

REQUEST FOR PROPOSAL (“RFP”) FOR PROPERTY TAX REBATE PROGRAM ADMINISTRATION

Required for use by:

CITY OF CHICAGO
(Office of Budget and Management)



This RFP distributed by:

CITY OF CHICAGO
(Office of Budget and Management)

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

Alexandra Holt, Budget Director
Attention: Joel Vieyra

propertytaxrebateRFP@cityofchicago.org

A Pre-Proposal Conference will be held on August 23, 2016 at 1:00 PM Central Standard Time, at 121 North LaSalle Street, Room 1103, Chicago, IL 60602.

Attendance is Non-Mandatory, but encouraged.

**PROPOSALS MUST BE RECEIVED NO LATER THAN 5:00 P.M., CENTRAL STANDARD
TIME, ON AUGUST 26, 2016.**

RAHM EMANUEL
MAYOR

ALEXANDRA HOLT
BUDGET DIRECTOR

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REQUEST FOR PROPOSAL (“RFP”)

for

PROPERTY TAX REBATE PROGRAM ADMINISTRATION

I. GENERAL INVITATION

1.1 Purpose of the Request for Proposal

The City of Chicago’s Office of Budget and Management (OBM) is releasing this Request for Proposals (“RFP”) to solicit interested and qualified Respondents to administer the Property Tax Rebate Program (“Program”) on behalf of the City of Chicago (“City”). The City is seeking proposals from not-for-profit organizations to administer this one-time program. The Program will be available to the public for two months between October 1st and November 30th 2016. The successful Respondents shall not disburse any funds. The successful Respondents will apply Program criteria provided by OBM (and discussed below) to determine Program eligibility and grant amount for a Standard Grant, Senior Supplement, and Enhanced Grant (all discussed below). The successful Respondents will perform intake, assist applicants in completing applications, arrive at preliminary findings, and will provide OBM with these determinations. OBM will then review these findings and, if appropriate, OBM will then work with other City departments to provide grant payments to successful applicants. The successful Respondents will provide the City with regular reports and will participate in regular coordination meetings with OBM to ensure that the Program is administered professionally, equitably, and consistent with criteria established by OBM.

The purpose of the Program is to provide eligible homeowners with property tax Rebate. The purpose of this RFP is for the successful Respondents to administer Program intake and initial eligibility assessment on behalf of the City. The City will allocate funding to implement this Program under this RFP in 2016. The City may contract with multiple respondents for these services that will be provided from multiple processing centers that will be located throughout Chicago.

The Program was approved by the City Council on July 20, 2016.

1.2 Internet Access to this RFP

All materials related to the RFP will be available on the internet at:

<http://www.cityofchicago.org/city/en/depts/obm.html>.

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 RFP document, the Respondent must register by contacting the City of Chicago, Office of Budget and Management, by emailing

propertytaxrebateRFP@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.

1.3 Definitions

“Director” means the Budget Director of the City of Chicago. **“Department”** means the City of Chicago Office of Budget and Management. **“Respondent”** means the companies or individuals that submit proposals in response to this RFP. **Selected Respondent(s)** or **Contractor** means the awardee of the contract. The documents submitted in response to this RFP will be referred to as **“Proposals”**.

II. SCOPE OF SERVICES

The Selected Respondent(s) awarded a contract pursuant to this RFP shall perform all applicable duties as outlined in the Scope of Services.

The work contemplated is professional in nature. It is understood that the Selected Respondent(s) acting as an individual, partnership, corporation or other legal entity, is of professional status, licensed to perform in the State of Illinois and the CITY OF CHICAGO 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 Respondent under a contract awarded pursuant to this RFP may be made available to any individual organization, under the Freedom of Information Act (FOIA). The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

2.1 Description of Services

The Scope of Services that the City seeks to acquire is described in **Exhibit 7** of this RFP. The Respondent is expected to expand on this scope in the submitted Proposal, incorporating their expertise and proposed method or approach.

2.2 Term of Contract

The term of any contract awarded pursuant to this RFP solicitation shall be from **October 1, 2016 – December 31, 2016**. The Selected Respondent(s) must begin the project immediately upon award of the contract.

III. GENERAL INFORMATION AND GUIDELINES

3.1 Communications between the City of Chicago and Respondents

A. Submission of Questions or Requests for Clarifications

Respondents must communicate only with the Office of Budget and Management. All questions or requests for clarification must be in writing to propertytaxrebateRFP@cityofchicago.org and must be received no later than 4:00 p.m. Central Standard Time, August 25, 2016. Respondents are encouraged, but not required,

to submit questions prior to the scheduled Pre-Proposal Conference. The face of each envelope 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”) Property Tax Rebate Program Administration.” No telephone calls or e-mails will be accepted unless the questions are general in nature.

B. Pre-Proposal Conference

The City will hold a Pre-Proposal Conference at 121 North LaSalle Street, Room 1103, Chicago, Illinois at 1:00 PM Central Standard Time on August 23, 2016. All parties interested in bidding on this RFP are urged to attend in person. The City requests that all parties planning on attending the Pre-Proposal Conference notify propertytaxrebateRFP@cityofchicago.org prior to the Pre-Proposal Conference. The e-mail communication shall include the names, titles, e-mail address and phone number of each attendee and indicate whether the attendee is participating in person. E-mail communication should be sent to propertytaxrebateRFP@cityofchicago.org.

The City will answer questions and clarify the terms of the RFP at the Pre-Proposal Conference. The City may respond both to questions raised on the day of the conference and to questions mailed prior to the deadline for receipt of questions per Section 3.1.A.

3.2 Deadline and Procedures for Submitting Proposals

A. To be assured of consideration, Proposals must be received by the City of Chicago, Office of Budget and Management, no later than 5:00 p.m. Central Standard Time on August 26, 2016.

B. The City may, but is not required to accept Proposals that are not received by the date and time set forth in Section 3.2.A above. Only the Director is empowered to determine whether to accept or return late Proposals. No additional or missing documents will be accepted after the due date and time, except as may be requested by the Director.

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 dropped off at the reception area of the Office of Budget and Management, 121 North LaSalle Street, Room 604. The time of the receipt of all Proposals to this RFP will be determined solely by the clock located in 121 North LaSalle Street, Room 604. It is Respondent's sole responsibility to ensure that the Proposal is received as required.

C. Proposals must be sent electronically via e-mail to propertytaxrebateRFP@cityofchicago.org or to delivered to the following address:

Alexandra Holt, Director
City of Chicago
Office of Budget and Management
121 North LaSalle Street, Room 604
Chicago, Illinois 60602
Attention: Joel Vieyra

D. If submitting a hardcopy, Respondent must submit one hardcopy original and two copies. The original documents must be clearly marked as “ORIGINAL”, and must bear the

original signature of an authorized corporate agent on all documents requiring a signature. Copies must be exact duplicates of the ORIGINAL. Respondent must enclose all documents in sealed envelopes or boxes.

- E. The outside of each sealed envelope or package must be labeled as follows:

Proposal Enclosed
Request for Proposals (RFP) for:
Property Tax Rebate Program Administration
Due: 5:00 p.m., August 26, 2016
Submitted by: (Name of Respondent)
Package ____ of ____

3.3 RFP Information Resources

Intentionally omitted.

