Risk Assessment, answering any questions the Eligible Individual may have regarding his or her health and/or providing answers or recommendations for follow-up advice and care as needed.

Health Improvement Program (HIP) – describes the individualized programs in which Eligible Individuals assigned to the mandatory track currently must participate; such programs are designed to address a particular condition or conditions exhibited by an Eligible Individual (e.g., diabetes, weight-loss, nutrition) and to encourage the development of healthy behaviors, risk mitigation, and increased disease self-management skills. A HIP is sometimes also described as a "risk-targeting program." Current Health Improvement Programs include a program to help mitigate the risk of Metabolic Syndrome, and two diabetes management programs (one with face-to-face participant and pharmacist meetings and one with telephonic coaching). Several other disease management programs are also offered. None of these programs require that the Eligible Individual meet physical performance goals such as weight loss, blood pressure score reduction, cholesterol management, etc.

Health Questionnaire – evaluation tool that focuses on the biological, psychological, and social factors related to physical health status, such as adherence to medical treatment, symptom management and expression, health-promoting behaviors, health-related risk-taking behaviors, and overall adjustment to medical illness.

Health Risk Assessment (HRA) – a systematic approach to collecting information consisting of a Health Questionnaire and a Biometric Screening to identify personal risk factors limited to those which the program is able to address and informs recommendation of Health Improvement Program(s) to Eligible Individuals to promote health, sustain function and/or prevent disease. Biometric screening data is currently collected every three years for all Eligible Individuals participating in the Wellness Program.

Master Participation List – is an archived list of current Eligible Individuals, refreshed, validated and maintained on a daily basis by the Respondent; including, but not limited to: (1) enrolled Eligible Individuals, and (2) any Eligible Individual who elects to not participate in the Wellness Program. Currently the Master Participation List is provided to the City by the Respondent on a monthly basis during the enrollment activity season and on a quarterly basis, The Master Participation List tracks compliance with required Wellness Program enrollment steps and ongoing participation activities (including with respect to the Health Improvement Programs) completed by an Eligible Individual after the enrollment activity season. The City uses this data to determine if an Eligible Individual is compliant with the enrollment and participation requirements so as to qualify as a Wellness Program Participant.

Metabolic Syndrome – is a cluster of conditions that when they occur together, increase an individual's risk of heart disease, stroke and diabetes. The conditions include increased blood pressure, high blood sugar, excess body fat around the waist, and abnormal cholesterol or triglyceride levels.

Operationally Controlled Screenings – are Biometric Screenings that are scheduled by the management of various City departments where Employees complete Biometric Screenings on City time allowing minimal

impact to City services provided by these departments.

Opt-Out Fee – is the maximum pre-taxed dollar amount (currently \$50) deducted per month, for each Wellness Program eligible Employee of the City of Chicago, or Spouse of that Employee. If either one or both) elect to not participate in the City of Chicago's Wellness Program or fails to complete required enrollment steps in the timeframes required or fails to participate in any mandatory Health Improvement Program to which she/he has been assigned, the City of Chicago Employee will be assessed increased health contributions of \$50 per non-participant, in accordance with the City's payroll deduction schedule.

Participant – is any Eligible Individual who completes all required enrollment steps and program activities of the City of Chicago Wellness Program.

Respondent – means any respondent to the RFP (sometimes known as a “bidder” or “proposer”) or, depending on the context, the respondent selected by the City and awarded a contract pursuant to the RFP process.

Services – are as defined in the Definitions section of the RFP to which this exhibit relates.

Spouse – means the spouse, domestic partner or civil union spouse of an eligible City Employee.

Sister Agency – a City of Chicago government entity with some formal or informal reporting oversight by the Mayor of the city of Chicago, e.g. i.e. Chicago Public Schools, City Colleges, Chicago Transit Authority, Chicago Park District, Public Building Commission of Chicago, and Chicago Housing Authority

Vendor - an entity with which the City has a contract to provide health care or other related services to City Employees and their dependents that would likely have to exchange information about Eligible Individuals with Respondent. Some of the current Vendors as of the date of issuance of the RFP are listed in Exhibit 11; the City may change this list from time to time in its sole discretion.

Union Employees – those Employees whose employment is governed by the terms of a collective bargaining agreement between a union and the City.

Wellness – the promotion of and behavior exhibited in order to achieve good health and the maintenance of good health.

Wellness Program – is the City of Chicago's initiative to help drive and incentivize Employees and their Spouses towards health improvement and, in so doing, reduce healthcare costs incurred by the City of Chicago.

EXHIBIT 2

COMPENSATION SCHEDULES

If other payment timing terms are more advantageous to the City, the Respondent may specify those payment terms and quantify the value of the proposed payment terms as compared to the specified payment terms. Additional information on alternative payment terms may be submitted ***in addition to the required submissions in Exhibit 2*** with the Proposal response. If any pricing provided is contingent upon participation or other assumptions, specify those assumptions.

Pricing must be provided for 10 years (5 year term plus 5 option years).

YEAR 1

Compensation - Fee Schedule - Any fees (one-time and on-going) must be listed.

DESCRIPTION	COST/FEE AMOUNT
One-time Implementation Fees, if any	
Annual Maintenance Fees, if any	
Core Program Costs PEPY (Per-Employee-Per-Year)	
Provide a brief description of services included in core program costs	
<i>If the following are <u>not</u> included in your core program costs, please specify additional pricing below. If included in core pricing, please indicate</i>	
Online Health Risk Assessment	
Biometric Collection	
Fire-fighter Respiratory Test	
Incentive/Penalty Tracking/Administration	
Web Portal Access (including any customization feed, if applicable)	
Onsite Services Offerings (e.g. seminars)	
Web-based Wellness Seminars	
Marketing/Communication support	
Reporting (include fee for any custom reporting)	
Other fees not addressed above (please describe, add additional rows to Excel spreadsheet as needed)	

YEAR 1

Compensation - Per-Program Component Per-Program Year Cost

Service Description	Price During All Screen Year Per Eligible Individual	Price During Non-All Screen Year Per Eligible Individual	Basis of Pricing/Assumptions
Enrollment Activities			
Biometric Screening - City Identified Site			
Biometric Screening - Access to Physician Forms			
Spirometry Screening (Fire Department)			
Health Risk Assessment - Online			
Health Risk Assessment - Paper			
Health Coaching - High Risk (individuals assigned to the mandatory track)			
Health Coaching - Low/Moderate Risk (individuals assigned to the voluntary track)			
Health Coaching - City Identified Site			
Health Improvement/Risk-Targeting Programs (Diabetes Prevention and Management)			
Health Improvement/Risk-Targeting Programs (Asthma Education and Management)			
Health Improvement/Risk-Targeting Programs (Metabolic Syndrome Education, Prevention and Management)			
Wellness Program - Web-based Portal Maintenance and Access			
Wellness Program - Mobile App Maintenance and Access			
Other Programs (list below) Recommended by Respondent			

YEAR 2

Compensation - Fee Schedule - Any fees (one-time and on-going) must be listed.

DESCRIPTION	COST/FEE AMOUNT
One-time Implementation Fees, if any	
Annual Maintenance Fees, if any	
Core Program Costs PEPY (Per-Employee-Per-Year)	
Provide a brief description of services included in core program costs	
<i>If the following are <u>not</u> included in your core program costs, please specify additional pricing below. If included in core pricing, please indicate</i>	
Online Health Risk Assessment	
Biometric Collection	
Fire-fighter Respiratory Test	
Incentive/Penalty Tracking/Administration	
Web Portal Access (including any customization feed, if applicable)	
Onsite Services Offerings (e.g. seminars)	
Web-based Wellness Seminars	
Marketing/Communication Support	
Reporting (include fee for any custom reporting)	
Other fees not addressed above (please describe, add additional rows to Excel spreadsheet as needed)	

YEAR 2

Compensation - Per-Program Component Per-Program Year Cost

Service Description	Price During All Screen Year Per Eligible Individual	Price During Non-All Screen Year Per Eligible Individual	Basis of Pricing/Assumptions
Enrollment Activities			
Biometric Screening - City Identified Site			
Biometric Screening - Access to Physician Forms			
Spirometry Screening (Fire Department)			
Health Risk Assessment - Online			
Health Risk Assessment - Paper			
Health Coaching - High Risk (individuals assigned to the mandatory track)			
Health Coaching - Low/Moderate Risk (individuals assigned to the voluntary track)			
Health Coaching - City Identified Site			
Health Improvement/Risk-Targeting Programs (Diabetes Prevention and Management)			
Health Improvement/Risk-Targeting Programs (Asthma Education and Management)			
Health Improvement/Risk-Targeting Programs (Metabolic Syndrome Education, Prevention and Management)			
Wellness Program - Web-based Portal Maintenance and Access			
Wellness Program - Mobile App Maintenance and Access			
Other Programs (list below) Recommended by Respondent			

YEAR 3

Compensation - Fee Schedule - Any fees (one-time and on-going) must be listed.

DESCRIPTION	COST/FEE AMOUNT
One-time Implementation Fees, if any	
Annual Maintenance Fees, if any	
Core Program Costs PEPY (Per-Employee-Per-Year)	
Provide a brief description of services included in core program costs	
<i>If the following are <u>not</u> included in your core program costs, please specify additional pricing below. If included in core pricing, please indicate</i>	
Online Health Risk Assessment	
Biometric Collection	
Fire-fighter Respiratory Test	
Incentive/Penalty Tracking/Administration	
Web Portal Access (including any customization feed, if applicable)	
Onsite Services Offerings (e.g. seminars)	
Web-based Wellness Seminars	
Marketing/Communication Support	
Reporting (include fee for any custom reporting)	
Other fees not addressed above (please describe, add additional rows to Excel spreadsheet as needed)	

YEAR 3

Compensation - Per-Program Component Per-Program Year Cost

Service Description	Price During All Screen Year Per Eligible Individual	Price During Non-All Screen Year Per Eligible Individual	Basis of Pricing/Assumptions
Enrollment Activities			
Biometric Screening - City Identified Site			
Biometric Screening - Access to Physician Forms			
Spirometry Screening (Fire Department)			
Health Risk Assessment - Online			
Health Risk Assessment - Paper			
Health Coaching - High Risk (individuals assigned to the mandatory track)			
Health Coaching - Low/Moderate Risk (individuals assigned to the voluntary track)			
Health Coaching - City Identified Site			
Health Improvement/Risk-Targeting Programs (Diabetes Prevention and Management)			
Health Improvement/Risk-Targeting Programs (Asthma Education and Management)			
Health Improvement/Risk-Targeting Programs (Metabolic Syndrome Education, Prevention and Management)			
Wellness Program - Web-based Portal Maintenance and Access			
Wellness Program - Mobile App Maintenance and Access			
Other Programs (list below) Recommended by Respondent			

YEAR 4

Compensation - Fee Schedule - Any fees (one-time and on-going) must be listed.

DESCRIPTION	COST/FEE AMOUNT
One-time Implementation Fees, if any	
Annual Maintenance Fees, if any	
Core Program Costs PEPY (Per-Employee-Per-Year)	
Provide a brief description of services included in core program costs	
<i>If the following are <u>not</u> included in your core program costs, please specify additional pricing below. If included in core pricing, please indicate</i>	
Online Health Risk Assessment	
Biometric Collection	
Fire-fighter Respiratory Test	
Incentive/Penalty Tracking/Administration	
Web Portal Access (including any customization feed, if applicable)	
Onsite Services Offerings (e.g. seminars)	
Web-based Wellness Seminars	
Marketing/Communication Support	
Reporting (include fee for any custom reporting)	
Other fees not addressed above (please describe, add additional rows to Excel spreadsheet as needed)	

YEAR 4

Compensation - Per-Program Component Per-Program Year Cost

Service Description	Price During All Screen Year Per Eligible Individual	Price During Non-All Screen Year Per Eligible Individual	Basis of Pricing/Assumptions
Enrollment Activities			
Biometric Screening - City Identified Site			
Biometric Screening - Access to Physician Forms			
Spirometry Screening (Fire Department)			
Health Risk Assessment - Online			
Health Risk Assessment - Paper			
Health Coaching - High Risk (individuals assigned to the mandatory track)			
Health Coaching - Low/Moderate Risk (individuals assigned to the voluntary track)			
Health Coaching - City Identified Site			
Health Improvement/Risk-Targeting Programs (Diabetes Prevention and Management)			
Health Improvement/Risk-Targeting Programs (Asthma Education and Management)			
Health Improvement/Risk-Targeting Programs (Metabolic Syndrome Education, Prevention and Management)			
Wellness Program - Web-based Portal Maintenance and Access			
Wellness Program - Mobile App Maintenance and Access			
Other Programs (list below) Recommended by Respondent			

YEAR 5

Compensation - Fee Schedule - Any fees (one-time and on-going) must be listed.

DESCRIPTION	COST/FEE AMOUNT
One-time Implementation Fees, if any	
Annual Maintenance Fees, if any	
Core Program Costs PEPY (Per-Employee-Per-Year)	
Provide a brief description of services included in core program costs	
<i>If the following are <u>not</u> included in your core program costs, please specify additional pricing below. If included in core pricing, please indicate</i>	
Online Health Risk Assessment	
Biometric Collection	
Fire-fighter Respiratory Test	
Incentive/Penalty Tracking/Administration	
Web Portal Access (including any customization feed, if applicable)	
Onsite Services Offerings (e.g. seminars)	
Web-based Wellness Seminars	
Marketing/Communication Support	
Reporting (include fee for any custom reporting)	
Other fees not addressed above (please describe, add additional rows to Excel spreadsheet as needed)	

YEAR 5

Compensation - Per-Program Component Per-Program Year Cost

Service Description	Price During All Screen Year Per Eligible Individual	Price During Non-All Screen Year Per Eligible Individual	Basis of Pricing/Assumptions
Enrollment Activities			
Biometric Screening - City Identified Site			
Biometric Screening - Access to Physician Forms			
Spirometry Screening (Fire Department)			
Health Risk Assessment - Online			
Health Risk Assessment - Paper			
Health Coaching - High Risk (individuals assigned to the mandatory track)			
Health Coaching - Low/Moderate Risk (individuals assigned to the voluntary track)			
Health Coaching - City Identified Site			
Health Improvement/Risk-Targeting Programs (Diabetes Prevention and Management)			
Health Improvement/Risk-Targeting Programs (Asthma Education and Management)			
Health Improvement/Risk-Targeting Programs (Metabolic Syndrome Education, Prevention and Management)			
Wellness Program - Web-based Portal Maintenance and Access			
Wellness Program - Mobile App Maintenance and Access			
Other Programs (list below) Recommended by Respondent			

OPTION YEAR 1

Compensation - Fee Schedule - Any fees (one-time and on-going) must be listed.

DESCRIPTION	COST/FEE AMOUNT
One-time Implementation Fees, if any	
Annual Maintenance Fees, if any	
Core Program Costs PEPY (Per-Employee-Per-Year)	
Provide a brief description of services included in core program costs	
<i>If the following are <u>not</u> included in your core program costs, please specify additional pricing below. If included in core pricing, please indicate</i>	
Online Health Risk Assessment	
Biometric Collection	
Fire-fighter Respiratory Test	
Incentive/Penalty Tracking/Administration	
Web Portal Access (including any customization feed, if applicable)	
Onsite Services Offerings (e.g. seminars)	
Web-based Wellness Seminars	
Marketing/Communication Support	
Reporting (include fee for any custom reporting)	
Other fees not addressed above (please describe, add additional rows to Excel spreadsheet as needed)	

OPTION YEAR 1
Compensation - Per-Program Component Per-Program Year Cost

Service Description	Price During All Screen Year Per Eligible Individual	Price During Non-All Screen Year Per Eligible Individual	Basis of Pricing/Assumptions
Enrollment Activities			
Biometric Screening - City Identified Site			
Biometric Screening - Access to Physician Forms			
Spirometry Screening (Fire Department)			
Health Risk Assessment - Online			
Health Risk Assessment - Paper			
Health Coaching - High Risk (individuals assigned to the mandatory track)			
Health Coaching - Low/Moderate Risk (individuals assigned to the voluntary track)			
Health Coaching - City Identified Site			
Health Improvement/Risk-Targeting Programs (Diabetes Prevention and Management)			
Health Improvement/Risk-Targeting Programs (Asthma Education and Management)			
Health Improvement/Risk-Targeting Programs (Metabolic Syndrome Education, Prevention and Management)			
Wellness Program - Web-based Portal Maintenance and Access			
Wellness Program - Mobile App Maintenance and Access			
Other Programs (list below) Recommended by Respondent			

OPTION YEAR 2

Compensation - Fee Schedule - Any fees (one-time and on-going) must be listed.

DESCRIPTION	COST/FEE AMOUNT
One-time Implementation Fees, if any	
Annual Maintenance Fees, if any	
Core Program Costs PEPY (Per-Employee-Per-Year)	
Provide a brief description of services included in core program costs	
<i>If the following are <u>not</u> included in your core program costs, please specify additional pricing below. If included in core pricing, please indicate</i>	
Online Health Risk Assessment	
Biometric Collection	
Fire-fighter Respiratory Test	
Incentive/Penalty Tracking/Administration	
Web Portal Access (including any customization feed, if applicable)	
Onsite Services Offerings (e.g. seminars)	
Web-based Wellness Seminars	
Marketing/Communication Support	
Reporting (include fee for any custom reporting)	
Other fees not addressed above (please describe, add additional rows to Excel spreadsheet as needed)	

OPTION YEAR 2
Compensation - Per-Program Component Per-Program Year Cost

Service Description	Price During All Screen Year Per Eligible Individual	Price During Non-All Screen Year Per Eligible Individual	Basis of Pricing/Assumptions
Enrollment Activities			
Biometric Screening - City Identified Site			
Biometric Screening - Access to Physician Forms			
Spirometry Screening (Fire Department)			
Health Risk Assessment - Online			
Health Risk Assessment - Paper			
Health Coaching - High Risk (individuals assigned to the mandatory track)			
Health Coaching - Low/Moderate Risk (individuals assigned to the voluntary track)			
Health Coaching - City Identified Site			
Health Improvement/Risk-Targeting Programs (Diabetes Prevention and Management)			
Health Improvement/Risk-Targeting Programs (Asthma Education and Management)			
Health Improvement/Risk-Targeting Programs (Metabolic Syndrome Education, Prevention and Management)			
Wellness Program - Web-based Portal Maintenance and Access			
Wellness Program - Mobile App Maintenance and Access			
Other Programs (list below) Recommended by Respondent			

OPTION YEAR 3

Compensation - Fee Schedule - Any fees (one-time and on-going) must be listed.

DESCRIPTION	COST/FEE AMOUNT
One-time Implementation Fees, if any	
Annual Maintenance Fees, if any	
Core Program Costs PEPY (Per-Employee-Per-Year)	
Provide a brief description of services included in core program costs	
<i>If the following are <u>not</u> included in your core program costs, please specify additional pricing below. If included in core pricing, please indicate</i>	
Online Health Risk Assessment	
Biometric Collection	
Fire-fighter Respiratory Test	
Incentive/Penalty Tracking/Administration	
Web Portal Access (including any customization feed, if applicable)	
Onsite Services Offerings (e.g. seminars)	
Web-based Wellness Seminars	
Marketing/Communication Support	
Reporting (include fee for any custom reporting)	
Other fees not addressed above (please describe, add additional rows to Excel spreadsheet as needed)	

OPTION YEAR 3
Compensation - Per-Program Component Per-Program Year Cost

Service Description	Price During All Screen Year Per Eligible Individual	Price During Non-All Screen Year Per Eligible Individual	Basis of Pricing/Assumptions
Enrollment Activities			
Biometric Screening - City Identified Site			
Biometric Screening - Access to Physician Forms			
Spirometry Screening (Fire Department)			
Health Risk Assessment - Online			
Health Risk Assessment - Paper			
Health Coaching - High Risk (individuals assigned to the mandatory track)			
Health Coaching - Low/Moderate Risk (individuals assigned to the voluntary track)			
Health Coaching - City Identified Site			
Health Improvement/Risk-Targeting Programs (Diabetes Prevention and Management)			
Health Improvement/Risk-Targeting Programs (Asthma Education and Management)			
Health Improvement/Risk-Targeting Programs (Metabolic Syndrome Education, Prevention and Management)			
Wellness Program - Web-based Portal Maintenance and Access			
Wellness Program - Mobile App Maintenance and Access			
Other Programs (list below) Recommended by Respondent			

OPTION YEAR 4

Compensation - Fee Schedule - Any fees (one-time and on-going) must be listed.

DESCRIPTION	COST/FEE AMOUNT
One-time Implementation Fees, if any	
Annual Maintenance Fees, if any	
Core Program Costs PEPY (Per-Employee-Per-Year)	
Provide a brief description of services included in core program costs	
<i>If the following are <u>not</u> included in your core program costs, please specify additional pricing below. If included in core pricing, please indicate</i>	
Online Health Risk Assessment	
Biometric Collection	
Fire-fighter Respiratory Test	
Incentive/Penalty Tracking/Administration	
Web Portal Access (including any customization feed, if applicable)	
Onsite Services Offerings (e.g. seminars)	
Web-based Wellness Seminars	
Marketing/Communication Support	
Reporting (include fee for any custom reporting)	
Other fees not addressed above (please describe, add additional rows to Excel spreadsheet as needed)	

OPTION YEAR 4
Compensation - Per-Program Component Per-Program Year Cost

Service Description	Price During All Screen Year Per Participant	Price During Non-All Screen Year Per Participant	Basis of Pricing/Assumptions
Enrollment Activities			
Biometric Screening - City Identified Site			
Biometric Screening - Access to Physician Forms			
Spirometry Screening (Fire Department)			
Health Risk Assessment - Online			
Health Risk Assessment - Paper			
Health Coaching - High Risk (individuals assigned to the mandatory track)			
Health Coaching - Low/Moderate Risk (individuals assigned to the voluntary track)			
Health Coaching - City Identified Site			
Health Improvement/Risk-Targeting Programs (Diabetes Prevention and Management)			
Health Improvement/Risk-Targeting Programs (Asthma Education and Management)			
Health Improvement/Risk-Targeting Programs (Metabolic Syndrome Education, Prevention and Management)			
Wellness Program - Web-based Portal Maintenance and Access			
Wellness Program - Mobile App Maintenance and Access			
Other Programs (list below) Recommended by Respondent			

OPTION YEAR 5

Compensation - Fee Schedule - Any fees (one-time and on-going) must be listed.