3.4 Procurement Timetable

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

Key Activity	Target Date
City Issues RFP	August 15, 2016
Pre-Proposal Questions Due	August 22, 2016
Addendum to Answer Questions Available	August 22, 2016
Non-Mandatory Pre-Proposal Conference	August 23, 2016
Proposals Due	August 26, 2016

3.5 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 RFP Property Tax Rebate Program Administration 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 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 CD-ROM with a redacted copy of the entire Proposal or submission in .pdf format 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 CD-ROM with 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 nonresponsive. 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.

IV. PREPARING PROPOSALS: REQUIRED INFORMATION

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

4.1. Format of Proposals

Proposals 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. Submit 1 hardcopy original and 2 copies (as set forth in 3.2.D).

Sections should be separated by labeled tabs and organized in accordance with subject matter sequence as set forth in Section 4.2. Each page of the Proposal must be numbered in a manner so as to be uniquely identified. Proposals must be clear, concise and well organized. (e.g., Respondent is strongly discouraged from including advertisement or materials not related specifically to the focus of this RFP.)

4.2 Required Content of the Proposal

In preparing a response to this RFP, Respondents must submit the following:

Project Checklist: Respondents must provide a completed Project Checklist with their submittal. The template Project Checklist is attached as **Exhibit 4**.

Cover Letter: Respondents must provide a Cover Letter that includes a brief statement of interest and that provides the name of the organization that is proposing to provide services, identifies one authorized representative as the contact person (and her or his address, telephone, and e-mail address), and includes a certification of the truth and correctness of the contents of the RFP submission. The Cover Letter should be signed by the authorized representative and should be limited to one page.

Program Summary: Respondents must include a Program Summary that addresses each of the evaluation criteria that are noted below. The Program Summary should provide information that addresses each of the following:

I. Organizational Capacity

- A. The Respondent is able staff up for the duration of the Program using qualified individuals responsible for Program administration, oversight, management, fiscal oversight, and evaluation and performance management methods.
- B. The Respondent provides examples of successful past performance in initiating, maintaining, and successfully completing similar projects and consistently meeting project goals.
- C. The Respondent has documented collaborations or partnerships with other public and private agencies that are consistent with the Scope of Services.
- D. The Respondent does not have any outstanding liens or taxes owed to the City or to the State or Federal governments. The Respondent is current on all prior contractual obligations with the City.

II. Proposed Program

- A. The Respondent clearly demonstrates prior quality experience and accomplishments in providing past similar services.
- B. The Respondent accepts the Program timelines and the Respondent is prepared to meet those timelines.
- C. Respondents must indicate how they will staff each of their proposed processing centers during the hours that are indicated in the Scope of Services. In addition, Respondents should also provide additional detail regarding how Respondents will provide staffing for any public surges that might take place.

III. Reasonable Costs, Budget Justification

- A. The Respondent demonstrates reasonable implementation and Program costs relative to its financial and human resources. The proposed Program costs support the proposed Scope of Services.
- B. Overall, the Respondent is fiscally sound, as evidenced by the financial history and record of the organization.
- C. The Respondent provided a reasonable cost proposal and provides justification for the level of funding requested.
- D. The Respondent has submitted a Cost Proposal Form that is attached as **Exhibit 3**.

IV. Program Outreach

- A. The Respondent demonstrates ability to develop and execute public relations and marketing strategies to reach eligible participants including, but not limited to, outreach events, workshops, direct mailings, outreach to elected officials, and distribution of informational material.

The Program Summary should not exceed five (5) pages in length.

Cost Proposal Form

Respondents should submit a Consolidated Proposal Form that is attached as **Exhibit 3**. Within the Consolidated Proposal Form, Respondents may choose to submit a Proposal for Tentative Locations or a General Proposal. Respondents should submit a Proposal for Tentative Locations if they are interested in

administering the Program from specific locations. Respondents should submit a General Proposal if they have staff that can administer the Program citywide or if they can provide unique services (for example processing of applications during home visits to persons with mobility issues).

The financial proposals may be submitted using one of two pricing methods:

All-In: This model is most appropriate where a staff person will be dedicated exclusively to the Program and the processing of Program applications. A staff person that is dedicated exclusively to the Program will not be working on any other projects other than on processing of applications for the Program. A sample worksheet is included in the Consolidated Proposal Form to provide examples on how a Respondent may choose to determine a proposal for All-In costs.

Per Application Processed: This model is most appropriate where staff work on other projects for an agency and the processing of Program applications is not their exclusive job duty. For example, an agency might be administering other programs and the processing of Program applications is another function or service provided by staff. Staff must, however, be available to give priority service to rebate Program applicants. In selecting this option, a not to exceed price should also be included.

Respondents should use their best judgment to select a pricing method that is most suitable for their organizational staffing.

Company Profile Information

Respondents should submit a completed Company Profile Information document. A blank copy is included as **Exhibit 1**.

Company References/Client Information

Respondents should submit a completed a Company References/Client Profile Information for three references. A blank copy is included as **Exhibit 2**.

Economic Disclosure Statement

Respondents should submit an executed Economic Disclosure Statement and Affidavit, Appendix A, and Appendix B. Blank forms are included as **Exhibit 5**.

Insurance

Prior to contract award, the selected Respondent will be required to submit evidence of insurance in the amounts specified in the attached **Exhibit 6**.

V. EVALUATING PROPOSALS

5.1 Evaluating Proposals

Each Respondent shall only submit one proposal. Such proposal shall indicate that the Respondent will make available a certain number of persons to administer the Program citywide from locations determined by the City. In addition, Respondents may elect to submit a general proposal indicating that the Respondent will make available a certain number of persons to administer the Program citywide from locations mutually determined by the City and the Respondent.

Each proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria discussed below. The City reserves the right to consult with multiple City departments during the evaluation process including, but not limited to, the Department of Family and Support Services. The successful Respondents must be ready to proceed with the proposed Program by October 1, 2016.

Failure to submit a complete proposal and/or to respond fully to all requirements may cause the proposal to be deemed unresponsive and, therefore, subject to rejection. The City reserves the right to seek clarification on any proposal components.

The City reserves the right to ensure that all mandated services are available citywide. Some of the Services may require speaking foreign languages, and respondents possessing foreign language abilities should reflect this in their proposals.

5.2. Evaluation Criteria

General Selection Criteria

The proposals will be evaluated by the City based on the Respondent's ability as defined in this RFP. The following criteria will be used in evaluating all proposals:

CRITERIA
<p><u>I. Organizational Capacity</u></p> <ul style="list-style-type: none"> A. The Respondent is able staff up for the duration of the Program using qualified individuals responsible for Program administration, oversight, management, fiscal oversight, and evaluation and performance management methods. B. The Respondent provides examples of successful past performance in initiating, maintaining, and successfully completing similar projects and consistently meeting project goals. C. The Respondent has documented successful collaborations or partnerships with other public and private agencies that are consistent with the Scope of Services. D. The Respondent does not have any outstanding liens or taxes owed to the City or to the State or Federal governments. The Respondent is current on all prior contractual obligations with the City.
<p><u>II. Proposed Program</u></p> <ul style="list-style-type: none"> A. The Respondent clearly demonstrates prior quality experience and accomplishments in providing past similar services. B. The Respondent accepts the Program timelines and the Respondent is prepared to meet those timelines. C. Respondents must indicate how they will staff each of their proposed processing centers during the hours that are indicated above. In addition, Respondents should also provide additional detail regarding how Respondents will provide staffing for any public surges that might take place.
<p><u>III. Reasonable Costs, Budget Justification</u></p> <ul style="list-style-type: none"> A. The Respondent demonstrates reasonable implementation and Program costs relative to its financial and human resources. The proposed Program costs support the proposed Scope of Services. B. Overall, the Respondent is fiscally sound, as evidenced by the financial history and record of the organization.

<p>C. The Respondent provided a reasonable proposed base cost and a reasonable per application processing fee and provides justification for the level of funding requested.</p> <p>D. The Respondent has submitted a Consolidated Proposal Form that is attached as Exhibit 3.</p>
<p><u>IV. Program Outreach</u></p> <p>A. The Respondent demonstrates ability to develop and execute public relations and marketing strategies to reach eligible participants including, but not limited to, outreach events, workshops, outreach to elected officials, and distribution of informational material.</p>
<p><u>V. Overall Responsiveness</u></p> <p>A. The Respondent submitted a comprehensive proposal, answers all questions with sufficient detail to demonstrate knowledge and capacity to carry out the proposed Program, and submitted all necessary information or documentation.</p>

The City reserves the right to seek clarification of information submitted in response to this RFP and/or to request additional information during the evaluation process, make site visits, and/or require Respondents to make an oral presentation or be interviewed by the City, if necessary in the City's reasonable judgment.

Selections will not be final until the City and the successful Respondents have fully negotiated and executed a Services Agreement. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by any Respondents in anticipation of a fully executed Services Agreement. Receipt of a notice of selection does not commit the City to award a grant to pay any costs incurred in the preparation or negotiation of a Services Agreement.

VI. ADDITIONAL DETAILS OF THE RFP PROCESS

7.1 Addenda

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent to all of the prospective Respondents who signed up at propertytaxrebateRFP@cityofchicago.org prior to the Proposal due date. A copy of addenda associated with this RFP will also be posted on the City of Chicago's Office of Budget and Management website and may be downloaded in lieu of being sent the addendum. 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 Office of Budget and Management.

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

1. Responses to questions and requests for clarification sent to the Office of Budget and Management according to the provisions of Section 3.1.A herein; or
2. Responses to questions and requests for clarification raised at the Pre-Proposal Conference or by the deadline for submission of questions.

7.2 City's Rights to Reject Proposals

The City of Chicago, acting through its Director of the Office of Budget and Management, 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 Section IV. If no Respondent is selected through this RFP process, then the Director of the Office of Budget and Management may utilize any other procurement method available under the Municipal Purchasing Act and the Municipal Code of Chicago, to obtain the Services described here.

7.3 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 of participating in any conferences, site visits, product /system demonstrations, oral presentations or negotiations.

7.4 Prohibition on Certain Contributions – Mayoral Executive Order No. 2011-4

No Contractor or any person or entity who directly or indirectly has an ownership or beneficial interest in Contractor of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, Contractor'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 (Contractor and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee during (i) the bid or other solicitation process for this Contract or Other Contract, including while this Contract or Other Contract is executory, (ii) the term of this Contract or any Other Contract between City and Contractor, and/or (iii) any period in which an extension of this Contract or Other Contract with the City is being sought or negotiated.

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

Contractor shall not: (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

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

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

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

For purposes of this provision:

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

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

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

7.5 False Statements

(a) 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly 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)

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

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

(c) 1-21-030 Enforcement.

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

EXHIBIT 1
COMPANY PROFILE INFORMATION

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 approach to providing services similar to the Property Tax Rebate Program for a client:

- (13) Briefly describe your firm's demonstrated experience implementing Property Tax Rebate Program Administration services for a client:

EXHIBIT 2
COMPANY REFERENCES/CLIENT PROFILE INFORMATION

COMPANY REFERENCES/CLIENT PROFILE INFORMATION

Submit a completed client profile information sheet for each company reference. Provide a minimum of three (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: _____ Cutover Date: _____
- (10) Initial Contract Amount: \$_____ Final Contract Amount: \$_____
- (11) Describe how services were met. What was the outcome of the project? Attach additional pages, as necessary.

- (12) Discuss significant obstacles to implementation of services and how those obstacles were overcome:

- (13) Is the client still utilizing your company as a service provider?

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

EXHIBIT 3
CONSOLIDATED PROPOSAL FORM

CONSOLIDATED PROPOSAL FORM

Please refer to the attached map that includes tentative locations of processing centers. Also attached please find a sample worksheet showing examples of how a Respondent could arrive at an All-In Pricing Fee.

Each Respondent may submit a Proposal for Tentative Locations for any of the tentative processing centers listed below. Each Respondent may also elect to submit a General Proposal for general staffing that can be deployed citywide by mutual agreement of the City and the Respondent. Each Respondent may elect to submit a Proposal for Tentative Locations, a General Proposal, or both.

Name of Respondent: _____

PROPOSAL FOR TENTATIVE LOCATIONS:

For each Program processing center below, please indicate your organization's interest in participation by checking off the corresponding box and providing proposed fees.

NORTH AREA

☐ **Center # 1**
\$ _____ Proposed All-In Pricing Fee
OR
\$ _____ Proposed Per Application Processed Fee
\$ _____ Proposed Per Application Processed Fee not to Exceed Amount
____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐ **Center # 2**
\$ _____ Proposed All-In Pricing Fee
OR
\$ _____ Proposed Per Application Processed Fee
\$ _____ Proposed Per Application Processed Fee not to Exceed Amount
____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐ **Center # 3**
\$ _____ Proposed All-In Pricing Fee
OR
\$ _____ Proposed Per Application Processed Fee
\$ _____ Proposed Per Application Processed Fee not to Exceed Amount
____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐

Center # 4

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

CENTRAL AREA

☐

Center # 5

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐

Center # 6

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐

Center # 7

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐

Center # 8

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐ **Center # 9**

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐ **Center # 10**

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

SOUTH AREA

☐ **Center # 11**

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐ **Center # 12**

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐

Center # 13

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐

Center # 14

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐

Center # 15

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐

Center # 16

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐

Center # 17

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐ **Center # 18**

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐ **Center # 19**

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐ **Center # 20**

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

☐ **Center # 21**

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed Per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff at processing center

Indicate an alternative location of your choosing if you can perform Program services from a different location in the same area: _____

GENERAL PROPOSAL:

If your organization would like to submit a General Proposal, please indicate your organization's interest in participation by checking off the box below and providing proposed fees.

☐

\$ _____ Proposed All-In Pricing Fee

OR

\$ _____ Proposed per Application Processed Fee

\$ _____ Proposed Per Application Processed Fee not to Exceed Amount

_____ Number of dedicated staff

Special services, if any, that staff could provide or specific groups that could be serviced (e.g. processing of applications during home visits to persons with mobility issues):

All-In Pricing Fee
Sample Worksheet

*The following examples are only for illustration purposes. Respondents may choose to use this in determining what might be a reasonable method in arriving at the All-In Pricing Fee for an RFP response given a Respondent's unique circumstances. These are just examples.