DESCRIPTION	COST/FEE AMOUNT
One-time Implementation Fees, if any	
Annual Maintenance Fees, if any	
Core Program Costs PEPY (Per-Employee-Per-Year)	
Provide a brief description of services included in core program costs	
<i>If the following are <u>not</u> included in your core program costs, please specify additional pricing below. If included in core pricing, please indicate</i>	
Online Health Risk Assessment	
Biometric Collection	
Fire-fighter Respiratory Test	
Incentive/Penalty Tracking/Administration	
Web Portal Access (including any customization feed, if applicable)	
Onsite Services Offerings (e.g. seminars)	
Web-based Wellness Seminars	
Marketing/Communication Support	
Reporting (include fee for any custom reporting)	
Other fees not addressed above (please describe, add additional rows to Excel spreadsheet as needed)	

OPTION YEAR 5
Compensation - Per-Program Component Per-Program Year Cost

Service Description	Price During All Screen Year Per Participant	Price During Non-All Screen Year Per Participant	Basis of Pricing/Assumptions
Enrollment Activities			
Biometric Screening - City Identified Site			
Biometric Screening - Access to Physician Forms			
Spirometry Screening (Fire Department)			
Health Risk Assessment - Online			
Health Risk Assessment - Paper			
Health Coaching - High Risk (individuals assigned to the mandatory track)			
Health Coaching - Low/Moderate Risk (individuals assigned to the voluntary track)			
Health Coaching - City Identified Site			
Health Improvement/Risk-Targeting Programs (Diabetes Prevention and Management)			
Health Improvement/Risk-Targeting Programs (Asthma Education and Management)			
Health Improvement/Risk-Targeting Programs (Metabolic Syndrome Education, Prevention and Management)			
Wellness Program - Web-based Portal Maintenance and Access			
Wellness Program - Mobile App Maintenance and Access			
Other Programs (list below) Recommended by Respondent			

EXHIBIT 3

COMPANY PROFILE INFORMATION

Submit a completed company profile information sheet for prime, each joint venture partner and subcontractor(s), as applicable.

(1) Legal Name of Firm: _____

(2) Doing Business under Other Company Name?

If yes, Name of Company: _____

(3) Headquarters Address: _____

(4) City, State, Zip Code: _____

(5) Web Site Address: _____

(6) Proposed Role: ☐ Prime ☐ Subcontractor/Subconsultant ☐ Joint Venture Partner

☐ Supplier or ☐ Other: _____

(7) Number of Years in Business:

(8) Total Number of Employees:

(9) Total Annual Revenues separated by last 3 full fiscal years:

(10) Major Products and/or Services Offered:

(11) Other Products and/or Services:

(12) Briefly describe your firm's strategy for providing the Services outlined in the RFP:

(13) Briefly describe your firm's experience with providing the Services outlined in the RFP:

EXHIBIT 4

COMPANY REFERENCES/CLIENT PROFILE INFORMATION

Submit a completed client profile information sheet for each company reference. Provide a minimum of 3 references.

- (1) Client Name: _____
- (2) Address: _____
- (3) City, State, Zip Code: _____
- (4) Project Manager: _____
- (5) Telephone Number: _____
- (6) E-mail: _____
- (7) Number of Employees in Client Organization: _____
- (8) Project Scope of Services/Goals: _____

- (9) Contract Award Date: _____ Completion Date: _____
- (10) Initial Contract Amount: \$_____ Final Contract Amount: \$_____
- (11) Describe how the client's goals were met. Describe how the Services were implemented. Attach additional pages, as necessary.

- (12) Discuss significant obstacles to providing the required services and how those obstacles were overcome:

- (13) Is the client still utilizing the Services outlined above?

- (14) What was the cost/financing structure of the contract?

EXHIBIT 5



CITY OF CHICAGO
Department of Procurement Services
Shannon E. Andrews, Chief Procurement Officer
121 North LaSalle Street, Room 806
Chicago, Illinois 60602-1284

Fax: 312-744-0010

MBE & WBE SPECIAL CONDITIONS FOR COMMODITIES OR SERVICES CONTRACTS

SPECIAL CONDITIONS REGARDING MINORITY BUSINESS ENTERPRISE COMMITMENT AND WOMEN BUSINESS ENTERPRISE COMMITMENT FOR COMMODITIES OR SERVICES

1.1. Policy and Terms

It is the policy of the City of Chicago that Local Businesses certified as Minority Owned Business Enterprises (MBE) and Women Owned Business Enterprises (WBE) in accordance with Section 2-92-420 et seq. of the Municipal Code of Chicago and Regulations Governing Certification of Minority and Women-owned Businesses and all other Regulations promulgated under the aforementioned sections of the Municipal Code, as well as MBEs and WBEs certified by Cook County, Illinois, will have full and fair opportunities to participate fully in the performance of this contract. Therefore, the Contractor will not discriminate against any person or business on the basis of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status or source of income and will take affirmative action to ensure that women and minority businesses will have the maximum opportunity to compete for and perform subcontracts for supplies or services.

Pursuant to Section 2-92-430 of the Municipal Code of Chicago, the Chief Procurement Officer has established a goal of awarding not less than 25% of the annual dollar value of all non-construction contracts to certified MBEs and 5% of the annual dollar value of all non-construction contracts to certified WBEs.

Accordingly, the Contractor commits to make Good Faith Efforts to expend at least the following percentages of the total contract price (inclusive of any and all modifications and amendments), if awarded, for contract participation by MBEs and WBEs:

MBE Percentage	WBE Percentage
25%	5%

(See Form "*Bidders Commitment to Utilize MBE and WBE Firms on No Stated Goals Contract*" for Contract Specific Goals in the case of a contract subject to a bid preference pursuant to MCC 2-92-525.)

This commitment is met by the Contractor's status as a MBE or WBE, or by a joint venture with one or more MBEs or WBEs as prime contractor (to the extent of the MBE or WBE participation in such joint venture), or by subcontracting a portion of the work to one or more MBEs or WBEs, or by the purchase of materials used in the performance of the contract from one or more MBEs or WBEs, or by any combination of the foregoing.

Note: MBE/WBE participation goals are separate and those businesses certified with the City of Chicago as both MBE and WBE may only be listed on a bidder's compliance plan as either a MBE or a WBE, but not both to demonstrate compliance with the Contract Specific Goals.

The Contractor also may meet all or part of this commitment through credits received pursuant to Section 2-92-530 of the Municipal Code of Chicago for the voluntary use of MBEs or WBEs in private sector contracts.

Pursuant to MCC 2-92-535, the prime contractor may apply be awarded an additional 0.5 percent credit, up to a maximum of a total of 5 percent additional credit, for every 1 percent of the value of a contract self-performed by MBEs or WBEs, or combination thereof, that have entered into a mentoring agreement with the contractor or subcontractor-to-subcontractor mentoring agreement. This up to 5% may be applied to the Contract Specific Goals, or it may be in addition to the Contract Specific Goals.

1.2. Definitions

"Area of Specialty" means the description of an MBE or WBE firm's business which has been determined by the Chief Procurement Officer to be most reflective of the MBE or WBE firm's claimed specialty or expertise. Each MBE/WBE letter of certification contains a description of the firm's Area of Specialty. This information is also contained in the Directory (defined below). Credit toward this Contract's MBE and WBE participation goals shall be limited to the participation of firms performing within their Area of Specialty.

NOTICE: *The City of Chicago does not make any representation concerning the ability of any MBE/WBE to perform work within their Area of Specialty. It is the responsibility of all contractors to determine the capability and capacity of MBEs/WBEs to satisfactorily perform the work proposed.*

"Bid" means a bid, proposal, or submittal detailing a description of the services or work to be provided by the contractor in response to a bid solicitation, request for proposal, request for qualification of task order request (issued in accordance with the Master Consulting Agreement) that is issued by the City.

"Bidder" means any person or business entity that submits a bid, proposal, qualification or submittal that seeks to enter into a contract with the City, and includes all partners, affiliates and joint ventures of such person or entity.

"Broker" means a person or entity that fills orders by purchasing or receiving supplies from a third party supplier rather than out of its own existing inventory and provides no commercially useful function other than acting as a conduit between his or her supplier and his or her customer.

"Chief Procurement Officer" or "CPO" means the chief procurement officer of the City of Chicago or his or her designee.

"Commercially Useful Function" means responsibility for the execution of a distinct element of the work of the contract, which is carried out by actually performing, managing, and supervising the work involved, evidencing the responsibilities and risks of a business owner such as negotiating the terms of (sub)contracts, taking on a financial risk commensurate with the contract or its subcontract, responsibility for acquiring the appropriate lines of credit and/or loans, or fulfilling responsibilities as a joint venture partner as described in the joint venture agreement.

"Contract Specific Goals" means the subcontracting goals for MBE and WBE participation established for a particular contract. In the case of a contract subject to the bid incentive set forth in MCC 2-92-525, "Contract Specific Goals" means the utilization percentage for MBEs or WBEs to which contractor committed with its bid.

"Contractor" means any person or business entity that has entered into a contract with the City as described herein, and includes all partners, affiliates, and joint ventures of such person or entity.

"Direct Participation" means the value of payments made to MBE or WBE firms for work that is performed in their Area of Specialty directly related to the performance of the subject matter of the Contract will count as Direct Participation toward the Contract Specific Goals.

"Directory" means the Directory of Certified "Minority Business Enterprises" and "Women Business Enterprises" maintained and published by the City of Chicago. The Directory identifies firms that have been certified as MBEs and WBEs and includes both the date of their last certification and the area of specialty in

which they have been certified. Contractors are responsible for verifying the current certification status of all proposed MBE, and WBE firms.

"Good Faith Efforts" means actions undertaken by a bidder or contractor to achieve a Contract Specific Goal that the CPO or his or her designee has determined, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program's requirements.

"Indirect Participation" refers to the value of payments made to MBE or WBE firms for work that is done in their Area of Specialty related to other aspects of the Contractor's business. (Note: no dollar of such indirect MBE or WBE participation shall be considered in a Good Faith Efforts determination more than once against a contractor's MBE or WBE commitment with respect to all government contracts held by that contractor.)

"Joint venture" means an association of a MBE or WBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which each joint venture partner contributes property, capital, efforts, skills and knowledge, and in which the MBE or WBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

"Mentor-Protégé Agreement" means an agreement between a prime and MBE or WBE subcontractor ("Mentoring Agreement"), or an agreement between a prime's subcontractor and MBE or WBE subcontractor ("Subcontractor-to-Subcontractor Mentoring Agreement"), pursuant to MCC 2-92-535, that is approved by the City of Chicago and complies with all requirements of MCC 2-92-535 and any rules and regulations promulgated by the Chief Procurement Officer.

"Minority Owned Business Enterprise" or "MBE" means a firm awarded certification as a minority owned and controlled business in accordance with City Ordinances and Regulations as well as a firm awarded certification as a minority owned and controlled business by Cook County, Illinois. However, it does not mean a firm that has been found ineligible or which has been decertified by the City or Cook County.

"Municipal Code of Chicago" or "MCC" means the Municipal Code of the City of Chicago.

"Supplier" or "Distributor" refers to a company that owns, operates, or maintains a store, warehouse or other establishment in which materials, supplies, articles or equipment are bought, kept in stock and regularly sold or leased to the public in the usual course of business. A regular distributor or supplier is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for performance of a contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a regular distributor the firm must engage in, as its principal business and in its own name, the purchase and sale of the products in question. A regular distributor in such bulk items as steel, cement, gravel, stone, and petroleum products need not keep such products in stock if it owns or operates distribution equipment.

"Women Owned Business Enterprise" or "WBE" means a firm awarded certification as a women owned and controlled business in accordance with City Ordinances and Regulations as well as a firm awarded certification as a women owned business by Cook County, Illinois. However, it does not mean a firm that has been found ineligible or which has been decertified by the City or Cook County.

1.3. Joint Ventures

The formation of joint ventures to provide MBEs and WBEs with capacity and experience at the prime contracting level, and thereby meet Contract Specific Goals (in whole or in part) is encouraged. A joint venture may consist of any combination of MBEs, WBEs, and non-certified firms as long as one member is an MBE or WBE.

- a. The joint venture may be eligible for credit towards the Contract Specific Goals only if:
 - i. The MBE or WBE joint venture partner's share in the capital contribution, control, management, risks and profits of the joint venture is equal to its ownership interest;
 - ii. The MBE or WBE joint venture partner is responsible for a distinct, clearly defined portion of the requirements of the contract for which it is at risk;

- iii. Each joint venture partner executes the bid to the City; and
 - iv. The joint venture partners have entered into a written agreement specifying the terms and conditions of the relationship between the partners and their relationship and responsibilities to the contract, and all such terms and conditions are in accordance with the conditions set forth in Items i, ii, and iii above in this Paragraph a.
- b. The Chief Procurement Officer shall evaluate the proposed joint venture agreement, the Schedule B submitted on behalf of the proposed joint venture, and all related documents to determine whether these requirements have been satisfied. The Chief Procurement Officer shall also consider the record of the joint venture partners on other City of Chicago contracts. The decision of the Chief Procurement Officer regarding the eligibility of the joint venture for credit towards meeting the Contract Specific Goals, and the portion of those goals met by the joint venture, shall be final.

The joint venture may receive MBE or WBE credit for work performed by the MBE or WBE joint venture partner(s) equal to the value of work performed by the MBE or WBE with its own forces for a distinct, clearly defined portion of the work.

Additionally, if employees of the joint venture entity itself (as opposed to employees of the MBE or WBE partner) perform the work, then the value of the work may be counted toward the Contract Specific Goals at a rate equal to the MBE or WBE firm's percentage of participation in the joint venture as described in Schedule B.

The Chief Procurement Officer may also count the dollar value of work subcontracted to other MBEs and WBEs. Work performed by the forces of a non-certified joint venture partner shall not be counted toward the Contract Specific Goals.

c. **Schedule B: MBE/WBE Affidavit of Joint Venture**

Where the bidder's Compliance Plan includes the participation of any MBE or WBE as a joint venture partner, the bidder must submit with its bid a Schedule B and the proposed joint venture agreement. These documents must both clearly evidence that the MBE or WBE joint venture partner(s) will be responsible for a clearly defined portion of the work to be performed, and that the MBE's or WBE's responsibilities and risks are proportionate to its ownership percentage. The proposed joint venture agreement must include specific details related to:

- i. The parties' contributions of capital, personnel, and equipment and share of the costs of insurance and bonding;
- ii. Work items to be performed by the MBE's or WBE's own forces and/or work to be performed by employees of the newly formed joint venture entity;
- iii. Work items to be performed under the supervision of the MBE or WBE joint venture partner; and
- iv. The MBE's or WBE's commitment of management, supervisory, and operative personnel to the performance of the contract.

NOTE: Vague, general descriptions of the responsibilities of the MBE or WBE joint venture partner do not provide any basis for awarding credit. For example, descriptions such as "participate in the budgeting process," "assist with hiring," or "work with managers to improve customer service" do not identify distinct, clearly defined portions of the work. Roles assigned should require activities that are performed on a regular, recurring basis rather than as needed. The roles must also be pertinent to the nature of the business for which credit is being sought. For instance, if the scope of work required by the City entails the delivery of goods or services to various sites in the City, stating that the MBE or WBE joint venture partner will be responsible for the performance of all routine maintenance and all repairs required to the vehicles used to deliver such goods or services is pertinent to the nature of the business for which credit is being sought.

1.4. Counting MBE/WBE Participation Toward the Contract Specific Goals

Refer to this section when preparing the MBE/WBE compliance plan and completing Schedule D-1 for guidance on what value of the participation by MBEs and WBEs will be counted toward the stated Contract Specific Goals. The "Percent Amount of Participation" depends on whether and with whom a MBE or WBE subcontracts out any portion of its work and other factors.

Firms that are certified as both MBE and WBE may only be listed on a bidder's compliance plan as either a MBE or a WBE to demonstrate compliance with the Contract Specific Goals. For example, a firm that is certified as both a MBE and a WBE may only be listed on the bidder's compliance plan under one of the categories, but not both. Except as provided in MCC 2-92-525(b)(2), only Payments made to MBE and WBE firms that meet BOTH the Commercially Useful Function and Area of Specialty requirements above will be counted toward the Contract Specific Goals.

- a. Only expenditures to firms that perform a Commercially Useful Function as defined above may count toward the Contract Specific Goals.
 - i. The CPO will determine whether a firm is performing a commercially useful function by evaluating the amount of work subcontracted, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the credit claimed for its performance of the work, industry practices, and other relevant factors.
 - ii. A MBE or WBE does not perform a commercially useful function if its participation is only required to receive payments in order to obtain the appearance of MBE or WBE participation. The CPO may examine similar commercial transactions, particularly those in which MBEs or WBEs do not participate, to determine whether non MBE and non WBE firms perform the same function in the marketplace to make a determination.
 - iii. Indications that a subcontractor is not performing a commercially useful function include, but are not limited to, labor shifting and equipment sharing or leasing arrangements with the prime contractor or a first tier subcontractor.
- b. Only the value of the dollars paid to the MBE or WBE firm for work that it performs in its Area of Specialty in which it is certified counts toward the Contract Specific Goals, except as provided in MCC 2-92-525(b)(2).
- c. For maintenance, installation, repairs or inspection, or professional services, if the MBE or WBE performs the work itself: 100% of the value of work actually performed by the MBE's or WBE's own forces shall be counted toward the Contract Specific Goals, including the cost of supplies and materials purchased or equipment leased by the MBE or WBE from third parties or second tier subcontractors in order to perform its (sub)contract with its own forces (except supplies and equipment the MBE or WBE subcontractor purchases or leases from the prime contractor or its affiliate). 0% of the value of work at the project site that a MBE or WBE subcontracts to a non-certified firm counts toward the Contract Specific Goals.
- d. If the MBE or WBE is a manufacturer: 100% of expenditures to a MBE or WBE manufacturer for items needed for the Contract shall be counted toward the Contract Specific Goals. A manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the bidder or contractor.
- e. If the MBE or WBE is a distributor or supplier: 60% of expenditures for materials and supplies purchased from a MBE or WBE that is certified as a regular dealer or supplier shall be counted toward the Contract Specific Goals.
- f. If the MBE or WBE is a broker:

- i. Zero percent (0%) of expenditures paid to brokers will be counted toward the Contract Specific Goals.
 - ii. As defined above, Brokers provide no commercially useful function.
- g. If the MBE or WBE is a member of the joint venture contractor/bidder:
 - i. A joint venture may count the portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the MBE or WBE performs with its own forces toward the Contract Specific Goals; or
 - ii. If employees of this distinct joint venture entity perform the work then the value of the work may be counted toward the Contract Specific Goals at a rate equal to the MBE or WBE firm's percentage of participation in the joint venture as described in the Schedule B.
 - iii. A joint venture may also count the dollar value of work subcontracted to other MBEs and WBEs.
- h. If the MBE or WBE subcontracts out any of its work:
 - i. 100% of the value of the work subcontracted to other MBEs or WBEs performing work in its Area of Specialty may be counted toward the Contract Specific Goals.
 - ii. 0% of the value of work that a MBE or WBE subcontracts to a non-certified firm counts toward the Contract Specific Goals (except as allowed by (c) above).
 - iii. The fees or commissions charged for providing a bona fide service, such as professional, technical, consulting or managerial services or for providing bonds or insurance and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for performance of the Contract, provided that the fee or commission is determined by the Chief Procurement Officer to be reasonable and not excessive as compared with fees customarily allowed for similar services.
 - iv. The fees charged for delivery of materials and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer of or a regular dealer in the materials and supplies, provided that the fee is determined by the Chief Procurement Officer to be reasonable and not excessive as compared with fees customarily allowed for similar services.
 - v. The fees or commissions charged for providing any bonds or insurance, but not the cost of the premium itself, specifically required for the performance of the Contract, provided that the fee or commission is determined by the Chief Procurement Officer to be reasonable and not excessive as compared with fees customarily allowed for similar services.

1.5. Regulations Governing Reductions to or Waiver of MBE/WBE Goals

The following Regulations set forth the standards to be used in determining whether or not a reduction or waiver of the MBE/WBE commitment goals of a particular contract is appropriate. If a bidder determines that it is unable to meet the MBE and/or WBE Contract-Specific Goals on a City of Chicago contract, a written request for the reduction or waiver of the commitment must be included in the bid or proposal.

The written request for reduction or waiver from the commitment must be in the form of a signed petition for grant of relief from the MBE/WBE percentages submitted on the bidder's letterhead and must demonstrate that all required efforts as set forth in this document were taken to secure eligible Minority and Women Business Enterprises to meet the commitments. The Chief Procurement Officer or designee shall determine whether the request for the reduction or waiver will be granted.

A bidder will be considered responsive to the terms and conditions of these Regulations if, at the time of bid, it submits a waiver request and all supporting documentation that adequately addresses the conditions for waiver of MBE/WBE goals, including proof of notification to assist agencies except:

- Bidders responding to Request for Proposals (RFPs) who have been identified as a short listed candidate and/or a prospective awardee will be given a designated time allowance, but no more than fourteen (14) calendar days to submit to the Department of Procurement Services complete documentation that adequately addresses the conditions for waiver described herein; and
- Bidders responding to Request for Information and or Qualifications (RFI/RFQs) deemed by the Chief Procurement Officer or authorized designee to be the most responsive and responsible shall submit documentation that adequately addresses the conditions for waiver described herein during negotiations.

Failure to submit documentation sufficient to support the waiver request will cause the bid/proposal to be found non-responsive by the Chief Procurement Officer, and the bid/proposal will be rejected. In such cases the remedies to be taken by the Chief Procurement Officer, in his or her discretion, may include, but are not limited to, forfeiture of bid deposit; negotiating with the next lowest bidder; or re-advertising the bid/proposal. All bidders must submit all required documents at the time of bid opening to expedite the contract award.

1.5.1. Direct Participation

Each of the following elements must be present in order to determine whether or not such a reduction or waiver is appropriate.

- a. The bidder has documented the unsuccessful solicitation for either subcontractors or joint venture partners of at least 50% (or at least five when there are more than eleven certified firms in the commodity area) of the appropriate certified MBE/WBE firms to perform any direct work identified or related to the advertised bid/proposal. Documentation must include but is not necessarily limited to:
 1. A detailed statement of efforts to identify and select portions of work identified in the bid solicitation for subcontracting to certified MBE/WBE firms;
 2. A listing of all MBE/WBE firms contacted that includes:
 - Name, address, telephone number and email of MBE/WBE firms solicited;
 - Date and time of contact;
 - Method of contact (written, telephone, transmittal of facsimile documents, email, etc.)
 3. Copies of letters or any other evidence of mailing that substantiates outreach to MBE/WBE vendors that includes:
 - Project identification and location;
 - Classification/commodity of work items for which quotations were sought;
 - Date, item and location for acceptance of subcontractor bid proposals;
 - Detailed statement which summarizes direct negotiations with appropriate MBE/WBE firms for specific portions of the work and indicates why negotiations were unsuccessful;
 - Affirmation that Good Faith Efforts have been demonstrated by:

- choosing subcontracting opportunities likely to achieve MBE/WBE goals; and
- not imposing any limiting conditions which were not mandatory for all subcontractors; and
- providing notice of subcontracting opportunities to M/WBE firms and assist agencies at least five (5) business days in advance of the initial bid due date; and
- documented efforts or actual commitment to the indirect participation of MBE/WBE firms.