Program Essentials

- Program will run Monday through Saturday, **8** hours per day, from October 1, 2016 through November 30, 2016
- Number of program days October 1, 2016 through November 30, 2016: **51**
*excludes Thanksgiving
- To calculate the number of Program hours per staff person:

$$8 \text{ (# work hours per day)} \times 51 \text{ (# Program days)} = 408 \text{ (# Program hours per staff person)}$$

Examples Using Program Essentials

Example #1:

Respondent pays each staff person \$15 per hour
Respondent incurs \$5 per hour in additional costs/overhead for each staff person
Respondent's total per hour cost per staff person: **\$20**

So, All-In Pricing Fee per staff person would be...

$$408 \text{ (#Program hours per staff person)} \times \$20 \text{ (per hour cost per staff person)} = \mathbf{\$8,160}$$

If Respondent proposes having 5 staff persons at one location, the All-In Pricing Fee for that one location would be...

$$5 \text{ (number of staff persons)} \times \mathbf{\$8,160} \text{ (All-In Pricing Fee per staff person)} = \mathbf{\$40,800}$$

Example #2:

Respondent pays each staff person \$20 per hour
Respondent incurs \$5 per hour in additional costs/overhead for each staff person
Respondent's total per hour cost per staff person: **\$25**

So, All-In Pricing Fee per staff person would be...

$$408 \text{ (#Program hours per staff person)} \times \$25 \text{ (per hour cost per staff person)} = \mathbf{\$10,200}$$

If Respondent proposes having 3 staff persons at one location, the All-In Pricing Fee for that one location would be...

$$3 \text{ (number of staff persons)} \times \mathbf{\$10,200} \text{ (All-In Pricing Fee per staff person)} = \mathbf{\$30,600}$$

Proposed Locations for Rebate Processing Centers

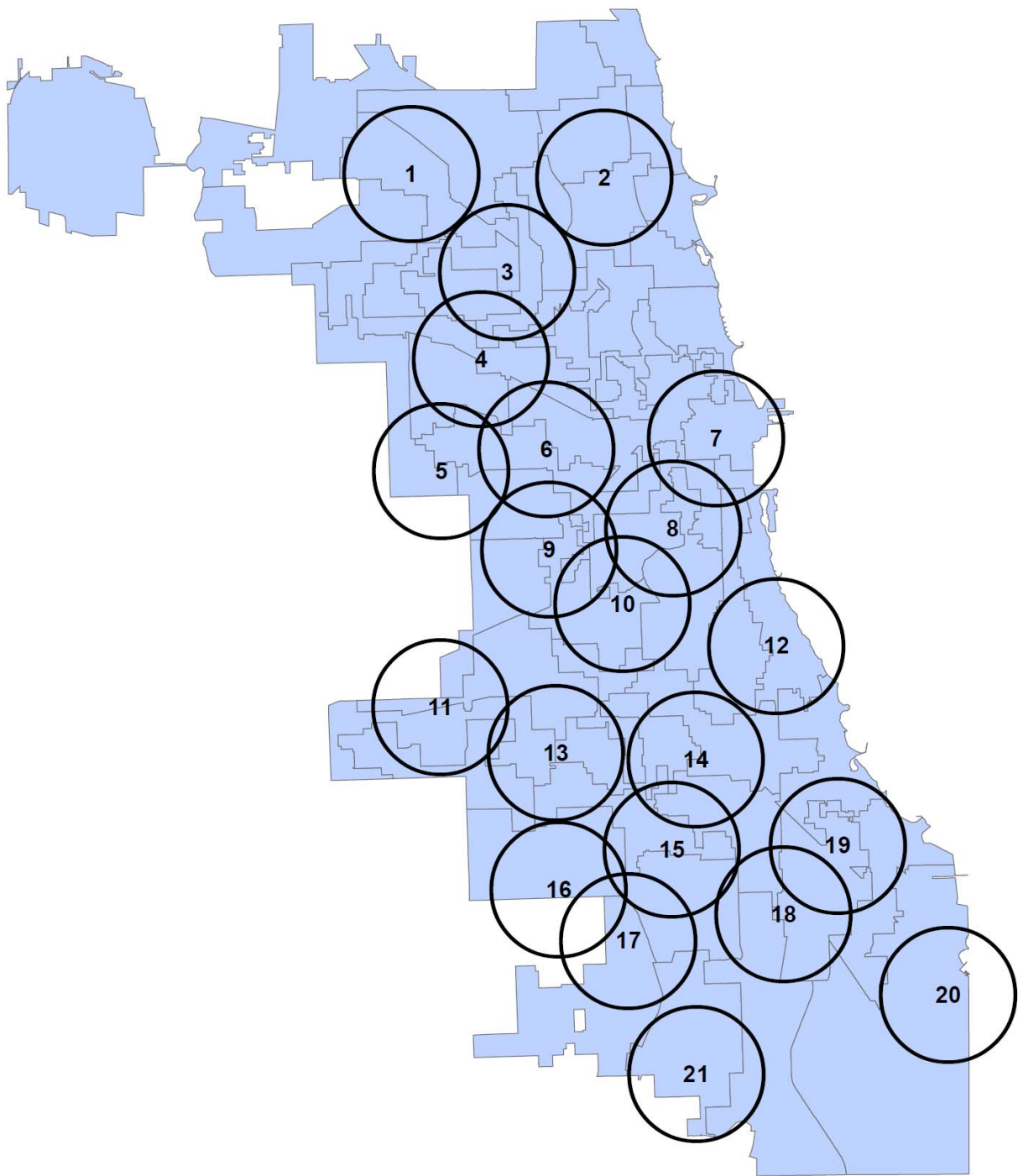


EXHIBIT 4
TEMPLATE PROJECT CHECKLIST

TEMPLATE PROJECT CHECKLIST

Name of Respondent: _____

☐ **CHECKLIST**

☐ **COVER LETTER**

☐ **PROJECT SUMMARY**

☐ **CONSOLIDATED PROPOSAL FORM**

☐ **ECONOMIC DISCLOSURE FORM, APPENDIX A, APPENDIX B**

☐ **COMPANY PROFILE INFORMATION**

☐ **COMPANY REFERENCES/CLIENT PROFILE INFORMATION**

EXHIBIT 5
ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT (EDS)

**CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT
AND AFFIDAVIT**

SECTION I -- GENERAL INFORMATION

A. Legal name of the Disclosing Party submitting this EDS. Include d/b/a/ if applicable:

Check ONE of the following three boxes:

Indicate whether the Disclosing Party submitting this EDS is:

1. ☐ the Applicant

OR

2. ☐ a legal entity holding a direct or indirect interest in the Applicant. State the legal name of the Applicant in which the Disclosing Party holds an interest: _____

OR

3. ☐ a legal entity with a right of control (see Section II.B.1.) State the legal name of the entity in which the Disclosing Party holds a right of control: _____

B. Business address of the Disclosing Party: _____

C. Telephone: _____ Fax: _____ Email: _____

D. Name of contact person: _____

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

F. Brief description of contract, transaction or other undertaking (referred to below as the "Matter") to which this EDS pertains. (Include project number and location of property, if applicable):

G. Which City agency or department is requesting this EDS? _____

If the Matter is a contract being handled by the City's Department of Procurement Services, please complete the following:

Specification # _____ and Contract # _____

SECTION II -- DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF THE DISCLOSING PARTY

1. Indicate the nature of the Disclosing Party:

- | | |
|---|--|
| <input type="checkbox"/> Person | <input type="checkbox"/> Limited liability company |
| <input type="checkbox"/> Publicly registered business corporation | <input type="checkbox"/> Limited liability partnership |
| <input type="checkbox"/> Privately held business corporation | <input type="checkbox"/> Joint venture |
| <input type="checkbox"/> Sole proprietorship | <input type="checkbox"/> Not-for-profit corporation |
| <input type="checkbox"/> General partnership | (Is the not-for-profit corporation also a 501(c)(3))? |
| <input type="checkbox"/> Limited partnership | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Trust | <input type="checkbox"/> Other (please specify) |
-

2. For legal entities, the state (or foreign country) of incorporation or organization, if applicable:

3. For legal entities not organized in the State of Illinois: Has the organization registered to do business in the State of Illinois as a foreign entity?