OR

- b. Subcontractor participation will be deemed excessively costly when the MBE/WBE subcontractor proposal exceeds the average price quoted by more than twenty percent (20%). In order to establish that a subcontractor's quote is excessively costly, the bidder must provide the following information:
1. A detailed statement of the work identified for MBE/WBE participation for which the bidder asserts the MBE/WBE quote(s) were excessively costly (in excess of 20% higher).
 - A listing of all potential subcontractors contacted for a quotation on that work item;
 - Prices quoted for the subcontract in question by all such potential subcontractors for that work item.
 2. Other documentation which demonstrates to the satisfaction of the Chief Procurement Officer that the MBE/WBE proposals are excessively costly, even though not in excess of 20% higher than the average price quoted. This determination will be based on factors that include, but are not limited to the following:
 - The City's estimate for the work under a specific subcontract;
 - The bidder's own estimate for the work under the subcontract;
 - An average of the bona fide prices quoted for the subcontract;
 - Demonstrated increase in other contract costs as a result of subcontracting to the M/WBE or other firm.

1.5.2. Assist Agency Participation in Waiver/Reduction Requests

Every waiver and/or reduction request must include evidence that the bidder has provided timely notice of the need for subcontractors to an appropriate association/assist agency representative of the MBE/WBE business community. This notice must be given at least five (5) business days in advance of the initial bid due date.

The notice requirement of this Section will be satisfied if a bidder contacts at least one of the associations on Attachment A to these Regulations when the prime contractor seeks a waiver or reduction in the utilization goals. Attachment B to these Regulations provides the letter format that a prime contractor may use. Proof of notification prior to bid submittal (e.g. certified mail receipt or facsimile transmittal receipt) will be required to be submitted with the bid for any bid/proposal to be deemed responsive. If deemed appropriate, the Contract Compliance Officer may contact the assist agency for verification of notification.

1.5.3. Impracticability

If the Chief Procurement Officer determines that a lesser MBE and/or WBE percentage standard is appropriate with respect to a particular contract subject to competitive bidding prior to the bid solicitations for such contract, bid specifications shall include a statement of such revised standard.

The requirements set forth in these Regulations (this subsection 6.5., "Regulations Governing Reductions to or Waiver of MBE/WBE Goals") shall not apply where the Chief Procurement Officer determines prior to the bid solicitations that MBE/WBE subcontractor participation is impracticable.

This may occur whenever the Chief Procurement Officer determines that for reasons of time, need, industry practices or standards not previously known by the Chief Procurement Officer, or such other extreme circumstances as may be deemed appropriate, such a Waiver is in the best interests of the City. This determination may be made in connection with a particular contract, whether before the contract is let for bid, during the bid or award process, before or during negotiation of the contract, or during the performance of the contract.

For all notifications required to be made by bidders, in situations where the Chief Procurement Officer has determined that time is of the essence, documented telephone contact may be substituted for letter contact.

1.6. Procedure to Determine Bid Compliance

A bid may be rejected as non-responsive if it fails to submit one or more of the following with its bid demonstrating its Good Faith Efforts to meet the Contract Specific Goals by reaching out to MBEs and WBEs to perform work on the contract:

- An MBE/WBE compliance plan demonstrating how the bidder plans to meet the Contract Specific Goals; and/or
- A request for reduction or waiver of the Contract Specific Goals in accordance with Section 2-92-450 of the MCC.

In the case of a bid utilizing the "Bid Incentive to Encourage MBE and WBE Utilization" pursuant to MCC 2-92-525(b)(2), failure to submit an MBE/WBE compliance plan demonstrating how the bidder plans to meet the Contract Specific Goal to which the bidder has committed will not result in rejection of the bid, but the bidder may be found ineligible for the bid incentive.

Except as provided in MCC 2-92-525(b)(2), only compliance plans utilizing MBE and WBE firms that meet BOTH the Commercially Useful Function and Area of Specialty requirements will be counted toward the Contract Specific Goals.

The following Schedules and described documents constitute the bidder's MBE/WBE proposal, and must be submitted in accordance with the guidelines stated:

(1) Schedule C-1: Letter of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant.

The bidder must submit the appropriate Schedule C-1 with the bid for each MBE and WBE included on the Schedule D-1. Suppliers must submit the Schedule C-1 for Suppliers, first tier subcontractors must submit a Schedule C-1 for Subcontractors to the Prime Contractor and second or lower tier subcontractors must submit a Schedule C-1 for second tier Subcontractors. The City encourages subcontractors to utilize the electronic fillable format Schedule C-1, which is available at the Department of Procurement Services website, <http://cityofchicago.org/forms>. Each Schedule C-1 must be executed by each MBE and WBE and accurately detail the work to be performed by the MBE or WBE and the agreed upon rates/prices. Each Schedule C must also include a separate sheet as an attachment on which the MBE or WBE fully describes its proposed scope of work, including a description of the commercially useful function being performed by the MBE or WBE in its Area of Specialty. If a facsimile copy of the Schedule C-1 has been submitted with the bid, an executed original Schedule C-1 must be submitted by the bidder for

each MBE and WBE included on the Schedule D-1 within five business days after the date of the bid opening.

Failure to submit a completed Schedule C-1 in accordance with this section shall entitle the City to deem the bid/proposal non-responsive and therefore reject the bid/proposal.

(2) Letters of Certification.

A copy of each proposed MBE/WBE firm's current Letter of Certification from the City of Chicago or Cook County Illinois, must be submitted with the bid/proposal. All Letters of Certification issued by the City of Chicago and Cook County include a statement of the MBE/WBE firm's Area of Specialty. The MBE/WBE firm's scope of work, as detailed by their Schedule C-1, must conform to their stated Area of Specialty. Letters of Certification for firms that the City or Cook County has found ineligible or has decertified will not be accepted.

(3) Schedule B: Affidavit of Joint Venture, and Joint Venture Agreements (if applicable).

If the bidder's MBE/WBE proposal includes the participation of a MBE/WBE as joint venture on any tier (either as the bidder or as a subcontractor), the bidder must provide a copy of the joint venture agreement and a Schedule B along with all other requirements listed in Section 6.3., "Joint Ventures", above. In order to demonstrate the MBE/WBE partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) contributions of capital and equipment; (2) work responsibilities or other performance to be undertaken by the MBE/WBE; and (3) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the contract. The joint venture agreement must also clearly define each partner's authority to contractually obligate the joint venture and each partner's authority to expend joint venture funds (e.g., check signing authority).

(4) Schedule D-1: Required Schedules Regarding MBE/WBE Utilization

Bidders must submit, together with the bid, a completed Schedule D-1 committing them to the utilization of each listed MBE/WBE firm. The City encourages bidders to utilize the electronic fillable format Schedule D-1, which is available at the Department of Procurement Services website, <http://cityofchicago.org/forms>. Except in cases where the bidder has submitted a request for a complete waiver of or variance from the MBE/WBE commitment in accordance with Section 6.5., "Regulations Governing Reductions to or Waiver of MBE/WBE Goals" herein, the bidder must commit to the expenditure of a specific dollar amount of participation by each MBE/WBE firm included on their Schedule D-1. The total dollar commitment to proposed MBEs must at least equal the MBE goal, and the total dollar commitment to proposed WBEs must at least equal the WBE goal. Bidders are responsible for calculating the dollar equivalent of the MBE and WBE goals as percentages of their total base bids or in the case of Term Agreements, depends upon requirements agreements and blanket agreements, as percentages of the total estimated usage. All commitments made by the bidder's Schedule D-1 must conform to those presented in the submitted Schedule C-1. If Schedule C-1 is submitted after the opening, the bidder may submit a revised Schedule D-1 (executed and notarized to conform with the Schedules C-1). Bidders shall not be permitted to add MBEs or WBEs after bid opening to meet the Contract Specific Goals, however, contractors are encouraged to add additional MBE/WBE vendors to their approved compliance plan during the performance of the contract when additional opportunities for participation are identified. Except in cases where substantial and documented justification is provided, bidders will not be allowed to reduce the dollar commitment made to any MBE or WBE in order to achieve conformity between the Schedules C-1 and D-1.

All commitments for joint venture agreements must be delineated in the Schedule B.

(5) Application for Approval of Mentor Protégé Agreement

Any applications for City approval of a Mentor Protégé agreement must be included with the bid. If the application is not approved, the bidder must show that it has made good faith efforts to meet the contract specific goals.

1.7. Reporting Requirements During the Term of the Contract

- a. The Contractor will, not later than thirty (30) calendar days from the award of a contract by the City, execute formal contracts or purchase orders with the MBEs and WBEs included in their approved MBE/WBE Utilization Plan. These written agreements will be made available to the Chief Procurement Officer upon request.
- b. The Contractor will be responsible for reporting payments to all subcontractors on a monthly basis in the form of an electronic report. Upon the first payment issued by the City of Chicago to the contractor for services performed, on the first day of each month and every month thereafter, email and or fax audit notifications will be sent out to the Contractor with instructions to report payments that have been made in the prior month to each subcontractor. The reporting of payments to all subcontractors must be entered into the Certification and Compliance Monitoring System (C2), or whatever reporting system is currently in place, on or before the fifteenth (15th) day of each month.
- c. Once the prime Contractor has reported payments made to each subcontractor, including zero dollar amount payments, the subcontractor will receive an email and or fax notification requesting them to log into the system and confirm payments received. All monthly confirmations must be reported on or before the 20th day of each month. Contractor and subcontractor reporting to the C2 system must be completed by the 25th of each month or payments may be withheld.
- d. All subcontract agreements between the contractor and MBE/WBE firms or any first tier non-certified firm and lower tier MBE/WBE firms must contain language requiring the MBE/WBE to respond to email and/or fax notifications from the City of Chicago requiring them to report payments received for the prime or the non-certified firm.

Access to the Certification and Compliance Monitoring System (C2), which is a web based reporting system, can be found at: <https://chicago.mwdbe.com>
- e. The Chief Procurement Officer or any party designated by the Chief Procurement Officer, shall have access to the contractor's books and records, including without limitation payroll records, tax returns and records and books of account, to determine the contractor's compliance with its commitment to MBE and WBE participation and the status of any MBE or WBE performing any portion of the contract. This provision shall be in addition to, and not a substitute for, any other provision allowing inspection of the contractor's records by any officer or official of the City for any purpose.
- f. The Contractor shall maintain records of all relevant data with respect to the utilization of MBEs and WBEs, retaining these records for a period of at least five years after project closeout. Full access to these records shall be granted to City, federal or state authorities or other authorized persons.

1.8. Changes to Compliance Plan

1.8.1. Permissible Basis for Change Required

No changes to the Compliance Plan or contractual MBE and WBE commitments or substitution of MBE or WBE subcontractors may be made without the prior written approval of the Contract Compliance Officer. Unauthorized changes or substitutions, including performing the work designated for a subcontractor with the contractor's own forces, shall be a violation of these Special Conditions and a breach of the contract with the City, and may cause termination of the executed Contract for breach, and/or subject the bidder or contractor to contract remedies or other sanctions. The facts supporting the request for changes must not have been known nor reasonably could have been known by the parties prior to

entering into the subcontract. Bid shopping is prohibited. The bidder or contractor must negotiate with the subcontractor to resolve the problem. If requested by either party, the Department of Procurement Services shall facilitate such a meeting. Where there has been a mistake or disagreement about the scope of work, the MBE or WBE can be substituted only where an agreement cannot be reached for a reasonable price for the correct scope of work.

Substitutions of a MBE or WBE subcontractor shall be permitted only on the following basis:

- a) Unavailability after receipt of reasonable notice to proceed;
- b) Failure of performance;
- c) Financial incapacity;
- d) Refusal by the subcontractor to honor the bid or proposal price or scope;
- e) Mistake of fact or law about the elements of the scope of work of a solicitation where a reasonable price cannot be agreed;
- f) Failure of the subcontractor to meet insurance, licensing or bonding requirements;
- g) The subcontractor's withdrawal of its bid or proposal; or
- h) De-certification of the subcontractor as a MBE or WBE (graduation from the MBE/WBE program does not constitute de-certification).
- i) Termination of a Mentor Protégé Agreement.

1.8.2. Procedure for Requesting Approval

If it becomes necessary to substitute a MBE or WBE or otherwise change the Compliance Plan, the procedure will be as follows:

- a) The bidder or contractor must notify the Contract Compliance Officer and Chief Procurement Officer in writing of the request to substitute a MBE or WBE or otherwise change the Compliance Plan. The request must state specific reasons for the substitution or change. A letter from the MBE or WBE to be substituted or affected by the change stating that it cannot perform on the contract or that it agrees with the change in its scope of work must be submitted with the request.
- b) The City will approve or deny a request for substitution or other change within 15 business days of receipt of the written request.
- c) Where the bidder or contractor has established the basis for the substitution to the satisfaction of the Chief Procurement Officer, it must make Good Faith Efforts to meet the Contract Specific Goal by substituting a MBE or WBE subcontractor. Documentation of a replacement MBE or WBE, or of Good Faith Efforts, must meet the requirements in section 5. If the MBE or WBE Contract Specific Goal cannot be reached and Good Faith Efforts have been made, as determined by the Chief Procurement Officer, the bidder or contractor may substitute with a non-MBE or non-WBE.
- d) If a bidder or contractor plans to hire a subcontractor for any scope of work that was not previously disclosed in the Compliance Plan, the bidder or contractor must obtain the approval of the Chief Procurement Officer to modify the Compliance Plan and must make Good Faith Efforts to ensure that MBEs or WBEs have a fair opportunity to bid on the new scope of work.
- e) A new subcontract must be executed and submitted to the Contract Compliance Officer within five business days of the bidder's or contractor's receipt of City approval for the substitution or other change.

The City shall not be required to approve extra payment for escalated costs incurred by the contractor when a substitution of subcontractors becomes necessary to comply with MBE/WBE contract requirements.

1.9. Non-Compliance and Damages

Without limitation, the following shall constitute a material breach of this contract and entitle the City to declare a default, terminate the contract, and exercise those remedies provided for in the contract, at law or in equity: (1) failure to demonstrate Good Faith Efforts, except in the case of a contract where a bid incentive under MCC 2-92-525 was taken into consideration in the award; and (2) disqualification as a MBE or WBE of the contractor or any joint venture partner, subcontractor or supplier if its status as an MBE or WBE was a factor in the award of the contract and such status was misrepresented by the contractor.

Payments due to the contractor may be withheld until corrective action is taken.

Pursuant to MCC 2-92-445 or 2-92-740, as applicable, remedies or sanctions may include a penalty in the amount of the discrepancy between the amount of the commitment in the Compliance Plan, as such amount may be amended through change orders or otherwise over the term of the contract, and the amount paid to MBEs or WBEs, and disqualification from contracting or subcontracting on additional City contracts for up to three years. The consequences provided herein shall be in addition to any other criminal or civil liability to which such entities may be subject.

The contractor shall have the right to protest the final determination of non-compliance and the imposition of any penalty by the Chief Procurement Officer pursuant to MCC 2-92-445 or 2-92-740, within 15 business days of the final determination.

In the case of a in the case of a contract for which a bid incentive under MCC 2-92-525 was taken into consideration in the award, any contractor that has failed to retain the percentage of MBE or WBE subcontractor committed to in order for the bid incentive to be allocated will be fined an amount equal to three times the amount of the bid incentive allocated, unless the contractor can demonstrate that due to circumstances beyond the contractor's control, the contractor for good cause was unable to retain the percentage of MBE or WBE subcontractors throughout the duration of the contract period.

1.10. Arbitration

- a) In the event a contractor has not complied with the contractual MBE/WBE percentages in its Schedule D, underutilization of MBEs/WBEs shall entitle the affected MBE/WBE to recover from the contractor damages suffered by such entity as a result of being underutilized; provided, however, that this provision shall not apply to the extent such underutilization occurs pursuant to a waiver or substitution approved by the City. The Ordinance and contracts subject thereto provide that any disputes between the contractor and such affected MBEs/WBEs regarding damages shall be resolved by binding arbitration before an independent arbitrator other than the City, with reasonable expenses, including attorney's fees, being recoverable by a prevailing MBE/WBE in accordance with these regulations. This provision is intended for the benefit of any MBE/WBE affected by underutilization and grants such entity specific third party beneficiary rights. Any rights conferred by this regulation are non-waivable and take precedence over any agreement to the contrary, including but not limited to those contained in a subcontract, suborder, or communicated orally between a contractor and a MBE/WBE.
- b) An MBE/WBE desiring to arbitrate shall contact the contractor in writing to initiate the arbitative process. Except as otherwise agreed to in writing by the affected parties subject to the limitation contained in the last sentence of the previous paragraph, within ten (10) calendar days of the contractor receiving notification of the intent to arbitrate from the MBE/WBE the above-described disputes shall be arbitrated in accordance with the Commercial Arbitration Rules of the American Arbitration Association (AAA), a not-for-profit agency, with an office at 225 North Michigan Avenue, Suite 2527, Chicago, Illinois 60601-7601 [Phone: (312) 616-6560; Fax: (312) 819-0404]. All such arbitrations shall be initiated by the MBE/WBE filing a demand for arbitration with the AAA; shall be conducted by the AAA; and held in Chicago, Illinois.

- c) All arbitration fees are to be paid pro rata by the parties, however, that the arbitrator is authorized to award reasonable expenses, including attorney and arbitrator fees, as damages to a prevailing MBE/WBE.
- d) The MBE/WBE must send the City a copy of the Demand for Arbitration within ten (10) calendar days after it is filed with the AAA. The MBE/WBE also must send the City a copy of the decision of the arbitrator within ten (10) calendar days of receiving such decision. Judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

1.11. Equal Employment Opportunity

Compliance with MBE and WBE requirements will not diminish or supplant equal employment opportunity and civil rights provisions as required by law.

1.12. Attachments and Schedules

The following attachments and schedules follow, they may also be downloaded from the Internet at: <http://www.cityofchicago.org/forms>

- Attachment A: Assist Agencies
- Attachment B: Sample Format for Requesting Assist Agency Comments on Bidder's Request for Reduction or Waiver of MBE/WBE Goals
- Schedule B: Affidavit of Joint Venture (MBE/WBE)
- Schedule C-1: Letter of Intent From MBE/WBE To Perform As Subcontractor, Supplier and/or Consultant
- Schedule D-1: Compliance Plan Regarding MBE/WBE Utilization

Attachment A –Assist Agency List (Rev. Apr. 2018)

Assist Agencies are comprised of not-for-profit agencies and/or chamber of commerce agencies that represent the interest of small, minority and/or women owned businesses.

**Prime Contractors should contact for subcontracting opportunities to connect certified firms.*

<p>51st Street Business Association * 220 E. 51st Street Chicago, IL 60615 Phone: 773-285-3401 Fax: 773-285-3407 Email: the51ststreetbusinessassociation@yahoo.com Web: www.51stStreetChicago.com Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p>African American Contractors Association - AACA P.O. Box #19670 Chicago, IL 60619 Phone: 312-915-5960 Email: aacanatlassoc@gmail.com Web: www.aacanatl.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p>Angel of God Resource Center, Inc. 14527 S. Halsted Chicago, IL 60827 Phone: 708-392-9323 Fax: 708-880-0121 Email: asmith5283@yahoo.com; aogrc@angelofgodresourcecenter.org Web: www.angelofgodresourcecenter.org Maintains list of certified firms: No Provides training for businesses: Yes</p>	<p>Association of Asian Construction Enterprises * 5677 W. Howard Niles, IL 60714 Phone: 847-673-7377 Fax: 847-673-2358 Email: nakmancorp@aol.com Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p>Austin African American Business Networking Assoc. 5820 W. Chicago Ave., Chicago, IL 60651 Phone: 773-626-4497 Email: aaabna@yahoo.com Web: www.aaabna.org Maintains list of certified firms: No Provides training for businesses: Yes</p>	<p>Black Contractors United * 12000 S. Marshfield Ave. Calumet Park, IL 60827 Phone: 708-389-5730 Fax: 708-389-5735 Email: bcunewera@att.net Web: www.blackcontractorsunited.com Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p>Business Leadership Council * 230 W. Monroe Street, Ste 2650 Chicago, IL 60606 Phone: 312-628-7844 Fax: 312-628-7843 Email: Karen.r@businessleadershipcouncil.org Web: www.businessleadershipcouncil.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p>LGBT Chamber of Commerce of Illinois * 3179 N. Clark St., 2nd Floor Chicago, IL 60657 Phone: 773-303-0167 Fax: 773-303-0168 Email: jholston@lgbtcc.com Web: www.lgbtcc.com Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p>Chatham Business Association Small Business Dev. * 800 E. 78th Street Chicago, IL 60619 Phone: 773-994-5006 Fax: 773-855-8905 Email: melindakelly@cbaworks.org Web: www.cbaworks.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p>Chicago Minority Supplier Development Council Inc. * 105 W. Adams, Suite 2300 Chicago, IL 60603-6233 Phone: 312-755-2550 Fax: 312-755-8890 Email: pbarreda@chicagomsdc.org Web: www.chicagomsdc.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>