☐ Yes ☐ No ☐ N/A

B. IF THE DISCLOSING PARTY IS A LEGAL ENTITY:

1. List below the full names and titles of all executive officers and all directors of the entity.

NOTE: For not-for-profit corporations, also list below all members, if any, which are legal entities. If there are no such members, write "no members." For trusts, estates or other similar entities, list below the legal titleholder(s).

If the entity is a general partnership, limited partnership, limited liability company, limited liability partnership or joint venture, list below the name and title of each general partner, managing member, manager or any other person or entity that controls the day-to-day management of the Disclosing Party.

NOTE: Each legal entity listed below must submit an EDS on its own behalf.

Name

Title

2. Please provide the following information concerning each person or entity having a direct or indirect beneficial interest (including ownership) in excess of 7.5% of the Disclosing Party. Examples of such an interest include shares in a corporation, partnership interest in a partnership or joint venture,

interest of a member or manager in a limited liability company, or interest of a beneficiary of a trust, estate or other similar entity. If none, state "None." **NOTE:** Pursuant to Section 2-154-030 of the Municipal Code of Chicago ("Municipal Code"), the City may require any such additional information from any applicant which is reasonably intended to achieve full disclosure.

Name	Business Address	Percentage Interest in the Disclosing Party

SECTION III -- BUSINESS RELATIONSHIPS WITH CITY ELECTED OFFICIALS

Has the Disclosing Party had a "business relationship," as defined in Chapter 2-156 of the Municipal Code, with any City elected official in the 12 months before the date this EDS is signed?

☐ Yes

☐ No

If yes, please identify below the name(s) of such City elected official(s) and describe such relationship(s):

SECTION IV -- DISCLOSURE OF SUBCONTRACTORS AND OTHER RETAINED PARTIES

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

"Lobbyist" means any person or entity who undertakes to influence any legislative or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2) himself. "Lobbyist" also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

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

Name (indicate whether retained or anticipated to be retained)	Business Address	Relationship to Disclosing Party (subcontractor, attorney, lobbyist, etc.)	Fees (indicate whether paid or estimated.) NOTE: "hourly rate" or "t.b.d." is not an acceptable response.

(Add sheets if necessary)

☐ Check here if the Disclosing Party has not retained, nor expects to retain, any such persons or entities.

SECTION V -- CERTIFICATIONS

A. COURT-ORDERED CHILD SUPPORT COMPLIANCE

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

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

☐ Yes ☐ No ☐ No person directly or indirectly owns 10% or more of the Disclosing Party.

If "Yes," has the person entered into a court-approved agreement for payment of all support owed and is the person in compliance with that agreement?

☐ Yes ☐ No

B. FURTHER CERTIFICATIONS

1. Pursuant to Municipal Code Chapter 1-23, Article I ("Article I")(which the Applicant should consult for defined terms (e.g., "doing business") and legal requirements), if the Disclosing Party submitting this EDS is the Applicant and is doing business with the City, then the Disclosing Party certifies as follows: (i) neither the Applicant nor any controlling person is currently indicted or charged with, or has admitted guilt of, or has ever been convicted of, or placed under supervision for, any criminal offense involving actual, attempted, or conspiracy to commit bribery, theft, fraud, forgery, perjury, dishonesty or deceit against an officer or employee of the City or any sister agency; and (ii) the Applicant understands and acknowledges that compliance with Article I is a continuing requirement for doing business with the City. **NOTE:** If Article I applies to the Applicant, the permanent compliance timeframe in Article I supersedes some five-year compliance timeframes in certifications 2 and 3 below.

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

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. have not, within a five-year period preceding the date of this EDS, been convicted of a criminal offense, adjudged guilty, or had a civil judgment rendered against them in connection with: obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; a violation of federal or state antitrust statutes; fraud; embezzlement; theft; forgery; bribery; falsification or destruction of records; making false statements; or receiving stolen property;
- c. are not presently indicted for, or criminally or civilly charged by, a governmental entity (federal, state or local) with committing any of the offenses set forth in clause B.2.b. of this Section V;
- d. have not, within a five-year period preceding the date of this EDS, had one or more public transactions (federal, state or local) terminated for cause or default; and
- e. have not, within a five-year period preceding the date of this EDS, been convicted, adjudged guilty, or found liable in a civil proceeding, or in any criminal or civil action, including actions concerning environmental violations, instituted by the City or by the federal government, any state, or any other unit of local government.

3. The certifications in subparts 3, 4 and 5 concern:

- the Disclosing Party;
- any "Contractor" (meaning any contractor or subcontractor used by the Disclosing Party in connection with the Matter, including but not limited to all persons or legal entities disclosed under Section IV, "Disclosure of Subcontractors and Other Retained Parties");
- any "Affiliated Entity" (meaning a person or entity that, directly or indirectly: controls the Disclosing Party, is controlled by the Disclosing Party, or is, with the Disclosing Party, under common control of another person or entity. Indicia of control include, without limitation: interlocking management or ownership; identity of interests among family members, shared facilities and equipment; common use of employees; or organization of a business entity following the ineligibility of a business entity to do business with federal or state or local government, including the City, using substantially the same management, ownership, or principals as the ineligible entity); with respect to Contractors, the term Affiliated Entity means a person or entity that directly or indirectly controls the Contractor, is controlled by it, or, with the Contractor, is under common control of another person or entity;
- any responsible official of the Disclosing Party, any Contractor or any Affiliated Entity or any other official, agent or employee of the Disclosing Party, any Contractor or any Affiliated Entity, acting pursuant to the direction or authorization of a responsible official of the Disclosing Party, any Contractor or any Affiliated Entity (collectively "Agents").

Neither the Disclosing Party, nor any Contractor, nor any Affiliated Entity of either the Disclosing Party or any Contractor nor any Agents have, during the five years before the date this EDS is signed, or, with respect to a Contractor, an Affiliated Entity, or an Affiliated Entity of a Contractor during the five years before the date of such Contractor's or Affiliated Entity's contract or engagement in connection with the Matter:

- a. bribed or attempted to bribe, or been convicted or adjudged guilty of bribery or attempting to bribe, a public officer or employee of the City, the State of Illinois, or any agency of the federal government or of any state or local government in the United States of America, in that officer's or employee's official capacity;
- b. agreed or colluded with other bidders or prospective bidders, or been a party to any such agreement, or been convicted or adjudged guilty of agreement or collusion among bidders or prospective bidders, in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
- c. made an admission of such conduct described in a. or b. above that is a matter of record, but have not been prosecuted for such conduct; or
- d. violated the provisions of Municipal Code Section 2-92-610 (Living Wage Ordinance).

4. Neither the Disclosing Party, Affiliated Entity or Contractor, or any of their employees, officials, agents or partners, is barred from contracting with any unit of state or local government as a result of engaging in or being convicted of (1) bid-rigging in violation of 720 ILCS 5/33E-3; (2) bid-rotating in violation of 720 ILCS 5/33E-4; or (3) any similar offense of any state or of the United States of America that contains the same elements as the offense of bid-rigging or bid-rotating.

5. Neither the Disclosing Party nor any Affiliated Entity is listed on any of the following lists maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury or the Bureau of Industry and Security of the U.S. Department of Commerce or their successors: the Specially Designated Nationals List, the Denied Persons List, the Unverified List, the Entity List and the Debarred List.

6. The Disclosing Party understands and shall comply with the applicable requirements of Chapters 2-55 (Legislative Inspector General), 2-56 (Inspector General) and 2-156 (Governmental Ethics) of the Municipal Code.

7. If the Disclosing Party is unable to certify to any of the above statements in this Part B (Further Certifications), the Disclosing Party must explain below:

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Disclosing Party certified to the above statements.

8. To the best of the Disclosing Party's knowledge after reasonable inquiry, the following is a complete list of all current employees of the Disclosing Party who were, at any time during the 12-month period preceding the execution date of this EDS, an employee, or elected or appointed official, of the City of Chicago (if none, indicate with "N/A" or "none").

9. To the best of the Disclosing Party's knowledge after reasonable inquiry, the following is a complete list of all gifts that the Disclosing Party has given or caused to be given, at any time during the 12-month period preceding the execution date of this EDS, to an employee, or elected or appointed official, of the City of Chicago. For purposes of this statement, a "gift" does not include: (i) anything made generally available to City employees or to the general public, or (ii) food or drink provided in the course of official City business and having a retail value of less than \$20 per recipient (if none, indicate with "N/A" or "none"). As to any gift listed below, please also list the name of the City recipient.

C. CERTIFICATION OF STATUS AS FINANCIAL INSTITUTION

1. The Disclosing Party certifies that the Disclosing Party (check one)

☐ is ☐ is not

a "financial institution" as defined in Section 2-32-455(b) of the Municipal Code.

2. If the Disclosing Party IS a financial institution, then the Disclosing Party pledges:

"We are not and will not become a predatory lender as defined in Chapter 2-32 of the Municipal Code. We further pledge that none of our affiliates is, and none of them will become, a predatory lender as defined in Chapter 2-32 of the Municipal Code. We understand that becoming a predatory lender or becoming an affiliate of a predatory lender may result in the loss of the privilege of doing business with the City."

If the Disclosing Party is unable to make this pledge because it or any of its affiliates (as defined in Section 2-32-455(b) of the Municipal Code) is a predatory lender within the meaning of Chapter 2-32 of the Municipal Code, explain here (attach additional pages if necessary):

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Disclosing Party certified to the above statements.

D. CERTIFICATION REGARDING INTEREST IN CITY BUSINESS

Any words or terms that are defined in Chapter 2-156 of the Municipal Code have the same meanings when used in this Part D.

1. In accordance with Section 2-156-110 of the Municipal Code: Does any official or employee of the City have a financial interest in his or her own name or in the name of any other person or entity in the Matter?

☐ Yes ☐ No

NOTE: If you checked "Yes" to Item D.1., proceed to Items D.2. and D.3. If you checked "No" to Item D.1., proceed to Part E.

2. Unless sold pursuant to a process of competitive bidding, or otherwise permitted, no City elected official or employee shall have a financial interest in his or her own name or in the name of any other person or entity in the purchase of any property that (i) belongs to the City, or (ii) is sold for taxes or assessments, or (iii) is sold by virtue of legal process at the suit of the City (collectively, "City Property Sale"). Compensation for property taken pursuant to the City's eminent domain power does not constitute a financial interest within the meaning of this Part D.

Does the Matter involve a City Property Sale?

☐ Yes ☐ No

3. If you checked "Yes" to Item D.1., provide the names and business addresses of the City officials or employees having such interest and identify the nature of such interest:

Name	Business Address	Nature of Interest

4. The Disclosing Party further certifies that no prohibited financial interest in the Matter will be acquired by any City official or employee.

E. CERTIFICATION REGARDING SLAVERY ERA BUSINESS

Please check either 1. or 2. below. If the Disclosing Party checks 2., the Disclosing Party must disclose below or in an attachment to this EDS all information required by paragraph 2. Failure to

comply with these disclosure requirements may make any contract entered into with the City in connection with the Matter voidable by the City.

____ 1. The Disclosing Party verifies that the Disclosing Party has searched any and all records of the Disclosing Party and any and all predecessor entities regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era (including insurance policies issued to slaveholders that provided coverage for damage to or injury or death of their slaves), and the Disclosing Party has found no such records.

____ 2. The Disclosing Party verifies that, as a result of conducting the search in step 1 above, the Disclosing Party has found records of investments or profits from slavery or slaveholder insurance policies. The Disclosing Party verifies that the following constitutes full disclosure of all such records, including the names of any and all slaves or slaveholders described in those records:

SECTION VI -- CERTIFICATIONS FOR FEDERALLY FUNDED MATTERS

NOTE: If the Matter is federally funded, complete this Section VI. If the Matter is not federally funded, proceed to Section VII. For purposes of this Section VI, tax credits allocated by the City and proceeds of debt obligations of the City are not federal funding.

A. CERTIFICATION REGARDING LOBBYING

1. List below the names of all persons or entities registered under the federal Lobbying Disclosure Act of 1995 who have made lobbying contacts on behalf of the Disclosing Party with respect to the Matter: (Add sheets if necessary):

(If no explanation appears or begins on the lines above, or if the letters "NA" or if the word "None" appear, it will be conclusively presumed that the Disclosing Party means that NO persons or entities registered under the Lobbying Disclosure Act of 1995 have made lobbying contacts on behalf of the Disclosing Party with respect to the Matter.)

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

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

4. The Disclosing Party certifies that either: (i) it is not an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; or (ii) it is an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 but has not engaged and will not engage in "Lobbying Activities".

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

B. CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY

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

Is the Disclosing Party the Applicant?

☐ Yes ☐ No

If "Yes," answer the three questions below:

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

If you checked "No" to question 1. or 2. above, please provide an explanation:

SECTION VII -- ACKNOWLEDGMENTS, CONTRACT INCORPORATION, COMPLIANCE, PENALTIES, DISCLOSURE

The Disclosing Party understands and agrees that:

A. The certifications, disclosures, and acknowledgments contained in this EDS will become part of any contract or other agreement between the Applicant and the City in connection with the Matter, whether procurement, City assistance, or other City action, and are material inducements to the City's execution of any contract or taking other action with respect to the Matter. The Disclosing Party understands that it must comply with all statutes, ordinances, and regulations on which this EDS is based.

B. The City's Governmental Ethics and Campaign Financing Ordinances, Chapters 2-156 and 2-164 of the Municipal Code, impose certain duties and obligations on persons or entities seeking City contracts, work, business, or transactions. The full text of these ordinances and a training program is available on line at www.cityofchicago.org/Ethics, and may also be obtained from the City's Board of Ethics, 740 N.

Sedgwick St., Suite 500, Chicago, IL 60610, (312) 744-9660. The Disclosing Party must comply fully with the applicable ordinances.

C. If the City determines that any information provided in this EDS is false, incomplete or inaccurate, any contract or other agreement in connection with which it is submitted may be rescinded or be void or voidable, and the City may pursue any remedies under the contract or agreement (if not rescinded or void), at law, or in equity, including terminating the Disclosing Party's participation in the Matter and/or declining to allow the Disclosing Party to participate in other transactions with the City. Remedies at law for a false statement of material fact may include incarceration and an award to the City of treble damages.

D. It is the City's policy to make this document available to the public on its Internet site and/or upon request. Some or all of the information provided on this EDS and any attachments to this EDS may be made available to the public on the Internet, in response to a Freedom of Information Act request, or otherwise. By completing and signing this EDS, the Disclosing Party waives and releases any possible rights or claims which it may have against the City in connection with the public release of information contained in this EDS and also authorizes the City to verify the accuracy of any information submitted in this EDS.