Chicago Urban League * 4510 S. Michigan Ave. Chicago, IL 60653 Phone: 773-624-8810 Fax: 773-451-3579 Email: sbrinston@thechicagourbanleague.org Web: www.cul-chicago.org Maintains list of certified firms: Yes Provides training for businesses: Yes	Chicago Women in Trades (CWIT) 2444 W. 16 th Street Chicago, IL 60608 Phone: 312-942-1444 Jayne Vellinga, Executive Director Email: jvellinga@cwit2.org Web: www.chicagowomenintradess2.org Maintains list of certified firms: No Provides training for businesses: Yes
Contractor Advisors Business Development Corp. * 1507 E. 53 rd Street, Suite 906 Chicago, IL. 60615 Phone: 312-436-0301 Email: info@contractoradvisors.us Web: www.contractoradvisors.us Maintains list of certified firms: Yes Provides training for businesses: Yes	Cosmopolitan Chamber of Commerce 1633 S. Michigan Avenue Chicago, IL. 60616 Phone: 312-971-9594 Fax: 312-341-9084 Email: rmcgowan@cosmochamber.org Web: www.cosmochamber.org Maintains list of certified firms: Yes Provides training for businesses: Yes
Do For Self Community Development Co. * 7447 S South Shore Drive, Unit 22B Chicago, IL 60649 Phone: 773-356-7661 Email: dennisdoforself@hotmail.com Web: www.doforself.org Maintains list of certified firms: No Provides training for businesses: Yes	Far South Community Development Corporation 9923 S. Halsted Street, Suite D Chicago, IL 60628 Phone: 773-941-4833 Fax: 773-941-5252 Email: lacy@farsouth.org Web: www.farsouthcdc.org Maintains list of certified firms: No Provides training for businesses: Yes
Federation of Women Contractors * 216 W. Jackson Blvd. #625 Chicago, IL 60606 Phone: 312-360-1122 Fax: 312-750-1203 Email: fwcchicago@aol.com Web: www.fwcchicago.com Maintains list of certified firms: Yes Provides training for businesses: Yes	Fresh Start Home Community Development Corp. 5168 S. Michigan Avenue, 4N Chicago, IL 60615 Phone: 312-632-0811 Fax: 855-270-4175 Email: Info@FreshStartNow.us Web: www.FreshStartNow.us Maintains list of certified firms: Yes Provides training for businesses: Yes
Greater Englewood Community Development Corp. * 815 W. 63 rd Street Chicago, IL 60621 Phone: 773-651-2400 Fax: 773-651-2400 Email: jharbin@greaterenglewoodcdc.org Web: www.greaterenglewoodcdc.org Maintains list of certified firms: Yes Provides training for businesses: Yes	Greater Pilsen Economic Development Assoc. * 1801 S. Ashland Chicago, IL 60608 Phone: 312-698-8898 Email: greaterpilsen@gmail.com Web: www.greaterpilsen.org Maintains list of certified firms: Yes Provides training for businesses: Yes
Greater Far South Halsted Chamber of Commerce * 10615 S. Halsted Street Chicago, IL 60628 Phone: 518-556-1641 Fax: 773-941-4019 Email: halstedchamberevents@gmail.com Web: www.greaterfarsouthhalstedchamber.org Maintains list of certified firms: Yes Provides training for businesses: Yes	Greater Southwest Development Corporation 2601 W. 63 rd Street Chicago, IL 60629 Phone: 773-362-3373 Fax: 773-471-8206 Email: c.james@greatersouthwest.org Web: www.greatersouthwest.org Maintains list of certified firms: No Provides training for businesses: Yes

<p>Hispanic American Construction Industry Association (HACIA) * 650 W. Lake St., Unit 415 Chicago, IL 60661 Phone: 312-575-0389 Fax: 312-575-0544 Email: jperez@haciaworks.org Web: www.haciaworks.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p>Illinois Hispanic Chamber of Commerce * 222 Merchandise Mart Plaza, Suite 1212 c/o 1871 Chicago, IL 60654 Phone: 312-425-9500 Email: aalcantar@ihccbbusiness.net Web: www.ihccbbusiness.net Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p>Illinois State Black Chamber of Commerce * 411 Hamilton Blvd., Suite 1404 Peoria, Illinois 61602 Phone: 309-740-4430 / 773-294-8038 Fax: 309-672-1379 Email: LarryIvory@IllinoisBlackChamber.org; vgilb66709@yahoo.com www.illinoisblackchamberofcommerce.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p>JLM Business Development Center * 2622 W. Jackson Boulevard Chicago, IL 60612 Phone: 773-826-3295 Fax: 773-359-4021 Email: jimbizcenter@gmail.com Web: www.jlmcenter.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p>Latin American Chamber of Commerce * 3512 W. Fullerton Avenue Chicago, IL 60647 Phone: 773-252-5211 Fax: 773-252-7065 Email: d.lorenzopadron@LACCUSA.com Web: www.LACCUSA.com Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p>National Association of Women Business Owners * 500 Davis Street, Ste 812 Evanston, IL 60201 Phone: 773-410-2484 Fax: 847-328-2018 Email: wjaehn@nawbochicago.org Web: www.nawbochicago.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p>National Black Wall Street * 4655 S. King Drive, Suite 203 Chicago, IL 60653 Phone: 773-268-6900 Fax: 773-392-0165 Email: markallen2800@aol.com Web: www.nationalblackwallstreetchicago.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p>National Organization of Minority Engineers (NOME) * 33 W. Monroe, Suite 1540 Chicago, IL 60603 Phone: 312-960-1239 Email: grandeevents1@sbcglobal.net Web: www.nomeonline.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p>Neighborhood Development Services, NFP * 10416 South Maryland Avenue Chicago, IL 60628 Phone: 773-413-9348 Fax: 773-371-0032 Email: neighborhooddevservices@gmail.com Web: www.ndsnfp.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p>Rainbow/PUSH Coalition * 930 E. 50th Street Chicago, IL 60615 Phone: 773-256-2768 Fax: 773-373-4103 Email: jmitchell@rainbowpush.org Web: www.rainbowpush.org Maintains list of certified firms: Yes Provides training for businesses: No</p>
<p>Real Men Charities, Inc. 2423 E. 75th Street Chicago, IL 60649 Phone: 773-425-4113 Email: ymoyo@realmencook.com Web: www.realmencook.com Maintains list of certified firms: No Provides training for businesses: Yes</p>	<p>RTW Veteran Center 7415 E. End, Suite 120 Chicago, IL 60649 Phone: 773-406-1069 Fax: 866-873-2494 Email: rtwvetcenter@yahoo.com Web: www.rtwvetcenter.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>

<p>South Shore Chamber, Inc. * 1750 E. 71st Street Chicago, IL 60649-2000 Phone: 773-955- 9508 Tonya Trice, Executive Director Email: ttrice@southshorechamberinc.org Web: www.southshorechamberinc.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p>St. Paul Church of God in Christ Community Development Ministries, Inc. (SPCDM) 4550 S. Wabash Avenue Chicago, IL. 60653 Phone: 773-538-5120 Fax: 773-538-5125 Email: spcdm@sbcglobal.net Web: www.stpaulcdm.org Maintains list of certified firms: No Provides training for businesses: Yes</p>
<p>The Monroe Foundation 1547 South Wolf Road Hillside, Illinois 60162 Phone: 773-315-9720 Email: ommonroe@themonroefoundation.org Web: www.themonroefoundation.org Maintains list of certified firms: No Provides training or businesses: Yes</p>	<p>US Minority Contractors Association, Inc. * 1250 Grove Ave. Suite 200 Barrington, IL 60010 Phone: 847-708-1597 Fax: 847-382-1787 Email: admin@usminoritycontractors.org Web: www.USMinorityContractors.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p>Women's Business Development Center * 8 S. Michigan Ave., 4th Floor Chicago, IL 60603 Phone: 312-853-3477 Fax: 312-853-0145 Email: fcurry@wbdc.org Web: www.wbdc.org Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p>Urban Broadcast Media, Inc. 4108 S. King Drive, Chicago, IL 60653 Phone: 312-614-1075 Email: drleonfinney312@gmail.com Web: www.urbanbroadcastmedia.org Maintains list of certified firms: No Provides training for businesses: Yes</p>
<p>Women Construction Owners & Executives (WCOE) * Chicago Caucus 308 Circle Avenue Forest Park, IL 60130 Phone: 708-366-1250 Email: mkm@mkmservices.com Web: www.wcoeusa.org Maintains list of certified firms: Yes Provides training for businesses: No</p>	<p>Your Community Consultants Foundation 9301 S. Parnell Ave., Chicago, IL 60620 Phone: 773-224-9299 Fax: 773-371-0032 Email: allen81354@aol.com Maintains list of certified firms: No Provides training for businesses: Yes</p>

**Attachment B - Sample Format for Requesting Assist Agency Comments on Bidder's Request for
Reduction or Waiver of MBE/WBE Goals**

On Bidder/Proposer's Letterhead – SEND TO THE ASSIST AGENCIES – DO NOT SEND TO THE CITY

RETURN RECEIPT REQUESTED

(Date)

Specification No.: {Specification Number}

Project Description: {PROJECT DESCRIPTION}

(Assist Agency Name and Address – **SEND TO THE ASSIST AGENCIES – DO NOT SEND TO THE CITY**)

Dear _____:

_____ (Bidder/Proposer) intends to submit a bid/proposal in response to the above referenced specification with the City of Chicago. Bids are due _____ advertised specification with the City of Chicago.

The following areas have been identified for subcontracting opportunities on both a direct and indirect basis:

Our efforts to identify potential subcontractors have not been successful in order to meet the Disadvantaged/Minority/Women Business Enterprise contract goal. **Due to the inability to identify an appropriate DBE/MBE/WBE firm certified by the City of Chicago to participate as a subcontractor or joint venture partner, a request for the waiver of the contract goals will be submitted.** If you are aware of such a firm, please contact

Name of Company Representative	at	Address/Phone
--------------------------------	----	---------------

within (10) ten business days of receipt of this letter.

Under the City of Chicago's MBE/WBE/DBE Ordinance, your agency is entitled to comment upon this waiver request to the City of Chicago. Written comments may be directed within ten (10) working days of your receipt of this letter to:

Monica Jimenez, Deputy Procurement Officer
Department of Procurement Services
City of Chicago
121 North La Salle Street, Room 806
Chicago, Illinois 60602

If you wish to discuss this matter, please contact the undersigned at _____.

Sincerely,

SCHEDULE B: Affidavit of Joint Venture (MBE/WBE)

This form need not be submitted if all joint venturers are MBEs and/or WBEs. In such a case, however, a written joint venture agreement among the MBE and WBE venturers must be submitted. In all proposed joint ventures, each MBE and/or WBE venturer must submit a copy of their current Letter of Certification.

All Information Requested by this Schedule must Be Answered in the Spaces Provided. Do Not Refer to Your Joint Venture Agreement Except to Expand on Answers Provided on this Form. If Additional Space Is Required, Additional Sheets May Be Attached.

- I. Name of joint venture: _____
Address of joint venture: _____

Phone number of joint venture: _____
- II. Identify each non-MBE/WBE venturer(s):
Name of Firm: _____
Address: _____
Phone: _____
Contact person for matters concerning MBE/WBE compliance: _____
- III. Identify each MBE/WBE venturer(s):
Name of Firm: _____
Address: _____
Phone: _____
Contact person for matters concerning MBE/WBE compliance: _____
- IV. Describe the role(s) of the MBE and/or WBE venturer(s) in the joint venture: _____

- V. Attach a copy of the joint venture agreement. In order to demonstrate the MBE and/or WBE venturer's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) the contributions of capital and equipment; (2) work items to be performed by the MBE/WBE's own forces; (3) work items to be performed under the supervision of the MBE/WBE venturer; and (4) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the project.
- VI. Ownership of the Joint Venture.
A. What are the percentage(s) of MBE/WBE ownership of the joint venture?
MBE/WBE ownership percentage(s) _____
Non-MBE/WBE ownership percentage(s) _____
- B. Specify MBE/WBE percentages for each of the following (provide narrative descriptions and other detail as applicable):
1. Profit and loss sharing: _____
2. Capital contributions:
(a) Dollar amounts of initial contribution: _____

Schedule B: Affidavit of Joint Venture (MBE/WBE)

(b) Dollar amounts of anticipated on-going contributions: _____

3. Contributions of equipment (Specify types, quality and quantities of equipment to be provided by each venturer): _____

4. Other applicable ownership interests, including ownership options or other agreements which restrict or limit ownership and/or control: _____

5. Provide copies of all written agreements between venturers concerning this project.

6. Identify each current City of Chicago contract (and each contract completed during the past two (2) years) by a joint venture of two or more firms participating in this joint venture:

- VII. Control of and Participation in the Joint Venture. Identify by name and firm those individuals who are, or will be, responsible for, and have the authority to engage in the following management functions and policy decisions. (Indicate any limitations to their authority such as dollar limits and co-signatory requirements.):

- A. Joint venture check signing:

- B. Authority to enter contracts on behalf of the joint venture:

- C. Signing, co-signing and/or collateralizing loans:

- D. Acquisition of lines of credit:

Schedule B: Affidavit of Joint Venture (MBE/WBE)

E. Acquisition and indemnification of payment and performance bonds:

F. Negotiating and signing labor agreements:

G. Management of contract performance. (Identify by name and firm only):

1. Supervision of field operations: _____
2. Major purchases: _____
3. Estimating: _____
4. Engineering: _____

VIII. Financial Controls of joint venture:

A. Which firm and/or individual will be responsible for keeping the books of account?

B. Identify the managing partner, if any, and describe the means and measure of their compensation:

C. What authority does each venturer have to commit or obligate the other to insurance and bonding companies, financing institutions, suppliers, subcontractors, and/or other parties participating in the performance of this contract or the work of this project?

IX. State the approximate number of operative personnel (by trade) needed to perform the joint venture's work under this contract. Indicate whether they will be employees of the non-MBE/WBE firm, the MBE/WBE firm, or the joint venture.

Schedule B: Affidavit of Joint Venture (MBE/WBE)

The undersigned affirms that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operations of our joint venture and the intended participation of each venturer in the undertaking. Further, the undersigned covenant and agree to provide to the City current, complete and accurate information regarding actual joint venture work and the payment therefore, and any proposed changes in any provision of the joint venture agreement, and to permit the audit and examination of the books, records and files of the joint venture, or those of each venturer relevant to the joint venture by authorized representatives of the City or the Federal funding agency.

Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal or state laws concerning false statements.

Note: If, after filing this Schedule B and before the completion on the joint venture's work on the project, there is any change in the information submitted, the joint venture must inform the City of Chicago, either directly or through the prime contractor if the joint venture is a subcontractor.

Name of MBE/WBE Partner Firm

Firm

Name of Non-MBE/WBE Partner

Signature of Affiant

Signature of Affiant

Name and Title of Affiant

Name and Title of Affiant

Date

Date

On this _____ day of _____, 20____, the above-signed officers

(names of affiants)

personally appeared and, known to me be the persons described in the foregoing Affidavit, acknowledged that they executed the same in the capacity therein stated and for the purpose therein contained.

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

Signature of Notary Public

My Commission Expires: _____

(SEAL)



**FOR
NON-CONSTRUCTION
PROJECTS ONLY**

SCHEDULE C-1

MBE/WBE Letter of Intent to Perform as a Subcontractor, Supplier, or Consultant

Project Name: _____ Specification No.: _____

From: _____
(Name of MBE/WBE Firm)

To: _____ 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:

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

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.

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

_____ % 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 () No

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

(Name/Title-Please Print)

(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: _____

Specification No.: _____

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am a duly authorized representative of _____
(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: _____

Address: _____

Contact Person: _____

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 % _____

2. 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 % _____

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

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 (%)
Total Indirect MBE Participation		

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 (%)
Total Indirect WBE Participation		

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

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

(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.

(Name of Prime Contractor – Print or Type)

State of: _____

(Signature)

County of: _____

(Name/Title of Affiant – Print or Type)

(Date)

On this _____ day of _____, 20____, the above signed officer _____
(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.

(Notary Public Signature)

SEAL:

Commission Expires: _____

EXHIBIT 6

ONLINE CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT (EDS) INSTRUCTIONS

WHEN SUBMITTING YOUR RESPONSE TO A REQUEST FOR PROPOSAL (RFP), THE RESPONDENT(S) SHALL SUBMIT 2 DOCUMENTS: 1) A “**CERTIFICATE OF FILING**” EVIDENCING COMPLETION OF YOUR ONLINE EDS AND 2) AN EXECUTED **ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT** SIGNED BY AN AUTHORIZED OFFICER BEFORE A NOTARY.

1. ONLINE EDS FILING

1.1. ONLINE EDS FILING REQUIRED PRIOR TO RESPONSE DUE DATE

The Respondent shall complete an online EDS prior to the response due date. A Respondent who does not file an electronic EDS prior to the response due date may be found non-responsive and its response rejected. If you are unable to complete the online EDS and print a Certificate of Filing prior to the response due date, the City will accept a paper EDS provided written justification is provided explaining your good faith efforts to complete it before the response due date and the reasons why it could not be completed.

NOTE: ALWAYS SELECT THE “CONTRACT” (NOT UPDATE) BOX WHEN COMPLETING AN ONLINE EDS TO ENSURE A NEW CONTRACT SPECIFIC ONLINE EDS IS CREATED RELATED TO THE SOLICITATION DOCUMENT. CLICKING THE UPDATE BOX ONLY UPDATES PREVIOUS EDS INFORMATION.

1.2. ONLINE EDS WEB LINK

The web link for the Online EDS is: <https://webapps.cityofchicago.org/EDSWeb>

1.3. ONLINE EDS NUMBER

Upon completion of the online EDS submission process, the Respondent will be provided an EDS number. Respondent should record this number here:

EDS Number: _____

1.4. ONLINE EDS CERTIFICATION OF FILING AND ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT

Upon completion of the online submission process, the Respondent will be able to print a hard copy Certificate of Filing. The Respondent should submit the signed Certificate of Filing and Attachment A, Online EDS Acknowledgement form with its response. Please insert your Certification of Filing and Attachment A, Online EDS Acknowledgement form following the Cover Letter. See Section V.B. Required Contents of Proposal in the RFP. A Respondent who does not include a signed Certificate of Filing and/or Attachment A, Online EDS Acknowledgement form with its response must provide it upon the request of the Chief Procurement Officer.

1.5. PREPARATION CHECKLIST FOR REGISTRATION

To expedite and ease your registration process, we recommend that you collect the following information prior to registering for an Online EDS user account:

	1. Invitation number, if you were provided an invitation number.
	2. EDS document from previous years, if available.
	3. Email address to correspond with the Online EDS system.
	4. Company Information:
	a. Legal Name
	b. FEIN/SSN
	c. City of Chicago Vendor Number, if available.
	d. Address and phone number information that you would like to appear on your EDS documents.
	e. EDS Captain. Check for an EDS Captain in your company - this maybe the person that usually submits EDS for your company, or the first person that registers for your company.

1.6. PREPARATION CHECKLIST FOR EDS SUBMISSION

To expedite and ease your EDS submission, we recommend that you collect the following information prior to updating your EDS information online.

Items #1 through #7 are needed for both EDS information updates and contract related EDS documents:

- _____ 1. Invitation number, if you were provided with an invitation number.
- _____ 2. Site address that is specific to this EDS.
- _____ 3. Contact that is responsible for this EDS.
- _____ 4. EDS document from previous years, if available.
- _____ 5. Ownership structure, and if applicable, owners' company information:
 - _____ a. % of ownership
 - _____ b. Legal Name
 - _____ c. FEIN/SSN
 - _____ d. City of Chicago Vendor Number, if available.
 - _____ e. Address
- _____ 6. List of Commissioners, officers, titleholders, etc. (if applicable).
- _____ 7. For partnerships/LLC/LLP/Joint ventures, etc.:
 - _____ a. List of controlling parties (if applicable).

Items #8 and #9 are needed ONLY for contract related EDS documents:

- _____ 8. Contract related information (if applicable):
 - _____ a. City of Chicago contract package
 - _____ b. Cover page of City of Chicago bid/solicitation package
 - _____ c. If EDS is related to a mod, then cover page of your current contract with the City.
- _____ 9. List of subcontractors and retained parties:
 - _____ a. Name
 - _____ b. Address
 - _____ c. Fees – Estimated or paid

1.7. EDS FREQUENTLY ASKED QUESTIONS

Q: Where do I file?

A: The web link for the Online EDS is: <https://webapps.cityofchicago.org/EDSWeb>

Q: How do I get help?

A: If there is a question mark on a page or next to a field, click on the question mark for help filling out the page or field. You may also consult the User Manual and the Training Videos available on the left menu.

Q: Why do I have to submit an EDS?

A: The Economic Disclosure Statement (EDS) is required of applicants making an application to the City for action requiring City Council, City department or other City agency approval. For example, all bidders seeking a City contract are required to submit an EDS. Through the EDS, applicants make disclosures required by State law and City ordinances and certify compliance with various laws and ordinances. An EDS is also required of certain parties related to the applicant, such as owners and controlling parties.

Q: Who is the Applicant?

A: "Applicant" means any entity or person making an application to the City for action requiring City Council or other City agency approval. The applicant does not include owners and parent companies.

Q: Who is the Disclosing Party?

A: "Disclosing Party" means any entity or person submitting an EDS. This includes owners and parent companies.

Q: What is an entity or legal entity?

A: "Entity" or "Legal Entity" means a legal entity (for example, a corporation, partnership, joint venture, limited liability company or trust).

Q: What is a person for purposes of the EDS?

A: "Person" means a human being.

Q: Who must submit an EDS?

A. An EDS must be submitted in any of the following three circumstances:

Applicants:	An Applicant must always file this EDS. If the Applicant is a legal entity, state the full name of that legal entity. If the Applicant is a person acting on his/her own behalf, state his/her name.
Entities holding an interest:	Whenever a legal entity has a beneficial interest (E. G. direct or indirect ownership) of more than 7.5% in the Applicant, each such legal entity must file an EDS on its own behalf.
Controlling entities:	Whenever a Disclosing Party is a general partnership, limited partnership, limited liability company, limited liability partnership or joint venture that has a general partner, managing member, manager or other entity that can control the day-to-day management of the Disclosing Party, that entity must also file an EDS on its own behalf. Each entity with a beneficial interest of more than 7.5% in the controlling entity must also file an EDS on its own behalf.

Q: What information is needed to submit an EDS?

A: The information contained in the Preparation Checklist for EDS submission.

Q: I don't have a user ID & password. Can I still submit an Online EDS?

A: No. You must register and create a user ID and password before submitting an Online EDS.

Q: What information is needed to request a user ID & password for Online EDS?

A: The information contained in the Preparation Checklist for Registration is needed to request a login for the Online EDS.

Q: I already have a username and password from another City web site (City Web Portal, Department of Construction and Permits, Department of Consumer Services, etc.). Can I log-in the Online EDS with that account?

A: Usually not. The Online EDS uses a user ID and password system that is shared by the Public Vehicle Advertising and Water Payment web sites. You may use a username and password from those sites by answering "Yes" to "Is this an existing City of Chicago user

ID?” when registering. Other usernames and passwords will not be automatically recognized. However, you may choose to create an identical username for the Online EDS if it is not already taken.

Q: I don't have an email address. How do I submit an Online EDS?

A: You cannot get an account to submit an online EDS without an email address. If you need an e-mail address, we suggest that you use a free internet email provider such as www.hotmail.com or www.yahoo.com or mail.google.com to open an account. The City does not endorse any particular free internet email provider. Public computers are available at all Chicago Public Library branches.

Q: I forgot my user ID. Can I register again?

A: No. If you are the EDS Captain of your organization, please contact the Department of Procurement Services at 312-744-4900. If you are an EDS team member, contact your EDS Captain, who can look up your user ID.

Q: Who is the EDS Captain?