E. The information provided in this EDS must be kept current. In the event of changes, the Disclosing Party must supplement this EDS up to the time the City takes action on the Matter. If the Matter is a contract being handled by the City's Department of Procurement Services, the Disclosing Party must update this EDS as the contract requires. **NOTE:** With respect to Matters subject to Article I of Chapter 1-23 of the Municipal Code (imposing **PERMANENT INELIGIBILITY** for certain specified offenses), the information provided herein regarding eligibility must be kept current for a longer period, as required by Chapter 1-23 and Section 2-154-020 of the Municipal Code.

The Disclosing Party represents and warrants that:

F.1. The Disclosing Party is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, nor are the Disclosing Party or its Affiliated Entities delinquent in paying any fine, fee, tax or other charge owed to the City. This includes, but is not limited to, all water charges, sewer charges, license fees, parking tickets, property taxes or sales taxes.

F.2 If the Disclosing Party is the Applicant, the Disclosing Party and its Affiliated Entities will not use, nor permit their subcontractors to use, any facility listed by the U.S. E.P.A. on the federal Excluded Parties List System ("EPLS") maintained by the U. S. General Services Administration.

F.3 If the Disclosing Party is the Applicant, the Disclosing Party will obtain from any contractors/subcontractors hired or to be hired in connection with the Matter certifications equal in form and substance to those in F.1. and F.2. above and will not, without the prior written consent of the City, use any such contractor/subcontractor that does not provide such certifications or that the Disclosing Party has reason to believe has not provided or cannot provide truthful certifications.

NOTE: If the Disclosing Party cannot certify as to any of the items in F.1., F.2. or F.3. above, an explanatory statement must be attached to this EDS.

CERTIFICATION

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

(Print or type name of Disclosing Party)

By: _____
(Sign here)

(Print or type name of person signing)

(Print or type title of person signing)

Signed and sworn to before me on (date) _____,
at _____ County, _____ (state).

Notary Public.

Commission expires: _____.

**CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT
APPENDIX A**

FAMILIAL RELATIONSHIPS WITH ELECTED CITY OFFICIALS AND DEPARTMENT HEADS

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

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

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

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

☐ Yes

☐ No

If yes, please identify below (1) the name and title of such person, (2) the name of the legal entity to which such person is connected; (3) the name and title of the elected city official or department head to whom such person has a familial relationship, and (4) the precise nature of such familial relationship.

**CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT
APPENDIX B**

BUILDING CODE SCOFFLAW/PROBLEM LANDLORD CERTIFICATION

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

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

☐ Yes

☐ No

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

☐ Yes

☐ No

☐ Not Applicable

3. If yes to (1) or (2) above, please identify below the name of the person or legal entity identified as a building code scofflaw or problem landlord and the address of the building or buildings to which the pertinent code violations apply.

FILLING OUT THIS APPENDIX B CONSTITUTES ACKNOWLEDGMENT AND AGREEMENT THAT THIS APPENDIX B IS INCORPORATED BY REFERENCE INTO, AND MADE A PART OF, THE ASSOCIATED EDS, AND THAT THE REPRESENTATIONS MADE IN THIS APPENDIX B ARE SUBJECT TO THE CERTIFICATION MADE UNDER PENALTY OF PERJURY ON PAGE 12 OF THE ASSOCIATED EDS.

EXHIBIT 6
CONTRACT INSURANCE REQUIREMENTS
(Subject to revisions)

TENTATIVE CONTRACT INSURANCE REQUIREMENTS

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

A. INSURANCE TO BE PROVIDED

1) Workers Compensation and Employers Liability

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 \$100,000 each accident, illness or disease.

2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insured, defense and contractual liability (not to include Endorsement CG 21 39 or equivalent).

The City of Chicago is to be named as an additional insured under the Contractor's and any subcontractor's policy. Such additional insured coverage shall be provided on ISO Endorsement Form CG 20 10 for ongoing operations or on a similar additional insured form acceptable to the City. The additional insured coverage shall not have any limiting endorsements or language under the policy such as, but not limited to Contractor's or subcontractor's sole negligence or the additional insured's vicarious liability. Contractor's liability insurance shall be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City. Contractor must ensure the City is an additional insured on insurance required from subcontractors.

Subcontractors performing work or Services for the Contractor must maintain limits of not less than \$1,000,000 with the same terms herein.

3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, Contractor must provide Automobile Liability Insurance with limits of not less than \$500,000 per occurrence for bodily injury and property damage. The City of Chicago is to be named as an additional insured on a primary, non-contributory basis.

4) Professional Liability

When any program managers/administrators, or other professional consultants perform work or services in connection with this Agreement, Professional Liability Insurance covering acts, errors or omissions must be maintained 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 on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of three (2) years.

Subcontractors performing professional Services for the Contractor must maintain limits of not less than \$1,000,000 with the same terms herein.

5) Property

Contractor is responsible for all loss or damage City property at full replacement cost that results from this Agreement.

Contractor is responsible for all loss or damage to personal property (including but not limited to materials, equipments, tools and supplies), owned, rented or used by Contractor.

B. ADDITIONAL REQUIREMENTS

Contractor must furnish the City of Chicago, Office of Budget and Management, City Hall, Room 604, 121 North La Salle Street, Chicago, IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement and Renewal Certificates of Insurance, or such similar evidence, if the coverage have an expiration or renewal date occurring during the term of this Agreement. Contractor must submit an Insurance Certificate Form 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 certificates or other insurance evidence from Contractor is not a waiver by the City of any requirements for the Contractor to obtain and maintain the specified coverage. Contractor must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified in this Agreement. Non-fulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to stop work until proper evidence of insurance is provided, or the Contractor may be terminated.

The Contractor must provide for 30 days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed.

Any deductibles or self-insured retentions on referenced insurance coverage must be borne by Contractor.

The Contractor hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents, or representatives.

The coverage and limits furnished by Contractor in no way limit the Contractor's liabilities and responsibilities specified within the Agreement or by law.

Any insurance or self-insurance programs maintained by the City of Chicago do not contribute with insurance provided by Contractor under this Agreement.

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.

If the Contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Contractor, Any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to the City.

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.

Contractor must require all Subcontractors to provide the insurance required in this Agreement, or Contractor may provide the coverage for Subcontractors. All Subcontractors are subject to the same insurance requirements of Contractor unless otherwise specified in this Agreement. Contractor must ensure that the City is an additional insured on insurance required from subcontractors.

Notwithstanding any provision in the Agreement to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.

EXHIBIT 7 SCOPE OF SERVICES

PROGRAM DESCRIPTION

The Program is comprised of three grants. Homeowners will be able to apply for the following grants:

1. **Standard Grant:** The Standard Grant is available to eligible Chicago homeowners with adjusted gross incomes of \$75,000 or less who have seen an increase on the City levy portion of their 2015 property taxes (payable in 2016) when compared to the City levy portion of their 2014 property taxes (payable in 2015). The amount of the grant is based on the 2015 household adjusted gross income and the amount of the increase on the City levy portion of the 2015 property taxes. The amount of the grant under the Standard Grant will be determined from the following chart:

Grant Chart			
City Property Tax Increase Amount	HAGI \$ 0 to \$24,999 Grant Amount	HAGI \$25,000 to \$49,999 Grant Amount	HAGI \$50,000 to \$75,000 Grant Amount
\$0-\$49.99	\$25	\$25	\$0
\$50-\$99.99	\$50	\$25	\$0
\$100-\$149.99	\$75	\$50	\$25
\$150-\$199.99	\$100	\$75	\$50
\$200-\$249.99	\$125	\$100	\$75
\$250-\$299.99	\$150	\$125	\$100
\$300-\$349.99	\$175	\$150	\$125
\$350+	\$200	\$175	\$150

Eligibility for the Standard Grant is required for eligibility for the Senior Supplement and the Enhanced Grant. Both are discussed below.