A: The EDS Captain is a person who performs certain administrative functions for an organization which files an EDS. Each organization registered with the Online EDS has at least one EDS Captain. There may be co-captains, who are all equal. EDS Captains approve new users, change contact information for an organization, and de-active accounts of employees who have left the organization. Please see the User Manual for more information.

Q: Why do we need EDS Captains?

A: The Online EDS is designed to be a self-service web application which allows those doing or seeking to do business with the City to perform as many routine functions as possible without City intervention. Because many organizations have multiple staff filing an EDS, the EDS Captain role allows those organizations to self-manage the contact information and users.

Q: Who is the EDS team?

A: The EDS team for an organization is everyone who is registered to file an EDS on behalf of the organization.

Q: I forgot my password. What should I do?

A: To retrieve a temporary password, click the “Forgot your password?” link on the login page. Enter your user ID that you provided when you registered your account. The system will automatically generate a temporary password and send it to you. When you log-in with your temporary password, you will be asked to create a new password.

Q: How do I complete an Online EDS?

A: Click on “Create New” after logging in. The Online EDS system will walk you through the EDS questions. Please see the User Manual for details.

Q: How do I fill out a Disclosure of Retained Parties?

A: There is no longer a separate Disclosure of Retained Parties filing. After logging in, click on "Create New". Answer (click) "Contract" to "Is this EDS for a contract or an EDS information update?" Click "Fill out EDS", and click on the "Retained Parties" tab. When finished, click on "Ready to Submit."

Q: How do I attach documents?

A: Attachments are discouraged. If at all possible, please provide a concise explanation in the space provided in the online form. Attachments with pages of officers are not acceptable. Names of officers must be typed into the system. If you must provide an attachment for another reason, please send it to your City of Chicago contact (contract administrator or negotiator for procurements) and they will attach it for you. Documents can be sent in PDF (preferred), Word, or paper format.

Q: Who can complete an Economic Disclosure Statement online?

A: Any authorized representative of your business with a user ID and password can complete your EDS online. One person, such as an assistant, can fill in the information and save it, and another person can review and electronically sign the Online EDS.

Q: What are the benefits of filing my Economic Disclosure statement electronically?

A: Filing electronically reduces the chance of filing an incomplete EDS and speeds up the processing of contract awards. A certificate of filing can be printed at the completion of the process and inserted into your bid package. The biggest benefit for those who frequently do business with the City is that after the first EDS, each EDS is much easier to fill out because non-contract specific information is pre-filled from the last submitted EDS.

Q: Will my information be secure?

A: Yes. When making your internet connection to our Web Server, you will connect through a Secure Socket Layer (SSL for short) to the "Online EDS" login page. All information you type will be protected using strong encryption. Within the login page, you will provide us with a user ID, password, and secret question for user authentication. Only you will have knowledge of this unique identification information.

Q: I am filing electronically. How do I sign my EDS?

A: Once you have completed the EDS, you will be prompted to enter your password and answer to your secret question. Together, these will serve as your electronic signature. Although you will also print and physically sign an EDS certification of filing as a notice that your EDS was filed, your EDS is complete as a legal document with only the electronic filing.

Q: My address has changed. How can I update my information?

A: You must be an EDS Captain for your organization to update this. Log-in and click on "Vendor Admin, Site Administration." Select the appropriate site and click edit.

Q: I have more questions. How can I contact the Department of Procurement Services?

A: Please contact the contract administrator or negotiator assigned to your solicitation or contract. You may call DPS at 312-744-4900 between 8:30 AM and 5:00 PM Central Time.

Q: Can I save a partially complete EDS?

A: Yes. Click "Save". To avoid data loss, we recommend you save your work periodically while filling out your EDS.

Q: Do I have to re-type my information each time I submit an EDS?

A: No. The system will remember non-contract specific information from your last submitted EDS for one year. This information will be filled-in for you in your new EDS. You will have an opportunity to correct it if it has changed since your last filing. When you submit your new EDS, the information is saved and the one-year clock begins running anew.

Q: What are the system requirements to use the Online EDS?

A: The following are minimum requirements to use the Online EDS:

- A PDF viewer such as Adobe Reader is installed and your web browser is configured to display PDFs automatically. You may download and install Adobe Reader free at www.adobe.com/products/reader/
- Your web browser is set to permit running of JavaScript.
- Your web browser allows cookies to be set for this site. Please note that while we use cookies in the Online EDS, we do not use them to track personally identifiable information, so your privacy is maintained.
- Your monitor resolution is set to a minimum of 1024 x 768.
- While not required to submit an EDS, if you wish to view the training videos, you must have Adobe Flash Plugin version 9 or higher, speakers, and sound. Please note that very old computers may not be able to run Adobe Flash and will not be able to play the training videos. In that case, we encourage you to seek help using the Online EDS Manuals. You may download and install Adobe Flash Plugin free at <http://get.adobe.com/flashplayer>

The Online EDS has been tested on Internet Explorer 6.0 and 7.0 and Firefox 2.0 and 3.0 on Windows XP and Mac OS X. Although it should work on other browsers and operating systems, the City of Chicago cannot guarantee compatibility.

ATTACHMENT A
ONLINE EDS ACKNOWLEDGEMENT

The undersigned, hereby acknowledges having received a full set of RFP Documents, including, Addenda Numbers (none unless indicated here) _____, and affirms that the Respondent shall be bound by all the terms and conditions contained in the RFP Documents, regardless of whether a complete set thereof is attached to this response.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line, (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line, and (3) further warrants that, as of the date of submission of this response, there have been no changes in circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other respondent or prospective respondent or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraining of free competition among respondents and has not disclosed to any person, firm or corporation the terms of this proposal or the price named herein.

COMPANY NAME: _____
(Print or Type)

AUTHORIZED OFFICER SIGNATURE: _____

TITLE OF SIGNATORY: _____
(Print or Type)

BUSINESS ADDRESS: _____
(Print or Type)

State of _____ (Affix Corporate Seal)

County of _____

This instrument was acknowledged before me on this ____ day of _____, 20____
by _____ as President (or other authorized officer) and
_____ as Secretary of _____ (Company
Name)

Notary Public Signature: _____ (Seal)

EXHIBIT 7

CONTRACT INSURANCE REQUIREMENTS

Employee Wellness Program Agreement

Contractor must provide and maintain at Contractor's own expense, during the term of the Agreement and during the time period following expiration if Contractor is required to return and perform any work, services, or operations, the insurance coverages and requirements specified below, insuring all work, services, or operations related to the Agreement.

A. Insurance Required

1) **Workers Compensation and Employers Liability (Primary and Umbrella)**

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident; \$500,000 disease-policy limit and \$500,000 disease-each employee, or the full per occurrence limits of the policy, whichever is greater.

Contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

2) **Commercial General Liability (Primary and Umbrella)**

Commercial General Liability Insurance or equivalent must be maintained with limits of not less than \$1,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater, for bodily injury, personal injury, and property damage liability. Coverages must include but not be limited to the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent).

The City must be provided additional insured status with respect to liability arising out of Contractor's work, services or operations performed on behalf of the City. The City's additional insured status must apply to liability and defense of suits arising out of Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the City on an additional insured endorsement form acceptable to the City. The full policy limits and scope of protection also will apply to the City as an additional insured, even if they exceed the City's minimum limits required herein. Contractor's liability insurance must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

Contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

3) **Automobile Liability (Primary and Umbrella)**

When any motor vehicles (owned, non-owned and hired) are used in connection with work, services, or operations to be performed, Automobile Liability Insurance must be maintained by the Contractor with limits of not less than \$1,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater, for bodily injury and property damage and covering the ownership, maintenance, or use of any auto whether owned, leased, non-owned or hired used in the performance of the work or services. The City is to be added as an additional insured on a primary, non-contributory basis.

Contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

4) Excess/Umbrella

Excess/Umbrella Liability Insurance must be maintained with limits of not less than \$9,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater. The policy/policies must provide the same coverages/follow form as the underlying Commercial General Liability, Automobile Liability, Employers Liability and Completed Operations coverage required herein and expressly provide that the excess or umbrella policy/policies will drop down over reduced and/or exhausted aggregate limit, if any, of the underlying insurance. The Excess/Umbrella policy/policies must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

Contractor may use a combination of primary and excess/umbrella policies to satisfy the limits of liability required in sections A.1, A.2, A.3 and A.4 herein.

5) Errors & Omissions/Professional Liability

When any program management, project administrators or any other professional consultants perform services in connection with this Agreement, Professional Liability Insurance must be maintained covering acts, errors, or omissions with limits of not less than \$2,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work or services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

6) Miscellaneous Medical Professional Liability

When any medical services are performed in connection with the Agreement, Miscellaneous Medical Professional Liability Insurance for medical practitioners and/or employed practitioners including Contractor, contractor physicians and independent physicians and medical staff, nurses, nurse assistants, technicians and/or other medical practitioners must be maintained or cause to be maintained, covering acts, errors, or omissions related to the rendering of or failure to render professional, medical or health care services with limits of not less than \$5,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede commencement of services by the Contractor under this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of three (3) years.

7) Cyber Liability

Cyber Liability Insurance must be maintained with limits of not less than \$5,000,000 for each occurrence or claim. Coverage must include but not be limited to network security and privacy liability including computer or network system attacks (liability arising from the loss or disclosure of confidential information), privacy breach response coverage and costs, regulatory liability including fines and penalties, denial or loss of service, introduction, implantation and/or spread of malicious software code, unauthorized access to or use of computer systems, theft of data, and no exclusion/restriction for unencrypted portable devices/media may be on the policy. The City must be named as an additional insured and if policy contains an insured vs insured exclusion, the exclusion must be amended and not be applicable to the City.

The Contractor is responsible for all loss or damage to personal property (including materials, equipment and supplies) owned, rented or used by Contractor.

B. Additional Requirements

Evidence of Insurance. Contractor must furnish the City of Chicago, Department of Procurement Services, City Hall, Room 806, 121 North LaSalle Street, Chicago, IL. 60602, original certificates of insurance and additional insured endorsement, or other evidence of insurance, to be in force on the date of this Agreement, and renewal certificates of Insurance and endorsement, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Contractor must submit evidence of insurance prior to execution of Agreement. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of Agreement. The failure of the City to obtain, nor the City's receipt of, or failure to object to a non-complying insurance certificate, endorsement or other insurance evidence from Contractor, its insurance broker(s) and/or insurer(s) will not be construed as a waiver by the City of any of the required insurance provisions. Contractor must advise all insurers of the Agreement provisions regarding insurance. The City in no way warrants that the insurance required herein is sufficient to protect Contractor for liabilities which may arise from or relate to the Agreement. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time.

Failure to Maintain Insurance. Failure of the Contractor to comply with required coverage and terms and conditions outlined herein will not limit Contractor's liability or responsibility nor does it relieve Contractor of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

Notice of Material Change, Cancellation or Non-Renewal. Contractor must provide for sixty (60) days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed and ten (10) days prior written notice for non-payment of premium.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor.

Waiver of Subrogation. Contractor hereby waives its rights and its insurer(s)' rights of and agrees to require their insurers to waive their rights of subrogation against the City under all required insurance herein for any loss arising from or relating to this Agreement. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City received a waiver of subrogation endorsement for Contractor's insurer(s).

Contractors Insurance Primary. All insurance required of Contractor under this Agreement shall be endorsed to state that Contractor's insurance policy is primary and not contributory with any insurance carrier by the City.

No Limitation as to Contractor's Liabilities. The coverages and limits furnished by Contractor in no way limit the Contractor's liabilities and responsibilities specified within the Agreement or by law.

No Contribution by City. Any insurance or self-insurance programs maintained by the City do not contribute with insurance provided by Contractor under this Agreement.

Insurance not Limited by Indemnification. The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

Insurance and Limits Maintained. If Contractor maintains higher limits and/or broader coverage than the minimums shown herein, the City requires and shall be entitled the higher limits and/or broader coverage maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Joint Venture or Limited Liability Company. If Contractor is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

Other Insurance obtained by Contractor. If Contractor desires additional coverages, the Contractor will be responsible for the acquisition and cost.

Insurance required of Subcontractors. Contractor shall name the Subcontractor(s) as a named insured(s) under Contractor's insurance or Contractor will require each Subcontractor(s) to provide and maintain Commercial General Liability, Commercial Automobile Liability, Worker's Compensation and Employers Liability Insurance and when applicable Excess/Umbrella Liability Insurance with coverage at least as broad as in outlined in Section A, Insurance Required. The limits of coverage will be determined by Contractor. Contractor shall determine if Subcontractor(s) must also provide any additional coverage or other coverage outlined in Section A, Insurance Required. Contractor is responsible for ensuring that each Subcontractor has named the City as an additional insured where required and name the City as an additional insured on an endorsement form at least as broad and acceptable to the City. Contractor is also responsible for ensuring that each Subcontractor has complied with the required coverage and terms and conditions outlined in this Section B, Additional Requirements. When requested by the City, Contractor must provide to the City certificates of insurance and additional insured endorsements or other evidence of insurance. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time. Failure of the Subcontractor(s) to comply with required coverage and terms and conditions outlined herein will not limit Contractor's liability or responsibility.

City's Right to Modify. Notwithstanding any provisions in the Agreement to the contrary, the City, Department of Finance, Risk Management Office maintains the right to modify, delete, alter or change these requirements.

EXHIBIT 8

SEXUAL HARASSMENT POLICY AFFIDAVIT (SECTION 2-92-612)

The policy prohibiting sexual harassment as described in Section 2-92-612 of the Municipal Code of Chicago ("MCC") is applicable to contracts paid from funds belonging to or administered by the City.

Contract Title: _____

Specification #: _____

In accordance with requirements set forth in Section 2-92-612 of the MCC, Contractor hereby attests that Contractor has a written policy prohibiting sexual harassment that includes, at a minimum, the following information:

- (i) the illegality of sexual harassment;
- (ii) the definition of sexual harassment; and
- (iii) the legal recourse available for victims of sexual harassment.

Contractor understands that it may be required to produce records to the CPO to verify the information provided.

Under penalty of perjury the person signing below: (1) warrants that he/she is authorized to execute this Affidavit on behalf of Contractor, and (2) warrants that all certifications and statements contained in this Affidavit are true, accurate, and complete as of the date of execution.

Name of Contractor: _____
(Print or Type)

Signature of Authorized Officer: _____
(Signature)

Title of Signatory: _____
(Print or Type)

State of _____

County of _____

Signed and sworn (or affirmed) to before me on _____ (date) by

_____ (name/s of person/s making statement).

(Signature of Notary Public)
(Seal)

EXHIBIT 9

CITY OF CHICAGO SAMPLE PROFESSIONAL SERVICES AGREEMENT

The sample Professional Services Agreement is provided in a separate PDF document along with this solicitation and is available on the DPS website: www.cityofchicago.org/bids.

Respondents are directed to review the provided Professional Services Agreement: filename: Spec726063_Exhibit_9.pdf

EXHIBIT 10

EXAMPLE OF BIOMETRIC PHYSICIANS SCREENING FORM

Provider: Please complete the
provider sections below, sign the
form and fax to 616-349-2344



LAB CODE

FOR PARTICIPANT USE ONLY

Participant Information

We will be unable to process this form if the pre-printed participant information below is altered.

Member ID (for HW use only)

Date of Birth: / /

Last Name

Gender ☐ M ☐ F

First Name

I, the above named participant, have read, understand and agree to the terms on the Wellness Notice and Consent attached to this form. No attempts by the participant to modify or amend this form will change such terms or in any way be binding upon Healthways.

Signed _____

Date / /

Fold here

Participant signature REQUIRED in order to process.

FOR PROVIDER USE ONLY

Biometric Measurements

PROVIDER COMPLETE THIS BOX

Hours Fasted

Document ALL measurements in this written section and ensure you fill in the bubbles under each measurement completely. Please use blue or black ink and do not use X's to indicate your responses in the bubble section.

Height

(Obtained without shoes,
measured to the nearest 1/4 inch)

<input type="text"/>	ft	<input type="text"/>	in.
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Waist Circumference

(Measured at the navel.
Round down to the nearest inch)

<input type="text"/>	in.
1	<input type="radio"/>
2	<input type="radio"/>
3	<input type="radio"/>
4	<input type="radio"/>
5	<input type="radio"/>
6	<input type="radio"/>
7	<input type="radio"/>
8	<input type="radio"/>
9	<input type="radio"/>
0	<input type="radio"/>

Total Cholesterol

<input type="text"/>	mg/DL
1	<input type="radio"/>
2	<input type="radio"/>
3	<input type="radio"/>
4	<input type="radio"/>
5	<input type="radio"/>
6	<input type="radio"/>
7	<input type="radio"/>
8	<input type="radio"/>
9	<input type="radio"/>
0	<input type="radio"/>

LDL

<input type="text"/>	mg/DL
1	<input type="radio"/>
2	<input type="radio"/>
3	<input type="radio"/>
4	<input type="radio"/>
5	<input type="radio"/>
6	<input type="radio"/>
7	<input type="radio"/>
8	<input type="radio"/>
9	<input type="radio"/>
0	<input type="radio"/>

Fasting Glucose

<input type="text"/>	mg/DL
1	<input type="radio"/>
2	<input type="radio"/>
3	<input type="radio"/>
4	<input type="radio"/>
5	<input type="radio"/>
6	<input type="radio"/>
7	<input type="radio"/>
8	<input type="radio"/>
9	<input type="radio"/>
0	<input type="radio"/>

Weight

lbs.

1	<input type="radio"/>
2	<input type="radio"/>
3	<input type="radio"/>
4	<input type="radio"/>
5	<input type="radio"/>
6	<input type="radio"/>
7	<input type="radio"/>
8	<input type="radio"/>
9	<input type="radio"/>
0	<input type="radio"/>

Blood Pressure (Obtained at rest)

/ mm/HG

1	<input type="radio"/>
2	<input type="radio"/>
3	<input type="radio"/>
4	<input type="radio"/>
5	<input type="radio"/>
6	<input type="radio"/>
7	<input type="radio"/>
8	<input type="radio"/>
9	<input type="radio"/>
0	<input type="radio"/>

HDL

mg/DL

1	<input type="radio"/>
2	<input type="radio"/>
3	<input type="radio"/>
4	<input type="radio"/>
5	<input type="radio"/>
6	<input type="radio"/>
7	<input type="radio"/>
8	<input type="radio"/>
9	<input type="radio"/>
0	<input type="radio"/>

Triglycerides

mg/DL

1	<input type="radio"/>
2	<input type="radio"/>
3	<input type="radio"/>
4	<input type="radio"/>
5	<input type="radio"/>
6	<input type="radio"/>
7	<input type="radio"/>
8	<input type="radio"/>
9	<input type="radio"/>
0	<input type="radio"/>

FOR PROVIDER USE ONLY

Provider Information

PROVIDER COMPLETE THIS BOX

Provider please complete ALL fields below.

Signature Date

Provider Signature _____

Provider's Name

Provider Signature is REQUIRED

Date of Service

Medical License #

State of License

Telephone #

Ext.

25899



This form contains personal health information.
Please do not use a fax machine at your
workplace to return the form

Participant
Keep One Copy for Your
Records

EXHIBIT 11

LIST OF CITY VENDORS ASSOCIATED WITH THE WELLNESS PROGRAM

1. Sharecare (Healthways) - Wellness program manager
2. Telligen - Health Improvement Programs other than Taking Control of Your Health Program
3. Midwest Business Group on Health - Taking Control of Your Health Program

EXHIBIT 12

**ENROLLMENT AND PARTICIPATION INFORMATION
FOR THE 2017 WELLNESS PROGRAM**

<i>2017 Wellness Program Participation for Enrollment Events at Year End</i>						
Status	Total Lives	Employees	Spouses	Total Percent Compliant	Employee Percent Compliant	Spouse Percent Compliant
Incomplete	3,969	2,828	1,141			
Complete	21,305	14,001	7,304			
Total	25,274	16,829	8,445	84.30%	83.20%	86.49%

In the context of the above Table “Incomplete” means that the Eligible Individual failed to complete a required enrollment step by the deadline for the enrollment step or failed to enroll in a HIP after they were identified as eligible for a HIP.

“Complete” means that the individual met all program requirements. This report provides data as of year-end 2017; during the course of the year about 2,000 individuals were dropped from the program due to retirement, termination, leave of absence, participation waiver or movement into a position such that they were no longer Eligible Individuals.

New Employees do not join the Wellness Program in the year in which they are hired. Generally, anyone enrolled in health care coverage as of November 1 is an Eligible Individual the next Wellness Program year. The November 1 Eligible Individual population decreases throughout the next Wellness Program year; no new individuals are added to the program after open enrollment (those that are taken out of the Wellness Program due to leave of absence are not put back in the Wellness Program until the following Wellness Program year).

Current Wellness Program Participant Census Data

	Employees (EE)		EE Total	Spouses (SP)		SP Total	Grand Total
Age	FEMALE	MALE		FEMALE	MALE		
24 and under	10	36	46	8	0	8	54
25	11	27	38	3		3	41
26	14	38	52	11	1	12	64
27	30	72	102	17	2	19	121
28	37	72	109	37	1	38	147
29	45	104	149	35	7	42	191
30	49	120	169	53	4	57	226
31	55	130	185	67	7	74	259
32	68	157	225	109	9	118	343
33	64	202	266	101	12	113	379
34	62	210	272	145	17	162	434
35	86	198	284	128	14	142	426
36	71	231	302	150	19	169	471
37	85	229	314	156	15	171	485
38	110	255	365	167	24	191	556
39	116	232	348	175	18	193	541
40	111	238	349	221	20	241	590
41	116	238	354	219	37	256	610
42	125	330	455	223	41	264	719
43	143	323	466	229	28	257	723
44	129	371	500	249	53	302	802
45	127	375	502	271	38	309	811
46	138	427	565	282	46	328	893
47	173	489	662	280	47	327	989
48	142	470	612	305	39	344	956
49	163	452	615	268	36	304	919
50	156	467	623	278	48	326	949
51	168	417	585	286	43	329	914
52	180	477	657	261	37	298	955
53	196	501	697	303	45	348	1045
54	204	543	747	289	52	341	1088
55	156	507	663	242	44	286	949
56	191	383	574	237	48	285	859
57	170	395	565	218	40	258	823
58	171	350	521	156	52	208	729
59	154	352	506	156	42	198	704
60	162	307	469	132	37	169	638
61	115	283	398	141	49	190	588
62	104	234	338	115	35	150	488
63	112	161	273	67	36	103	376
64	87	127	214	71	33	104	318
65	64	100	164	53	38	91	255
66	40	72	112	30	26	56	168
67	38	65	103	33	28	61	164
68	32	55	87	25	20	45	132
69	24	31	55	12	14	26	81
70	32	30	62	9	12	21	83
71	27	24	51	10	15	25	76
72	22	12	34	8	12	20	54
73	11	10	21	5	6	11	32
74	9	16	25	4	5	9	34
75+	44	40	84	14	22	36	120
Grand Total	4,949	11,985	16,934	7,064	1,374	8,438	25,372

EXHIBIT 13
2018 All Year Screening Locations

Site Name	Session	Session Date	Start Time	End Time	Estimated Examiners	Estimated Participants	Address	City	State	Zip
3800 S. Iron St.(DSS Ops C)		11/06/2017	6:00AM	9:00AM	3	45	3800 S. Iron St.	Chicago	IL	60609
351 E. Lower Randolph (DSS Ops C)		11/06/2017	1:00PM	4:30PM	2	35	351 E Lower Randolph	Chicago	IL	60606
6441 N. Ravenswood (DSS Ops C)		11/06/2017	6:00AM	9:30AM	2	34	6441 N Ravenswood	Chicago	IL	60626
6441 N. Ravenswood (DSS Ops C)		11/07/2017	6:00AM	9:00AM	2	30	6441 N Ravenswood	Chicago	IL	60626
351 E. Lower Randolph (DSS Ops C)	1	11/07/2017	6:00AM	9:00AM	3	43	351 E Lower Randolph	Chicago	IL	60606
351 E. Lower Randolph (DSS Ops C)	2	11/07/2017	1:00PM	4:00PM	2	30	351 E Lower Randolph	Chicago	IL	60606
3800 S. Iron St.(DSS Ops C)		11/07/2017	6:00AM	9:00AM	3	39	3800 S. Iron St.	Chicago	IL	60609
4619 W. Homer (DSS Ops C)		11/07/2017	6:00AM	9:30AM	3	51	4619 W. Homer	Chicago	IL	60639
5333 N. Western (DSS Ops C)		11/07/2017	6:00AM	9:00AM	3	42	5333 N Western	Chicago	IL	60659
4619 W. Homer (DSS Ops C)		11/08/2017	6:00AM	9:00AM	3	51	4619 W. Homer	Chicago	IL	60639
3800 S. Iron St.(DSS Ops C)		11/08/2017	6:00AM	9:30AM	3	48	3800 S. Iron St.	Chicago	IL	60609
351 E. Lower Randolph (DSS Ops C)		11/08/2017	6:00AM	9:30AM	2	36	351 E Lower Randolph	Chicago	IL	60606
6441 N. Ravenswood (DSS Ops C)		11/08/2017	6:00AM	9:30AM	2	35	6441 N Ravenswood	Chicago	IL	60626
O'Hare Airport (DSS Ops C)		11/08/2017	6:00AM	9:00AM	2	30	Spine Road and Montrose Ave	Chicago	IL	60666
2300 W 52nd St.(DSS Ops C)		11/13/2017	6:00AM	9:30AM	3	49	2300 W 52nd St	Chicago	IL	60609
1717 W Pershing (DSS Only) Ops C		11/13/2017	1:30AM	4:30AM	2	31	1717 W Pershing	Chicago	IL	60609
4808 W. Wilson (DSS Ops C)		11/13/2017	6:00AM	9:30AM	2	34	4808 W. Wilson	Chicago	IL	60630
2352 S. Ashland (DSS Ops C)		11/13/2017	6:00AM	9:00AM	3	45	2352 S Ashland	Chicago	IL	60608
1633 W. Medill (DSS Ops C)		11/13/2017	6:00AM	9:30AM	2	34	1633 W. Medill	Chicago	IL	60614
1633 W. Medill (DSS Ops C)		11/14/2017	6:00AM	9:30AM	2	33	1633 W. Medill	Chicago	IL	60614
2352 S. Ashland (DSS Ops C)		11/14/2017	6:00AM	9:00AM	3	40	2352 S Ashland	Chicago	IL	60608
4808 W. Wilson (DSS Ops C)		11/14/2017	6:00AM	9:30AM	2	34	4808 W. Wilson	Chicago	IL	60630
1717 W Pershing (DSS Only) Ops C		11/14/2017	6:00AM	9:00AM	2	31	1717 W Pershing	Chicago	IL	60609
2300 W 52nd St.(DSS Ops C)		11/14/2017	6:00AM	9:30AM	2	32	2300 W 52nd St	Chicago	IL	60609
2300 W 52nd St.(DSS Ops C)		11/15/2017	6:00AM	9:30AM	3	52	2300 W 52nd St	Chicago	IL	60609
4808 W. Wilson (DSS Ops C)		11/15/2017	6:00AM	9:30AM	2	34	4808 W. Wilson	Chicago	IL	60630
2352 S. Ashland (DSS Ops C)		11/15/2017	6:00AM	9:00AM	3	45	2352 S Ashland	Chicago	IL	60608
1633 W. Medill (DSS Ops C)		11/15/2017	6:00AM	9:30AM	2	35	1633 W. Medill	Chicago	IL	60614
2352 S. Ashland (DSS Ops C)		11/16/2017	6:00AM	9:00AM	2	30	2352 S Ashland	Chicago	IL	60608
4808 W. Wilson (DSS Ops C)		11/16/2017	6:00AM	9:30AM	2	35	4808 W. Wilson	Chicago	IL	60630
2352 S. Ashland (DSS Ops C)		11/17/2017	6:00AM	9:00AM	3	46	2352 S Ashland	Chicago	IL	60608
1633 W. Medill (DSS Ops C)		12/04/2017	6:00AM	9:30AM	2	33	1633 W. Medill	Chicago	IL	60614
900 East 103rd Street (DSS Ops C)		12/04/2017	6:00AM	9:30AM	3	51	900 East 103rd Street	Chicago	IL	60628
4211 W. Ferdinand (DSS Ops C)		12/04/2017	6:00AM	9:00AM	2	30	4211 W. Ferdinand	Chicago	IL	60624
900 East 103rd St (DSS Ops C)- Forestry		12/04/2017	6:00AM	9:30AM	4	65	900 East 103rd St	Chicago	IL	60628
3757 W. 34th St.(DSS Ops C)		12/04/2017	6:00AM	9:00AM	2	30	3757 W. 34th Street	Chicago	IL	60623
3757 W. 34th St.(DSS Ops C)		12/05/2017	6:00AM	9:00AM	2	30	3757 W. 34th Street	Chicago	IL	60623
4211 W. Ferdinand (DSS Ops C)		12/05/2017	6:00AM	9:30AM	3	51	4211 W. Ferdinand	Chicago	IL	60624
900 East 103rd Street (DSS Ops C)		12/05/2017	6:00AM	9:00AM	4	60	900 East 103rd Street	Chicago	IL	60628
900 East 103rd Street (DSS Ops C)		12/06/2017	6:00AM	9:30AM	3	48	900 East 103rd Street	Chicago	IL	60628
4211 W. Ferdinand (DSS Ops C)		12/06/2017	6:00AM	9:30AM	3	52	4211 W. Ferdinand	Chicago	IL	60624
3757 W. 34th St.(DSS Ops C)		12/06/2017	6:00AM	9:30AM	2	34	3757 W. 34th Street	Chicago	IL	60623
3757 W. 34th St.(DSS Ops C)		12/07/2017	6:00AM	9:30AM	2	33	3757 W. 34th Street	Chicago	IL	60623
900 East 103rd Street (DSS Ops C)		12/07/2017	6:00AM	9:00AM	3	45	900 East 103rd Street	Chicago	IL	60628
Battalion 14, E109		12/08/2017	8:30AM	12:00PM	2	35	2343 S Kedzie Ave	Chicago	IL	60623
Battalion 5/19, E63		12/08/2017	8:30AM	12:00PM	3	35	1440 East 67th St	Chicago	IL	60637
Battalion 23 Air Sea Rescue		12/08/2017	8:30AM	12:00PM	2	35	3954 E Foreman Dr	Chicago	IL	60617
Battalion 12, E112		12/08/2017	8:30AM	12:00PM	2	35	3801 N Damien	Chicago	IL	60618
Battalion 4, E18		12/08/2017	8:30AM	12:00PM	2	35	1360 S Blue Island Ave	Chicago	IL	60608
Battalion 15, E49		12/08/2017	8:30AM	12:00PM	2	35	4401 S Ashland	Chicago	IL	60609
Battalion 11, E79		12/08/2017	8:30AM	12:00PM	3	35	6424 N Lehigh Ave	Chicago	IL	60646
Battalion 22, E62		12/08/2017	8:30AM	12:00PM	2	35	34 E 114th St	Chicago	IL	60628
Public Safety Building (Fire Only) Ops C		12/08/2017	8:00AM	2:00PM	2	60	3510 S Michigan	Chicago	IL	60653

Site Name	Session	Session Date	Start Time	End Time	Estimated Examiners	Estimated Participants	Address	City	State	Zip
Battalion 3, E4		12/08/2017	8:30AM	12:00PM	2	35	548 W Division St	Chicago	IL	60610
Battalion 8, E125		12/08/2017	8:30AM	12:00PM	2	35	2323 N Natchez Ave	Chicago	IL	60707
Battalion 7, E91		12/08/2017	8:30AM	12:00PM	2	35	2827 N Pulaski Rd	Chicago	IL	60641
Battalion 20, E15		12/08/2017	8:30AM	12:00PM	2	35	8026 S Kedzie Ave	Chicago	IL	60652
Battalion 20, E15		12/09/2017	8:30AM	12:00PM	2	35	8026 S Kedzie Ave	Chicago	IL	60652
Battalion 7, E91		12/09/2017	8:30AM	12:00PM	2	35	2827 N Pulaski Rd	Chicago	IL	60641
Battalion 8, E125		12/09/2017	8:30AM	12:00PM	2	35	2323 N Natchez Ave	Chicago	IL	60707
Battalion 3, E4		12/09/2017	8:30AM	12:00PM	2	35	548 W Division St	Chicago	IL	60610
Battalion 22, E62		12/09/2017	8:30AM	12:00PM	2	35	34 E 114th St	Chicago	IL	60628
Battalion 11, E79		12/09/2017	8:30AM	12:00PM	3	35	6424 N Lehigh Ave	Chicago	IL	60646
Battalion 15, E49		12/09/2017	8:30AM	12:00PM	2	35	4401 S Ashland	Chicago	IL	60609
Battalion 4, E18		12/09/2017	8:30AM	12:00PM	2	35	1360 S Blue Island Ave	Chicago	IL	60608
Battalion 12, E112		12/09/2017	8:30AM	12:00PM	2	35	3801 N Damien	Chicago	IL	60618
Battalion 23 Air Sea Rescue		12/09/2017	8:30AM	12:00PM	2	35	3954 E Foreman Dr	Chicago	IL	60617
Battalion 5/19, E63		12/09/2017	8:30AM	12:00PM	3	35	1440 East 67th St	Chicago	IL	60637
Battalion 14, E109		12/09/2017	8:30AM	12:00PM	2	35	2343 S Kedzie Ave	Chicago	IL	60623
Battalion 14, E109		12/10/2017	8:30AM	12:00PM	2	35	2343 S Kedzie Ave	Chicago	IL	60623
Battalion 5/19, E63		12/10/2017	8:30AM	12:00PM	3	35	1440 East 67th St	Chicago	IL	60637
Battalion 23 Air Sea Rescue		12/10/2017	8:30AM	12:00PM	2	35	3954 E Foreman Dr	Chicago	IL	60617
Battalion 12, E112		12/10/2017	8:30AM	12:00PM	2	35	3801 N Damien	Chicago	IL	60618
Battalion 4, E18		12/10/2017	8:30AM	12:00PM	2	35	1360 S Blue Island Ave	Chicago	IL	60608
Battalion 15, E49		12/10/2017	8:30AM	12:00PM	2	35	4401 S Ashland	Chicago	IL	60609
Battalion 11, E79		12/10/2017	8:30AM	12:00PM	3	35	6424 N Lehigh Ave	Chicago	IL	60646
Battalion 22, E62		12/10/2017	8:30AM	12:00PM	2	35	34 E 114th St	Chicago	IL	60628
Battalion 3, E4		12/10/2017	8:30AM	12:00PM	2	35	548 W Division St	Chicago	IL	60610
Battalion 8, E125		12/10/2017	8:30AM	12:00PM	2	35	2323 N Natchez Ave	Chicago	IL	60707
Battalion 7, E91		12/10/2017	8:30AM	12:00PM	2	35	2827 N Pulaski Rd	Chicago	IL	60641
Battalion 20, E15		12/10/2017	8:30AM	12:00PM	2	35	8026 S Kedzie Ave	Chicago	IL	60652
Battalion 10, E124		12/15/2017	8:30AM	12:00PM	2	35	4426 N Kedzie Ave	Chicago	IL	60625
Battalion 16, E88/E127		12/15/2017	8:30AM	12:00PM	2	35	5200 W 63rd St	Chicago	IL	60638
Battalion 9, E70/E59		12/15/2017	8:30AM	12:00PM	2	35	6030 N Clark St	Chicago	IL	60660
Battalion 2, E16		12/15/2017	8:30AM	12:00PM	2	35	53 E Pershing Road	Chicago	IL	60653
Battalion 1, E42		12/15/2017	8:30AM	12:00PM	3	35	55 W Illinois St	Chicago	IL	60654
Battalion 21, E121		12/15/2017	8:30AM	12:00PM	2	35	1724 W 95th St.	Chicago	IL	60643
Battalion 24, E104		12/15/2017	8:30AM	12:00PM	2	35	11659 S Avenue O	Chicago	IL	60617
Battalion 18, E95		12/15/2017	8:30AM	12:00PM	2	35	4003 W West End Ave	Chicago	IL	60624
Battalion 13, Engine 9, RESCUE STATION 3		12/15/2017	8:30AM	12:00PM	3	35	10000 W O'Hare	Chicago	IL	60666
Battalion 6, E116		12/15/2017	8:30AM	12:00PM	2	35	5955 S Ashland Ave	Chicago	IL	60636
Battalion 17, E57		12/15/2017	8:30AM	12:00PM	2	35	1244 N Western Ave	Chicago	IL	60622
Battalion 17, E57		12/16/2017	8:30AM	12:00PM	2	35	1244 N Western Ave	Chicago	IL	60622
Battalion 6, E116		12/16/2017	8:30AM	12:00PM	2	35	5955 S Ashland Ave	Chicago	IL	60636
Battalion 13, Engine 9, RESCUE STATION 3		12/16/2017	8:30AM	12:00PM	2	35	10000 W O'Hare	Chicago	IL	60666
Battalion 18, E95		12/16/2017	8:30AM	12:00PM	2	35	4003 W West End Ave	Chicago	IL	60624
Battalion 24, E104		12/16/2017	8:30AM	12:00PM	2	35	11659 S Avenue O	Chicago	IL	60617
Battalion 21, E121		12/16/2017	8:30AM	12:00PM	2	35	1724 W 95th St.	Chicago	IL	60643
Battalion 1, E42		12/16/2017	8:30AM	12:00PM	3	35	55 W Illinois St	Chicago	IL	60654
Battalion 2, E16		12/16/2017	8:30AM	12:00PM	3	35	53 E Pershing Road	Chicago	IL	60653
Battalion 9, E70/E59		12/16/2017	8:30AM	12:00PM	2	35	6030 N Clark St	Chicago	IL	60660
Battalion 16, E88/E127		12/16/2017	8:30AM	12:00PM	2	35	5200 W 63rd St	Chicago	IL	60638
Battalion 10, E124		12/16/2017	8:30AM	12:00PM	2	35	4426 N Kedzie Ave	Chicago	IL	60625
Battalion 10, E124		12/17/2017	8:30AM	12:00PM	2	35	4426 N Kedzie Ave	Chicago	IL	60625
Battalion 16, E88/E127		12/17/2017	8:30AM	12:00PM	2	35	5200 W 63rd St	Chicago	IL	60638
Battalion 9, E70/E59		12/17/2017	8:30AM	12:00PM	2	35	6030 N Clark St	Chicago	IL	60660
Battalion 2, E16		12/17/2017	8:30AM	12:00PM	3	35	53 E Pershing Road	Chicago	IL	60653
Battalion 1, E42		12/17/2017	8:30AM	12:00PM	3	35	55 W Illinois St	Chicago	IL	60654
Battalion 21, E121		12/17/2017	8:30AM	12:00PM	2	35	1724 W 95th St.	Chicago	IL	60643

Site Name	Session	Session Date	Start Time	End Time	Estimated Examiners	Estimated Participants	Address	City	State	Zip
Battalion 24, E104		12/17/2017	8:30AM	12:00PM	2	35	11659 S Avenue O	Chicago	IL	60617
Battalion 18, E95		12/17/2017	8:30AM	12:00PM	2	35	4003 W West End Ave	Chicago	IL	60624
Battalion 13, Engine 9, RESCUE STATION 3		12/17/2017	8:30AM	12:00PM	2	35	10000 W O'Hare	Chicago	IL	60666
Battalion 6, E116		12/17/2017	8:30AM	12:00PM	2	35	5955 S Ashland Ave	Chicago	IL	60636
Battalion 17, E57		12/17/2017	8:30AM	12:00PM	2	35	1244 N Western Ave	Chicago	IL	60622
West Lawn Library (open to all)		01/17/2018	3:30PM	6:30PM	2	30	4020 W 63rd St	Chicago	IL	60629
Avalon Branch (open to all)		01/17/2018	3:30PM	6:30PM	2	30	8148 S Stony Island Ave	Chicago	IL	60617
City of Chicago - Chicago IL - 30 N Lasalle Floor 2		01/17/2018	9:00AM	1:00PM	2	40	30 N Lasalle Floor 2	Chicago	IL	60602
McKinley Park (Open to All)		01/17/2018	9:00AM	12:00PM	2	30	2210 W. Pershing	Chicago	IL	60609
Valley Forge Park (Open to All)		01/17/2018	9:00AM	12:00PM	2	30	7001 W 59th	Chicago	IL	60638
DePaul Center (open to all)		01/17/2018	8:00AM	12:00PM	4	80	333 S State	Chicago	IL	60604
DePaul Center (open to all)		01/18/2018	8:00AM	12:00PM	3	60	333 S State	Chicago	IL	60604
Roden Branch Library		01/18/2018	3:30PM	6:30PM	2	30	6083 N. Northwest Highway	Chicago	IL	60631
City Hall (Open to all)		01/18/2018	8:00AM	12:00PM	4	80	121 N LaSalle	Chicago	IL	60602
Mount Greenwood Park (Open to All)		01/18/2018	3:30PM	6:30PM	4	60	3721 W 111th	Chicago	IL	60655
Trumbull Park (Open to All)		01/18/2018	8:30AM	11:30AM	2	30	2400 E 105th	Chicago	IL	60617
Olympia Park (Open to all)		01/18/2018	8:00AM	11:00AM	2	30	6566 N. Avondale	Chicago	IL	60631
Norwood Park (Open to all)		01/19/2018	8:00AM	11:00AM	2	30	5801 N. Natoma Avenue	Chicago	IL	60631
Oriole Park (Open to All)		01/19/2018	9:00AM	12:00PM	2	30	5430 N Olcott Ave	Chicago	IL	60656
Edgebrook Branch		01/19/2018	10:00AM	1:00PM	2	30	5331 W Devon Ave	Chicago	IL	60646
Valley Forge Park (Open to All)		01/19/2018	3:30PM	6:30PM	2	30	7001 W 59th	Chicago	IL	60638
Harold Washington Library (Open to All)		01/19/2018	10:00AM	1:00PM	2	30	400 S State	Chicago	IL	60605
City Hall (Open to all)		01/19/2018	8:00AM	12:00PM	4	80	121 N LaSalle	Chicago	IL	60602
Austin-Irving Branch (open to all)		01/19/2018	10:30AM	2:30PM	4	80	6100 W Irving Park RD	Chicago	IL	60634
Ridge Park (Open to all)		01/19/2018	9:00AM	12:00PM	3	45	9625 S. Longwood Drive	Chicago	IL	60643
Ridge Park (Open to all)		01/20/2018	9:00AM	12:00PM	2	30	9625 S. Longwood Drive	Chicago	IL	60643
Austin-Irving Branch (open to all)		01/20/2018	10:30AM	2:30PM	3	60	6100 W Irving Park RD	Chicago	IL	60634
Sulzer Regional (Open to All)		01/20/2018	10:30AM	2:30PM	2	40	4455 N Lincoln Ave	Chicago	IL	60625
Roden Branch Library		01/20/2018	10:30AM	1:30PM	2	30	6083 N. Northwest Highway	Chicago	IL	60631
Richard J. Daley Branch (open to all)		01/20/2018	10:00AM	1:00PM	2	30	3400 S. Halsted Street	Chicago	IL	60608
Jefferson Park Branch		01/20/2018	10:30AM	1:30PM	2	30	5363 W. Lawrence Ave	Chicago	IL	60630
Calumet Park (Open to all)		01/20/2018	8:30AM	11:30AM	2	30	9801 South Ave. G	Chicago	IL	60617
Clearing Branch (open to all)		01/20/2018	10:00AM	1:00PM	2	30	6423 W. 63rd Place	Chicago	IL	60638
Archer Heights Branch (Open to all)		01/20/2018	10:30AM	1:30PM	2	30	5055 S Archer Ave.	Chicago	IL	60632
Hegewisch Branch (Open to All)		01/20/2018	10:00AM	1:00PM	2	30	3048 E 130th St	Chicago	IL	60633
McKinley Park (Open to All)		01/20/2018	9:00AM	12:00PM	2	30	2210 W. Pershing	Chicago	IL	60609
Mount Greenwood Park (Open to All)		01/20/2018	9:00AM	1:00PM	6	120	3721 W 111th	Chicago	IL	60655
Brighton Park Branch (open to all)		01/20/2018	10:30AM	1:30PM	2	30	4314 S Archer Ave	Chicago	IL	60632
Oriole Park Branch Library (open to all)		01/20/2018	10:00AM	1:00PM	3	45	7454 W Balmoral Ave	Chicago	IL	60656
West Belmont Library		01/20/2018	10:30AM	1:30PM	3	45	3104 N. Narragansett Ave	Chicago	IL	60634
Edgebrook Branch		01/20/2018	10:00AM	1:00PM	2	30	5331 W Devon Ave	Chicago	IL	60646
Horner Park (Open to All)		01/20/2018	8:30AM	11:30AM	2	30	2741 W Montrose Ave	Chicago	IL	60618
Norwood Park (Open to all)		01/20/2018	8:00AM	11:00AM	2	30	5801 N. Natoma Avenue	Chicago	IL	60631
Olympia Park (Open to all)		01/20/2018	8:00AM	11:00AM	2	30	6566 N. Avondale	Chicago	IL	60631
West Lawn Library (open to all)		01/20/2018	10:00AM	1:00PM	2	30	4020 W 63rd St	Chicago	IL	60629
1501 W Pershing (CDOT Only) Ops C		01/22/2018	7:00AM	10:00AM	4	60	1501 W Pershing	Chicago	IL	60609
O'Hare-AAB Bldg 804 (Aviation Only-Ops C)	1	01/22/2018	9:00AM	12:00PM	6	90	10510 W Zemke	Chicago	IL	60666
O'Hare-AAB Bldg 804 (Aviation Only-Ops C)	2	01/22/2018	3:00PM	6:00PM	3	45	10510 W Zemke	Chicago	IL	60666
Ridge Park (Open to all)		01/22/2018	9:00AM	12:00PM	2	30	9625 S. Longwood Drive	Chicago	IL	60643
City Hall (Open to all)		01/22/2018	8:00AM	12:00PM	4	80	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)		01/22/2018	8:00AM	12:00PM	4	80	121 N LaSalle	Chicago	IL	60602
Ridge Park (Open to all)		01/23/2018	9:00AM	12:00PM	2	30	9625 S. Longwood Drive	Chicago	IL	60643
2350 W Ogden Flr 1 (BACP only) Ops C		01/23/2018	8:30AM	11:30AM	2	30	2350 W Ogden FLr 1	Chicago	IL	60608
Jefferson Park Branch		01/23/2018	3:30PM	6:30PM	2	30	5363 W. Lawrence Ave	Chicago	IL	60630
1501 W Pershing (CDOT Only) Ops C		01/23/2018	7:00AM	10:00AM	4	60	1501 W Pershing	Chicago	IL	60609
1869 W. Pershing (2FM only)		01/23/2018	8:00AM	12:00PM	2	40	1869 W Pershing Rd	Chicago	IL	60609

Site Name	Session	Session Date	Start Time	End Time	Estimated Examiners	Estimated Participants	Address	City	State	Zip
Robert J. Quinn Fire Academy (Open to All)		01/23/2018	8:30AM	1:30PM	2	50	558 West DeKoven Street	Chicago	IL	60607
Olympia Park (Open to all)		01/23/2018	8:00AM	11:00AM	2	30	6566 N. Avondale	Chicago	IL	60631
Public Safety Building (Police ONLY)		01/23/2018	8:00AM	11:00AM	3	45	3510 S Michigan	Chicago	IL	60653
740 N Sedgwick (Not Open to All)		01/23/2018	8:00AM	12:00PM	3	60	740 N Sedgwick	Chicago	IL	60654
O' Hare H&R Plant Building 450	1	01/23/2018	7:00AM	10:00AM	2	30	Bessie Coleman	Chicago	IL	60666
O' Hare H&R Plant Building 450	2	01/23/2018	2:00PM	5:00PM	2	30	Bessie Coleman	Chicago	IL	60666
Midway-AMC Building (Aviation Only-Ops C)	1	01/23/2018	9:00AM	12:00PM	2	30	6201 S Laramie	Chicago	IL	60638
Midway-AMC Building (Aviation Only-Ops C)	2	01/23/2018	1:00PM	4:00PM	2	30	6201 S Laramie	Chicago	IL	60638
Jefferson Memorial Park (Open to all)		01/23/2018	8:30AM	11:30AM	2	30	4822 N. Long Avenue	Chicago	IL	60630
740 N Sedgwick (Not Open to All)		01/24/2018	8:00AM	11:00AM	2	30	740 N Sedgwick	Chicago	IL	60654
Public Safety Building (Police ONLY)		01/24/2018	8:00AM	11:00AM	3	45	3510 S Michigan	Chicago	IL	60653
Robert J. Quinn Fire Academy (Open to All)		01/24/2018	8:30AM	11:30AM	2	30	558 West DeKoven Street	Chicago	IL	60607
2350 W Ogden Flr 2 (BACP only) Ops C		01/24/2018	8:30AM	11:30AM	2	30	2350 W Ogden Flr 2	Chicago	IL	60608
1501 W Pershing (CDOT Only) Ops C		01/24/2018	7:00AM	10:00AM	4	60	1501 W Pershing	Chicago	IL	60609
O'Hare Trades/Warehouse (Aviation Only-Ops C)	1	01/24/2018	7:00AM	11:00AM	2	40	11601 W Touhy	Chicago	IL	60666
O'Hare Trades/Warehouse (Aviation Only-Ops C)	2	01/24/2018	1:00PM	4:00PM	2	30	11601 W Touhy	Chicago	IL	60666
3124 S Sacramento (CDOT Only) Ops C		01/24/2018	7:15AM	10:15AM	3	45	3124 S Sacramento	Chicago	IL	60623
3124 S Sacramento (CDOT Only) Ops C		01/25/2018	7:15AM	11:15AM	3	60	3124 S Sacramento	Chicago	IL	60623
Roden Branch Library		01/25/2018	3:30PM	6:30PM	2	30	6083 N. Northwest Highway	Chicago	IL	60631
Jardine (DWM Only) Ops C	1	01/25/2018	5:00AM	10:00AM	5	125	1000 E Ohio	Chicago	IL	60611
Jardine (DWM Only) Ops C	2	01/25/2018	11:00AM	3:00PM	5	100	1000 E Ohio	Chicago	IL	60611
1501 W Pershing (CDOT Only) Ops C		01/25/2018	7:00AM	10:00AM	4	60	1501 W Pershing	Chicago	IL	60609
O'Hare -Bldg 850 Security-(Aviation Only-Ops C)	1	01/25/2018	6:00AM	9:15AM	2	32	10601 W Higgins	Chicago	IL	60666
O'Hare -Bldg 850 Security-(Aviation Only-Ops C)	2	01/25/2018	1:00PM	4:15PM	2	32	10601 W Higgins	Chicago	IL	60666
Robert J. Quinn Fire Academy (Open to All)		01/25/2018	8:30AM	12:30PM	2	40	558 West DeKoven Street	Chicago	IL	60607
900 E. 103rd (2FM only)		01/25/2018	8:00AM	12:00PM	2	40	900 E. 103rd Street	Chicago	IL	60628
Merrimac Park (Open to all)		01/26/2018	9:00AM	12:00PM	2	30	6343 W. Irving Park Road	Chicago	IL	60634
Edgebrook Branch		01/26/2018	10:00AM	1:00PM	2	30	5331 W Devon Ave	Chicago	IL	60646
Robert J. Quinn Fire Academy (Open to All)		01/26/2018	8:30AM	11:30AM	2	30	558 West DeKoven Street	Chicago	IL	60607
Norwood Park (Open to all)		01/26/2018	8:00AM	11:00AM	2	30	5801 N. Natoma Avenue	Chicago	IL	60631
Clearing Branch (open to all)		01/26/2018	10:00AM	1:00PM	2	30	6423 W. 63rd Place	Chicago	IL	60638
Harold Washington Library (Open to All)		01/26/2018	10:00AM	1:00PM	2	30	400 S State	Chicago	IL	60605
City of Chicago - Chicago IL - 30 N Lasalle Floor 2		01/26/2018	9:00AM	1:00PM	2	40	30 N Lasalle Floor 2	Chicago	IL	60602
South Plant (DWM Only) Ops C		01/26/2018	5:30AM	10:30AM	6	150	3300 E Cheltenham Place	Chicago	IL	60649
O'Hare - AMC Building (Aviation Only) Ops C	1	01/26/2018	6:00AM	9:00AM	2	30	10000 W Montrose	Chicago	IL	60666
O'Hare - AMC Building (Aviation Only) Ops C	2	01/26/2018	3:00PM	6:00PM	3	45	10000 W Montrose	Chicago	IL	60666
Ridge Park (Open to all)		01/26/2018	8:30AM	11:30AM	2	30	9625 S. Longwood Drive	Chicago	IL	60643
City Hall (Open to all)		01/26/2018	8:00AM	12:00PM	2	40	121 N LaSalle	Chicago	IL	60602
Ridge Park (Open to all)		01/27/2018	9:00AM	12:00PM	4	60	9625 S. Longwood Drive	Chicago	IL	60643
Sulzer Regional (Open to All)		01/27/2018	10:30AM	2:30PM	2	40	4455 N Lincoln Ave	Chicago	IL	60625
Austin-Irving Branch (open to all)		01/27/2018	10:30AM	2:30PM	3	60	6100 W Irving Park RD	Chicago	IL	60634
Jefferson Park Branch		01/27/2018	10:30AM	1:30PM	2	30	5363 W. Lawrence Ave	Chicago	IL	60630
Richard J. Daley Branch (open to all)		01/27/2018	10:00AM	1:00PM	2	30	3400 S. Halsted Street	Chicago	IL	60608
Roden Branch Library		01/27/2018	10:30AM	2:30PM	3	60	6083 N. Northwest Highway	Chicago	IL	60631
Austin Branch (Open to All)		01/27/2018	10:00AM	1:00PM	2	30	5615 W Race Ave	Chicago	IL	60644
McKinley Park (Open to All)		01/27/2018	9:00AM	12:00PM	2	30	2210 W. Pershing	Chicago	IL	60609
Mount Greenwood Branch (open to all)		01/27/2018	10:30AM	2:30PM	3	60	11010 S Kedzie Ave	Chicago	IL	60655
West Belmont Library		01/27/2018	10:30AM	1:30PM	2	30	3104 N. Narragansett Ave	Chicago	IL	60634
Oriole Park Branch Library (open to all)		01/27/2018	10:00AM	1:00PM	4	60	7454 W Balmoral Ave	Chicago	IL	60656
Brighton Park Branch (open to all)		01/27/2018	10:30AM	1:30PM	2	30	4314 S Archer Ave	Chicago	IL	60632
Mount Greenwood Park (Open to All)		01/27/2018	9:00AM	1:00PM	6	120	3721 W 111th	Chicago	IL	60655
Clearing Branch (open to all)		01/27/2018	10:00AM	1:00PM	3	45	6423 W. 63rd Place	Chicago	IL	60638
Calumet Park (Open to all)		01/27/2018	8:30AM	11:30AM	2	30	9801 South Ave. G	Chicago	IL	60617
Archer Heights Branch (Open to all)		01/27/2018	10:30AM	1:30PM	2	30	5055 S Archer Ave.	Chicago	IL	60632
Norwood Park (Open to all)		01/27/2018	8:00AM	11:00AM	2	30	5801 N. Natoma Avenue	Chicago	IL	60631
West Lawn Library (open to all)		01/27/2018	10:00AM	1:00PM	3	45	4020 W 63rd St	Chicago	IL	60629

Site Name	Session	Session Date	Start Time	End Time	Estimated Examiners	Estimated Participants	Address	City	State	Zip
Avalon Branch (open to all)		01/27/2018	10:00AM	1:00PM	3	45	8148 S Stony Island Ave	Chicago	IL	60617
Edgebrook Branch		01/27/2018	10:00AM	1:00PM	2	30	5331 W Devon Ave	Chicago	IL	60646
Portage Park (Open to All)		01/27/2018	9:00AM	12:00PM	3	45	4100 N Long Ave	Chicago	IL	60641
Horner Park (Open to All)		01/27/2018	8:30AM	11:30AM	2	30	2741 W Montrose Ave	Chicago	IL	60618
Chicago Cultural Center (Open to all)		01/29/2018	9:00AM	1:00PM	2	40	78 E Washington	Chicago	IL	60602
Ridge Park (Open to all)		01/29/2018	3:00PM	6:00PM	2	30	9625 S. Longwood Drive	Chicago	IL	60643
City Hall (Open to all)		01/29/2018	8:00AM	12:00PM	2	40	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)		01/30/2018	8:00AM	12:00PM	2	40	121 N LaSalle	Chicago	IL	60602
Ridge Park (Open to all)		01/30/2018	9:00AM	12:00PM	2	30	9625 S. Longwood Drive	Chicago	IL	60643
Mayfair Pumping Station (DWM Only) Ops C		01/30/2018	5:30AM	10:30AM	2	50	4850 W Wilson	Chicago	IL	60630
South Area (Police ONLY)		01/30/2018	6:00AM	12:00PM	2	60	727 E 111th	Chicago	IL	60628
1615 W Chicago (Open to all)		01/30/2018	8:00AM	1:00PM	4	100	1615 W Chicago	Chicago	IL	60622
Hegewisch Branch (Open to All)		01/30/2018	3:30PM	6:30PM	2	30	3048 E 130th St	Chicago	IL	60633
Calumet Park (Open to all)		01/30/2018	8:30AM	11:30AM	2	30	9801 South Ave. G	Chicago	IL	60617
Harold Washington Library (Open to All)		01/30/2018	10:00AM	1:00PM	2	30	400 S State	Chicago	IL	60605
Pershing Training Center (DWM Only) Ops C		01/30/2018	8:00AM	12:00PM	4	80	1424 W Pershing	Chicago	IL	60609
City of Chicago - Chicago IL - 30 N Lasalle Floor 2		01/30/2018	9:00AM	1:00PM	2	40	30 N Lasalle Floor 2	Chicago	IL	60602
Animal Care & Control (open to all)		01/30/2018	7:30AM	11:00AM	2	36	2741 S Western	Chicago	IL	60608
Avalon Branch (open to all)		01/31/2018	3:30PM	6:30PM	2	30	8148 S Stony Island Ave	Chicago	IL	60617
West Lawn Library (open to all)		01/31/2018	3:30PM	6:30PM	2	30	4020 W 63rd St	Chicago	IL	60629
Merrimac Park (Open to all)		01/31/2018	3:30PM	6:30PM	2	30	6343 W. Irving Park Road	Chicago	IL	60634
Charles Hayes Center (Open to All)		01/31/2018	8:00AM	1:00PM	2	50	4859 S Wabash Ave	Chicago	IL	60615
Jefferson Memorial Park (Open to all)		01/31/2018	8:30AM	11:30AM	2	30	4822 N. Long Avenue	Chicago	IL	60630
City of Chicago - Chicago IL - 30 N Lasalle Floor 2		01/31/2018	9:00AM	1:00PM	2	40	30 N Lasalle Floor 2	Chicago	IL	60602
Pershing Training Center (DWM Only) Ops C	1	01/31/2018	7:00AM	11:30AM	4	90	1424 W Pershing	Chicago	IL	60609
Pershing Training Center (DWM Only) Ops C	2	01/31/2018	12:30PM	3:30PM	3	45	1424 W Pershing	Chicago	IL	60609
Harold Washington Library (Open to All)		01/31/2018	10:00AM	1:00PM	2	30	400 S State	Chicago	IL	60605
Austin-Irving Branch (open to all)		01/31/2018	3:30PM	6:30PM	2	30	6100 W Irving Park RD	Chicago	IL	60634
Sulzer Regional (Open to All)		01/31/2018	10:30AM	1:30PM	2	30	4455 N Lincoln Ave	Chicago	IL	60625
North Area (Police ONLY)		01/31/2018	3:00PM	7:00PM	2	40	2452 W Belmont	Chicago	IL	60618
City Hall (Open to all)		02/01/2018	8:00AM	12:00PM	4	80	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)		02/02/2018	8:00AM	12:00PM	4	80	121 N LaSalle	Chicago	IL	60602
Norwood Park (Open to all)		02/02/2018	8:00AM	11:00AM	2	30	5801 N. Natoma Avenue	Chicago	IL	60631
Norwood Park (Open to all)		02/03/2018	8:00AM	11:00AM	3	45	5801 N. Natoma Avenue	Chicago	IL	60631
Jefferson Memorial Park (Open to all)		02/03/2018	8:30AM	11:30AM	2	30	4822 N. Long Avenue	Chicago	IL	60630
Edgebrook Branch		02/03/2018	10:00AM	1:00PM	3	45	5331 W Devon Ave	Chicago	IL	60646
Horner Park (Open to All)		02/03/2018	8:30AM	11:30AM	2	30	2741 W Montrose Ave	Chicago	IL	60618
Clearing Branch (open to all)		02/03/2018	10:00AM	1:00PM	3	45	6423 W. 63rd Place	Chicago	IL	60638
Hegewisch Branch (Open to All)		02/03/2018	10:00AM	1:00PM	2	30	3048 E 130th St	Chicago	IL	60633
Archer Heights Branch (Open to all)		02/03/2018	10:30AM	1:30PM	3	45	5055 S Archer Ave.	Chicago	IL	60632
McKinley Park (Open to All)		02/03/2018	9:00AM	12:00PM	4	60	2210 W. Pershing	Chicago	IL	60609
Mount Greenwood Branch (open to all)		02/03/2018	10:30AM	2:30PM	6	120	11010 S Kedzie Ave	Chicago	IL	60655
Oriole Park Branch Library (open to all)		02/03/2018	10:00AM	1:00PM	4	60	7454 W Balmoral Ave	Chicago	IL	60656
West Belmont Library		02/03/2018	10:30AM	1:30PM	2	30	3104 N. Narragansett Ave	Chicago	IL	60634
Austin-Irving Branch (open to all)		02/03/2018	10:30AM	1:30PM	2	30	6100 W Irving Park RD	Chicago	IL	60634
Roden Branch Library		02/03/2018	10:30AM	1:30PM	2	30	6083 N. Northwest Highway	Chicago	IL	60631
City Hall (Open to all)		02/05/2018	8:00AM	12:00PM	2	40	121 N LaSalle	Chicago	IL	60602
Edgebrook Branch		02/05/2018	3:30PM	6:30PM	2	30	5331 W Devon Ave	Chicago	IL	60646
Public Safety Building (Police ONLY)		02/06/2018	8:00AM	11:00AM	3	45	3510 S Michigan	Chicago	IL	60653
King Center (Open to all)		02/06/2018	9:00AM	12:00PM	4	60	4314 S Cottage Grove	Chicago	IL	60653
2451 S Ashland (CDOT Only) Ops C		02/06/2018	7:00AM	10:30AM	2	34	2451 S Ashland (CDOT Only) Ops C	Chicago	IL	60608
City Hall (Open to all)		02/06/2018	8:00AM	12:00PM	2	40	121 N LaSalle	Chicago	IL	60602
Ridge Park (Open to all)		02/06/2018	9:00AM	12:00PM	2	30	9625 S. Longwood Drive	Chicago	IL	60643
Roden Branch Library		02/06/2018	3:30PM	6:30PM	2	30	6083 N. Northwest Highway	Chicago	IL	60631
2451 S Ashland (CDOT Only) Ops C		02/07/2018	6:00AM	10:30AM	2	44	2451 S Ashland (CDOT Only) Ops C	Chicago	IL	60608
Public Safety Building (Police ONLY)		02/07/2018	8:00AM	11:00AM	3	45	3510 S Michigan	Chicago	IL	60653

Site Name	Session	Session Date	Start Time	End Time	Estimated Examiners	Estimated Participants	Address	City	State	Zip
Edgebrook Branch		02/07/2018	3:30PM	6:30PM	2	30	5331 W Devon Ave	Chicago	IL	60646
740 N Sedgwick (Not Open to All)		02/07/2018	8:00AM	11:00AM	2	30	740 N Sedgwick	Chicago	IL	60654
Merrimac Park (Open to all)		02/07/2018	3:30PM	6:30PM	2	30	6343 W. Irving Park Road	Chicago	IL	60634
Harold Washington Library (Open to All)		02/07/2018	10:00AM	1:00PM	2	30	400 S State	Chicago	IL	60605
Valley Forge Park (Open to All)		02/08/2018	9:00AM	12:00PM	3	45	7001 W 59th	Chicago	IL	60638
Merrimac Park (Open to all)		02/08/2018	9:00AM	12:00PM	2	30	6343 W. Irving Park Road	Chicago	IL	60634
2451 S Ashland (CDOT Only) Ops C		02/08/2018	7:00AM	10:30AM	3	49	2451 S Ashland (CDOT Only) Ops C	Chicago	IL	60608
Avalon Branch (open to all)		02/08/2018	2:00PM	5:00PM	2	30	8148 S Stony Island Ave	Chicago	IL	60617
City Hall (Open to all)		02/08/2018	8:00AM	12:00PM	2	40	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)		02/09/2018	8:00AM	12:00PM	2	40	121 N LaSalle	Chicago	IL	60602
Ridge Park (Open to all)		02/09/2018	9:00AM	12:00PM	2	30	9625 S. Longwood Drive	Chicago	IL	60643
2451 S Ashland (CDOT Only) Ops C		02/09/2018	7:00AM	10:30AM	3	49	2451 S Ashland (CDOT Only) Ops C	Chicago	IL	60608
Norwood Park (Open to all)		02/09/2018	8:00AM	11:00AM	2	30	5801 N. Natoma Avenue	Chicago	IL	60631
Merrimac Park (Open to all)		02/09/2018	9:00AM	12:00PM	2	30	6343 W. Irving Park Road	Chicago	IL	60634
Oriole Park (Open to All)		02/09/2018	9:00AM	12:00PM	3	45	5430 N Olcott Ave	Chicago	IL	60656
Valley Forge Park (Open to All)		02/09/2018	9:00AM	12:00PM	3	45	7001 W 59th	Chicago	IL	60638
Mount Greenwood Park (Open to All)		02/10/2018	9:00AM	1:00PM	6	120	3721 W 111th	Chicago	IL	60655
Brighton Park Branch (open to all)		02/10/2018	10:30AM	1:30PM	3	45	4314 S Archer Ave	Chicago	IL	60632
Clearing Branch (open to all)		02/10/2018	10:00AM	1:00PM	2	30	6423 W. 63rd Place	Chicago	IL	60638
Calumet Park (Open to all)		02/10/2018	8:30AM	11:30AM	2	30	9801 South Ave. G	Chicago	IL	60617
Archer Heights Branch (Open to all)		02/10/2018	10:30AM	1:30PM	2	30	5055 S Archer Ave.	Chicago	IL	60632
Merrimac Park (Open to all)		02/10/2018	9:00AM	12:00PM	2	30	6343 W. Irving Park Road	Chicago	IL	60634
Edgebrook Branch		02/10/2018	10:00AM	1:00PM	2	30	5331 W Devon Ave	Chicago	IL	60646
Jefferson Memorial Park (Open to all)		02/10/2018	8:30AM	11:30AM	2	30	4822 N. Long Avenue	Chicago	IL	60630
Norwood Park (Open to all)		02/10/2018	8:00AM	11:00AM	2	30	5801 N. Natoma Avenue	Chicago	IL	60631
Olympia Park (Open to all)		02/10/2018	8:00AM	11:00AM	2	30	6566 N. Avondale	Chicago	IL	60631
Avalon Branch (open to all)		02/10/2018	10:00AM	1:00PM	2	30	8148 S Stony Island Ave	Chicago	IL	60617
West Lawn Library (open to all)		02/10/2018	10:00AM	1:00PM	2	30	4020 W 63rd St	Chicago	IL	60629
Ridge Park (Open to all)		02/10/2018	9:00AM	12:00PM	3	45	9625 S. Longwood Drive	Chicago	IL	60643
Sulzer Regional (Open to All)		02/10/2018	10:30AM	2:30PM	2	40	4455 N Lincoln Ave	Chicago	IL	60625
Roden Branch Library		02/10/2018	10:30AM	2:30PM	2	40	6083 N. Northwest Highway	Chicago	IL	60631
Jefferson Park Branch		02/10/2018	10:30AM	1:30PM	2	30	5363 W. Lawrence Ave	Chicago	IL	60630
Richard J. Daley Branch (open to all)		02/10/2018	10:00AM	1:00PM	2	30	3400 S. Halsted Street	Chicago	IL	60608
City Hall (Open to all)		02/13/2018	8:00AM	12:00PM	4	80	121 N LaSalle	Chicago	IL	60602
2451 S Ashland (CDOT Only) Ops C		02/13/2018	7:00AM	10:30AM	3	34	2451 S Ashland (CDOT Only) Ops C	Chicago	IL	60608
Hegewisch Branch (Open to All)		02/13/2018	3:30PM	6:30PM	2	30	3048 E 130th St	Chicago	IL	60633
Harold Washington Library (Open to All)		02/14/2018	10:00AM	1:00PM	2	30	400 S State	Chicago	IL	60605
City Hall (Open to all)		02/14/2018	8:00AM	12:00PM	4	80	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)		02/16/2018	8:00AM	11:00AM	4	60	121 N LaSalle	Chicago	IL	60602
Ridge Park (Open to all)		02/16/2018	9:00AM	12:00PM	2	30	9625 S. Longwood Drive	Chicago	IL	60643
Harold Washington Library (Open to All)		02/16/2018	10:00AM	1:00PM	2	30	400 S State	Chicago	IL	60605
Clearing Branch (open to all)		02/17/2018	10:00AM	1:00PM	2	30	6423 W. 63rd Place	Chicago	IL	60638
Hegewisch Branch (Open to All)		02/17/2018	10:00AM	1:00PM	2	30	3048 E 130th St	Chicago	IL	60633
Archer Heights Branch (Open to all)		02/17/2018	10:30AM	1:30PM	3	45	5055 S Archer Ave.	Chicago	IL	60632
Brighton Park Branch (open to all)		02/17/2018	10:30AM	1:30PM	3	45	4314 S Archer Ave	Chicago	IL	60632
Mount Greenwood Park (Open to All)		02/17/2018	9:00AM	1:00PM	6	120	3721 W 111th	Chicago	IL	60655
West Belmont Library		02/17/2018	10:30AM	1:30PM	2	30	3104 N. Narragansett Ave	Chicago	IL	60634
Oriole Park Branch Library (open to all)		02/17/2018	10:00AM	1:00PM	3	45	7454 W Balmoral Ave	Chicago	IL	60656
McKinley Park (Open to All)		02/17/2018	9:00AM	12:00PM	3	45	2210 W. Pershing	Chicago	IL	60609
Olympia Park (Open to all)		02/17/2018	8:00AM	11:00AM	2	30	6566 N. Avondale	Chicago	IL	60631
West Lawn Library (open to all)		02/17/2018	10:00AM	1:00PM	2	30	4020 W 63rd St	Chicago	IL	60629
Edgebrook Branch		02/17/2018	10:00AM	1:00PM	2	30	5331 W Devon Ave	Chicago	IL	60646
Ridge Park (Open to all)		02/17/2018	9:00AM	12:00PM	3	45	9625 S. Longwood Drive	Chicago	IL	60643
Richard J. Daley Branch (open to all)		02/17/2018	10:00AM	1:00PM	2	30	3400 S. Halsted Street	Chicago	IL	60608
Jefferson Park Branch		02/17/2018	10:30AM	1:30PM	2	30	5363 W. Lawrence Ave	Chicago	IL	60630
Roden Branch Library		02/17/2018	10:30AM	2:30PM	2	40	6083 N. Northwest Highway	Chicago	IL	60631

Site Name	Session	Session Date	Start Time	End Time	Estimated Examiners	Estimated Participants	Address	City	State	Zip
City Hall (Open to all)		02/20/2018	8:00AM	11:00AM	4	60	121 N LaSalle	Chicago	IL	60602
Merrimac Park (Open to all)		02/21/2018	3:30PM	6:30PM	2	30	6343 W. Irving Park Road	Chicago	IL	60634
Clearing Branch (open to all)		02/21/2018	3:30PM	6:30PM	2	30	6423 W. 63rd Place	Chicago	IL	60638
Hegewisch Branch (Open to All)		02/22/2018	3:30PM	6:30PM	3	45	3048 E 130th St	Chicago	IL	60633
1869 W. Pershing (2FM only)		02/22/2018	8:00AM	12:00PM	2	40	1869 W Pershing Rd	Chicago	IL	60609
Valley Forge Park (Open to All)		02/22/2018	9:00AM	12:00PM	3	45	7001 W 59th	Chicago	IL	60638
Mount Greenwood Park (Open to All)		02/22/2018	3:30PM	6:30PM	4	60	3721 W 111th	Chicago	IL	60655
Merrimac Park (Open to all)		02/22/2018	9:00AM	12:00PM	2	30	6343 W. Irving Park Road	Chicago	IL	60634
City Hall (Open to all)		02/22/2018	8:00AM	11:00AM	3	45	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)		02/23/2018	8:00AM	11:00AM	4	60	121 N LaSalle	Chicago	IL	60602
Ridge Park (Open to all)		02/23/2018	8:30AM	11:30AM	2	30	9625 S. Longwood Drive	Chicago	IL	60643
Austin-Irving Branch (open to all)		02/23/2018	10:30AM	1:30PM	2	30	6100 W Irving Park RD	Chicago	IL	60634
Merrimac Park (Open to all)		02/23/2018	9:00AM	12:00PM	2	30	6343 W. Irving Park Road	Chicago	IL	60634
Edgebrook Branch		02/23/2018	10:00AM	1:00PM	3	45	5331 W Devon Ave	Chicago	IL	60646
Norwood Park (Open to all)		02/23/2018	8:00AM	11:00AM	2	30	5801 N. Natoma Avenue	Chicago	IL	60631
Valley Forge Park (Open to All)		02/23/2018	9:00AM	12:00PM	2	30	7001 W 59th	Chicago	IL	60638
City of Chicago - Chicago IL - 30 N Lasalle Floor 2		02/23/2018	9:00AM	1:00PM	2	40	30 N Lasalle Floor 2	Chicago	IL	60602
Archer Heights Branch (Open to all)		02/23/2018	10:30AM	1:30PM	3	45	5055 S Archer Ave.	Chicago	IL	60632
Harold Washington Library (Open to All)		02/23/2018	10:00AM	1:00PM	2	30	400 S State	Chicago	IL	60605
Clearing Branch (open to all)		02/24/2018	10:00AM	1:00PM	3	45	6423 W. 63rd Place	Chicago	IL	60638
Archer Heights Branch (Open to all)		02/24/2018	10:30AM	1:30PM	3	45	5055 S Archer Ave.	Chicago	IL	60632
McKinley Park (Open to All)		02/24/2018	9:00AM	12:00PM	4	60	2210 W. Pershing	Chicago	IL	60609
Mount Greenwood Branch (open to all)		02/24/2018	10:30AM	2:30PM	5	100	11010 S Kedzie Ave	Chicago	IL	60655
Brighton Park Branch (open to all)		02/24/2018	10:30AM	1:30PM	3	45	4314 S Archer Ave	Chicago	IL	60632
Oriole Park Branch Library (open to all)		02/24/2018	10:00AM	1:00PM	4	60	7454 W Balmoral Ave	Chicago	IL	60656
West Belmont Library		02/24/2018	10:30AM	1:30PM	3	45	3104 N. Narragansett Ave	Chicago	IL	60634
West Lawn Library (open to all)		02/24/2018	10:00AM	1:00PM	2	30	4020 W 63rd St	Chicago	IL	60629
Avalon Branch (open to all)		02/24/2018	10:00AM	1:00PM	3	45	8148 S Stony Island Ave	Chicago	IL	60617
Edgebrook Branch		02/24/2018	10:00AM	1:00PM	3	45	5331 W Devon Ave	Chicago	IL	60646
Portage Park (Open to All)		02/24/2018	9:00AM	12:00PM	3	45	4100 N Long Ave	Chicago	IL	60641
Oriole Park (Open to All)		02/24/2018	9:00AM	12:00PM	3	45	5430 N Olcott Ave	Chicago	IL	60656
Austin-Irving Branch (open to all)		02/24/2018	10:30AM	2:30PM	3	60	6100 W Irving Park RD	Chicago	IL	60634
Sulzer Regional (Open to All)		02/24/2018	10:30AM	2:30PM	2	40	4455 N Lincoln Ave	Chicago	IL	60625
Roden Branch Library		02/24/2018	10:30AM	1:30PM	2	30	6083 N. Northwest Highway	Chicago	IL	60631
Jefferson Park Branch		02/24/2018	10:30AM	1:30PM	3	45	5363 W. Lawrence Ave	Chicago	IL	60630
Richard J. Daley Branch (open to all)		02/24/2018	10:00AM	1:00PM	2	30	3400 S. Halsted Street	Chicago	IL	60608
Austin Branch (Open to All)		02/24/2018	10:00AM	1:00PM	2	30	5615 W Race Ave	Chicago	IL	60644
Ridge Park (Open to all)		02/26/2018	9:00AM	12:00PM	2	30	9625 S. Longwood Drive	Chicago	IL	60643
City Hall (Open to all)	1	02/26/2018	8:00AM	12:00PM	2	40	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)	2	02/26/2018	1:00PM	4:00PM	2	30	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)	1	02/27/2018	8:00AM	12:00PM	4	80	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)	2	02/27/2018	1:00PM	4:00PM	2	30	121 N LaSalle	Chicago	IL	60602
DePaul Center (open to all)		02/27/2018	8:00AM	12:00PM	4	80	333 S State	Chicago	IL	60604
900 E. 103rd (2FM only)		02/27/2018	8:00AM	12:00PM	2	40	900 E. 103rd Street	Chicago	IL	60628
Horner Park (Open to All)		02/27/2018	8:30AM	11:30AM	2	30	2741 W Montrose Ave	Chicago	IL	60618
Trumbull Park (Open to All)		02/27/2018	8:30AM	11:30AM	2	30	2400 E 105th	Chicago	IL	60617
City of Chicago - Chicago IL - 30 N Lasalle Floor 2		02/27/2018	9:00AM	1:00PM	2	40	30 N Lasalle Floor 2	Chicago	IL	60602
Hegewisch Branch (Open to All)		02/27/2018	3:30PM	6:30PM	2	30	3048 E 130th St	Chicago	IL	60633
Chicago Cultural Center (Open to all)		02/27/2018	9:00AM	1:00PM	2	40	78 E Washington	Chicago	IL	60602
1615 W Chicago (Open to all)		02/28/2018	8:00AM	1:00PM	4	100	1615 W Chicago	Chicago	IL	60622
City of Chicago - Chicago IL - 30 N Lasalle Floor 2		02/28/2018	9:00AM	1:00PM	2	40	30 N Lasalle Floor 2	Chicago	IL	60602
Animal Care & Control (open to all)		02/28/2018	7:30AM	11:00AM	2	36	2741 S Western	Chicago	IL	60608
West Lawn Library (open to all)		02/28/2018	3:30PM	6:30PM	2	30	4020 W 63rd St	Chicago	IL	60629
Olympia Park (Open to all)		02/28/2018	8:00AM	11:00AM	2	30	6566 N. Avondale	Chicago	IL	60631
Charles Hayes Center (Open to All)		02/28/2018	8:00AM	1:00PM	2	50	4859 S Wabash Ave	Chicago	IL	60615
DePaul Center (open to all)		02/28/2018	8:00AM	12:00PM	4	80	333 S State	Chicago	IL	60604

Site Name	Session	Session Date	Start Time	End Time	Estimated Examiners	Estimated Participants	Address	City	State	Zip
Sulzer Regional (Open to All)		02/28/2018	10:30AM	1:30PM	2	30	4455 N Lincoln Ave	Chicago	IL	60625
Austin-Irving Branch (open to all)		02/28/2018	3:30PM	6:30PM	2	30	6100 W Irving Park RD	Chicago	IL	60634
City Hall (Open to all)	1	03/01/2018	8:00AM	12:00PM	3	60	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)	2	03/01/2018	1:00PM	4:00PM	3	45	121 N LaSalle	Chicago	IL	60602
DePaul Center (open to all)		03/01/2018	8:00AM	12:00PM	4	80	333 S State	Chicago	IL	60604
City of Chicago - Chicago IL - 30 N Lasalle Floor 2		03/01/2018	9:00AM	12:00PM	2	30	30 N Lasalle Floor 2	Chicago	IL	60602
Valley Forge Park (Open to All)		03/01/2018	9:00AM	12:00PM	2	30	7001 W 59th	Chicago	IL	60638
1615 W Chicago (Open to all)		03/01/2018	8:00AM	1:00PM	4	100	1615 W Chicago	Chicago	IL	60622
Hegewisch Branch (Open to All)		03/02/2018	10:00AM	1:00PM	2	30	3048 E 130th St	Chicago	IL	60633
Mount Greenwood Branch (open to all)		03/02/2018	10:30AM	2:30PM	5	100	11010 S Kedzie Ave	Chicago	IL	60655
City of Chicago - Chicago IL - 30 N Lasalle Floor 2		03/02/2018	9:00AM	1:00PM	2	40	30 N Lasalle Floor 2	Chicago	IL	60602
Richard J. Daley Branch (open to all)		03/02/2018	10:00AM	1:00PM	2	30	3400 S. Halsted Street	Chicago	IL	60608
City Hall (Open to all)		03/02/2018	8:00AM	12:00PM	4	80	121 N LaSalle	Chicago	IL	60602
Austin-Irving Branch (open to all)		03/03/2018	10:30AM	1:30PM	2	30	6100 W Irving Park RD	Chicago	IL	60634
Mount Greenwood Branch (open to all)		03/03/2018	10:30AM	2:30PM	5	100	11010 S Kedzie Ave	Chicago	IL	60655
Oriole Park Branch Library (open to all)		03/03/2018	10:00AM	1:00PM	4	60	7454 W Balmoral Ave	Chicago	IL	60656
Hegewisch Branch (Open to All)		03/03/2018	10:00AM	1:00PM	2	30	3048 E 130th St	Chicago	IL	60633
Oriole Park (Open to All)		03/03/2018	9:00AM	12:00PM	3	45	5430 N Olcott Ave	Chicago	IL	60656
Portage Park (Open to All)		03/03/2018	9:00AM	12:00PM	3	45	4100 N Long Ave	Chicago	IL	60641
Olympia Park (Open to all)		03/03/2018	8:00AM	11:00AM	2	30	6566 N. Avondale	Chicago	IL	60631
Avalon Branch (open to all)		03/03/2018	10:00AM	1:00PM	3	45	8148 S Stony Island Ave	Chicago	IL	60617
Trumbull Park (Open to All)		03/03/2018	10:00AM	1:00PM	2	30	2400 E 105th	Chicago	IL	60617
Ridge Park (Open to all)		03/05/2018	3:00PM	7:00PM	2	40	9625 S. Longwood Drive	Chicago	IL	60643
City Hall (Open to all)	1	03/06/2018	8:00AM	12:00PM	4	80	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)	2	03/06/2018	1:00PM	4:00PM	4	60	121 N LaSalle	Chicago	IL	60602
King Center (Open to all)		03/06/2018	9:00AM	12:00PM	4	60	4314 S Cottage Grove	Chicago	IL	60653
Horner Park (Open to All)		03/06/2018	8:30AM	11:30AM	2	30	2741 W Montrose Ave	Chicago	IL	60618
1869 W. Pershing (2FM only)		03/06/2018	8:00AM	12:00PM	2	40	1869 W Pershing Rd	Chicago	IL	60609
City Hall (Open to all)		03/07/2018	8:00AM	1:00PM	4	100	121 N LaSalle	Chicago	IL	60602
DePaul Center (open to all)		03/07/2018	8:00AM	12:00PM	4	80	333 S State	Chicago	IL	60604
DePaul Center (open to all)	1	03/08/2018	8:00AM	12:00PM	3	60	333 S State	Chicago	IL	60604
DePaul Center (open to all)	2	03/08/2018	8:00AM	12:00PM	4	80	333 S State	Chicago	IL	60604
City of Chicago - Chicago IL - 440 W. 43rd Street		03/08/2018	7:00AM	12:00PM	4	100	440 W. 43rd Street	Chicago	IL	60609
City Hall (Open to all)	1	03/08/2018	8:00AM	12:00PM	5	80	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)	2	03/08/2018	1:00PM	4:00PM	5	60	121 N LaSalle	Chicago	IL	60602
1615 W Chicago (Open to all)		03/08/2018	8:00AM	1:00PM	4	100	1615 W Chicago	Chicago	IL	60622
Harold Washington Library (Open to All)		03/08/2018	10:00AM	1:00PM	2	30	400 S State	Chicago	IL	60605
Valley Forge Park (Open to All)		03/08/2018	9:00AM	12:00PM	2	30	7001 W 59th	Chicago	IL	60638
900 E. 103rd (2FM only)		03/08/2018	8:00AM	12:00PM	2	40	900 E. 103rd Street	Chicago	IL	60628
Animal Care & Control (open to all)		03/08/2018	7:30AM	11:00AM	2	36	2741 S Western	Chicago	IL	60608
Avalon Branch (open to all)		03/09/2018	10:00AM	1:00PM	3	45	8148 S Stony Island Ave	Chicago	IL	60617
Valley Forge Park (Open to All)		03/09/2018	9:00AM	12:00PM	3	45	7001 W 59th	Chicago	IL	60638
Mount Greenwood Branch (open to all)		03/09/2018	10:30AM	1:30PM	6	90	11010 S Kedzie Ave	Chicago	IL	60655
City of Chicago - Chicago IL - 30 N Lasalle Floor 2		03/09/2018	9:00AM	1:00PM	2	40	30 N Lasalle Floor 2	Chicago	IL	60602
Harold Washington Library (Open to All)		03/09/2018	10:00AM	1:00PM	2	30	400 S State	Chicago	IL	60605
1615 W Chicago (Open to all)		03/09/2018	8:00AM	1:00PM	4	100	1615 W Chicago	Chicago	IL	60622
Hegewisch Branch (Open to All)		03/09/2018	10:00AM	1:00PM	2	30	3048 E 130th St	Chicago	IL	60633
City Hall (Open to all)	1	03/09/2018	8:00AM	12:00PM	5	80	121 N LaSalle	Chicago	IL	60602
City Hall (Open to all)	2	03/09/2018	1:00PM	4:00PM	5	60	121 N LaSalle	Chicago	IL	60602
Austin-Irving Branch (open to all)		03/09/2018	10:30AM	1:30PM	2	30	6100 W Irving Park RD	Chicago	IL	60634
Richard J. Daley Branch (open to all)		03/09/2018	10:00AM	1:00PM	2	30	3400 S. Halsted Street	Chicago	IL	60608
DePaul Center (open to all)		03/09/2018	8:00AM	12:00PM	4	80	333 S State	Chicago	IL	60604
Jefferson Park Branch		03/10/2018	10:30AM	1:30PM	3	45	5363 W. Lawrence Ave	Chicago	IL	60630
Austin Branch (Open to All)		03/10/2018	10:00AM	1:00PM	2	30	5615 W Race Ave	Chicago	IL	60644
Austin-Irving Branch (open to all)		03/10/2018	10:30AM	2:30PM	5	100	6100 W Irving Park RD	Chicago	IL	60634
Sulzer Regional (Open to All)		03/10/2018	10:30AM	2:30PM	2	40	4455 N Lincoln Ave	Chicago	IL	60625

Site Name	Session	Session Date	Start Time	End Time	Estimated Examiners	Estimated Participants	Address	City	State	Zip
Ridge Park (Open to all)		03/10/2018	8:30AM	11:30AM	4	60	9625 S. Longwood Drive	Chicago	IL	60643
Hegewisch Branch (Open to All)		03/10/2018	10:00AM	1:00PM	3	45	3048 E 130th St	Chicago	IL	60633
McKinley Park (Open to All)		03/10/2018	9:00AM	12:00PM	3	45	2210 W. Pershing	Chicago	IL	60609
Mount Greenwood Branch (open to all)		03/10/2018	10:30AM	2:30PM	6	120	11010 S Kedzie Ave	Chicago	IL	60655
Oriole Park Branch Library (open to all)		03/10/2018	10:00AM	1:00PM	4	60	7454 W Balmoral Ave	Chicago	IL	60656
Avalon Branch (open to all)		03/10/2018	10:00AM	1:00PM	3	45	8148 S Stony Island Ave	Chicago	IL	60617
West Lawn Library (open to all)		03/10/2018	10:00AM	1:00PM	3	45	4020 W 63rd St	Chicago	IL	60629
Trumbull Park (Open to All)		03/10/2018	10:00AM	1:00PM	2	30	2400 E 105th	Chicago	IL	60617
Olympia Park (Open to all)		03/10/2018	8:00AM	11:00AM	3	45	6566 N. Avondale	Chicago	IL	60631
Norwood Park (Open to all)		03/10/2018	8:00AM	12:00PM	3	60	5801 N. Natoma Avenue	Chicago	IL	60631
Horner Park (Open to All)		03/10/2018	8:30AM	11:30AM	3	45	2741 W Montrose Ave	Chicago	IL	60618
Portage Park (Open to All)		03/10/2018	9:00AM	12:00PM	3	45	4100 N Long Ave	Chicago	IL	60641
Jefferson Memorial Park (Open to all)		03/10/2018	8:30AM	11:30AM	3	45	4822 N. Long Avenue	Chicago	IL	60630
Edgebrook Branch		03/10/2018	10:00AM	1:00PM	3	45	5331 W Devon Ave	Chicago	IL	60646

EXHIBIT 14

WELLNESS PARTICIPATION STATISTICS 2014 THROUGH 2018

Screening Status	All screen	Only new/missing screen	Only new/missing screen	All screen	All screen
Program Year	2018	2017	2016	2015	2014
Screening	22,519	23,738	22,097	22,003	21,951
WBA	21,649	22,774	21,368	21,764	22,136
HA	20,645	22,385	21,048	21,199	21,332
Total Participating	20,987	22,569	21,744	21,936	21,693
Total Not Participating	5,501	4,431	4,543	4,758	4,548
Total Eligible	26,488	27,000	26,317	26,694	26,241
% of Eligible	79%	84%	83%	82%	83%

Screening totals in 2016 and 2017 include people who were screened in 2015 and who were not required to obtain a new screening for 2017 or 2016.