2. **Senior Supplement:** In addition to the Standard Grant, seniors may also be eligible for a Senior Supplement in the grant amount of \$150. To qualify for the Senior Supplement, an individual must be eligible for the Standard Grant and must be at least 60 years of age. Other requirements apply.
3. **Enhanced Grant:** In addition to the Standard Grant and the Senior Supplement, eligible homeowners (including non-seniors) may also be eligible for an Enhanced Grant. The amount of the Enhanced Grant will vary by participant. Eligibility for relief under the Enhanced Grant is an exceptional form of assistance. This is why participation is limited to documented instances of extraordinary hardship.

The combined grants available under the Standard Grant, the Senior Supplement, and the Enhanced Grant cannot exceed the amount of the total increase on the property's City of Chicago levy portion of the 2015 property tax increase when compared to the City of Chicago levy portion of the 2014 property tax. In addition, total grants cannot exceed \$1,000.

The Program is only open to Chicago residential homeowners. Approximately 155,000 households are eligible; funding is limited. The Program will open to the public on October 1, 2016 and will run through November 30, 2016. Applications will not be accepted prior to October 1, 2016 or after November 30, 2016. Following the issuance of this RFP and the selection of successful Respondents, the City and the successful Respondents shall enter into a Services Agreement governing the administration of the Program. The Services Agreement will be administered by OBM.

GENERAL REQUIREMENTS

Anticipated Term of Service Agreement

The term of the Service Agreement will be from **October 1, 2016 – December 31, 2016**. As noted above all applications from the public will be accepted from October 1, 2016 through November 30, 2016. The City and the successful Respondents shall perform Program closeout from December 1-31, 2016.

The successful Respondents will be required to comply with all applicable laws, regulations, policies and procedures. If the public volume at any of the processing centers is such that one Respondent is unable to provide timely processing of applications, the City reserves the right to co-locate multiple Respondents at such locations/areas to provide Program services.

Eligible Respondents

This is a competitive process that is open to all non-profit entities. Successful Respondents will need to demonstrate specific knowledge of and experience in administering grant programs or other social service programs. To apply, Respondents must be not-for-profit organizations as evidenced by incorporation in the State of Illinois and the Respondents must have a federal 501(c)(3) tax-exempt designation. A history of overall fiscal soundness is required.

Respondents who are current City contractors or delegate agencies and whose existing contracts with the City are not in good standing will not be considered. Contractors that are not eligible to participate include those that have had a City contract terminated for default or who are currently debarred and/or have been issued a final determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights, or illegal/fraudulent practices.

Funding is subject to the availability and appropriation of funds. In addition, the successful Respondents should be aware that the City will process payments for services after the services are performed, upon the receipt of invoices for such services. **Respondents must be able to proceed with Program operations on October 1, 2016 with training (provided by the City to managers) and setup taking place one week before the Program start.**

Tentative Program Locations

The City wishes to administer the Program throughout the City and welcomes feedback from Respondents as to the number of processing centers and their locations. Subject to feedback from Respondents, the Program shall be provided from twenty-one (21) neighborhood locations geographically distributed throughout Chicago and at City Hall. The City has identified tentative areas for processing centers. These tentative areas may be viewed on the map that is included in the Consolidated Proposal Form attached with **Exhibit 3**. The processing centers will be located in sites controlled by the City.

The City will provide the successful Respondents with access to each of these City locations. Tables and chairs will be provided. The successful Respondents will be responsible for providing their own computers and any other supplies necessary to administer the Program.

The locations noted above are only suggestions. Respondents may elect to perform services from their own service locations, but the City must approve such locations to ensure that the Program is available in each general geographic region, and provided in a linguistically and culturally appropriate manner. Non-City sites must also provide full physical and programmatic accessibility as defined by the Americans with Disabilities Act (ADA) and must be readily accessible on public transportation routes. In addition, Respondents may elect to submit a general proposal indicating that the Respondent will make available a certain number of persons to administer the Program citywide from locations mutually determined by the City and the Respondent.

SCOPE OF SERVICES

The City will prepare the standard application form that will be used to administer the Program. A sample application form is attached as **Exhibit 8**. The City will also provide a standard Checklist/Worksheet that will be used for each application. The standard Checklist/Worksheet is attached as **Exhibit 9**. The City and the successful Respondents will revise the Program forms as needed. The successful Respondents will perform intake, application assistance, information verification, and basic worksheet calculations. The successful Respondents will transmit reports and conditional grant approvals to the City. The City may perform audits on the documentation and recommendations that are submitted by the successful Respondents to the City. Once the City has performed audits and approved conditional grant approvals, the City will disburse funds for this program. The successful Respondents shall not disburse any funds. Additional detail regarding specific components of Scope of Services is provided below and the City will provide training on each of the topics below.

To administer the **Standard Grant** of the Program, the successful Respondents will undertake the following services:

- Intake including questions related to the application and collection of all other necessary applicant information and documentation.
- Verification that an applicant is liable for taxes on the subject property. This will be readily ascertainable from the applicant's Second Installment 2015 Property Tax Bill. This information is also available from on-line sources.
- Verification that an applicant received a Homeowner's Exemption from the Cook County Assessor on the property as of January 1, 2015. This will be readily ascertainable from the applicant's Second Installment 2015 Property Tax Bill. This information is also available from on-line sources.
- Verification that an applicant is current on their property tax payment for the residential property (including payment of the most recent tax bill). Applicants may bring proof of payment and the information is also readily ascertainable from the Cook County Treasurer's web-site.
- Determination that the applicant is not delinquent on payment of any property taxes on any property in Chicago.
- Determination of the increase on an applicant's City of Chicago portion of property tax increase. This will be readily ascertainable from the applicant's Second Installment 2015 Property Tax Bill. This information will also be available from a spreadsheet provided by the City.
- Determination of an applicant's household adjusted gross income. This information will be available from the applicant's 2015 tax return or monthly social security benefit documentation.
- Determination of an applicant's conditional grant amount, if any. This will be determined using the chart that appears above.

In addition to the above, in order to administer the **Senior Supplement** component of the Program, the successful Respondents will undertake the following services:

- Verification that an applicant is at least 60 years of age or older as of January 1, 2016. Applicants will need to provide a local government issued identification card with photo and date of birth or a consulate ID or passport that includes the same information.
- Verification that an applicant has lived in their current home since at least January 1, 1998.
- Determination that Equalized Assessed Value of applicant's residence has increased by 30% or more from the 2015 tax year when compared to the 2014 tax year. This information will be readily ascertainable from an excel spreadsheet that will be provided by the City.
- Determination if applicant has received the Cook County Senior Freeze or the Homestead Improvement Exemption for 2015. This will be readily ascertainable from the applicant's Second Installment 2015 Property Tax Bill. This information is also available on-line.

In addition to the above, in order to administer the **Enhanced Grant** component of the Program, the successful Respondents will undertake the following services:

- Determine if an applicant satisfies one of the extraordinary hardship factors that have been identified by the City for Enhanced Grant eligibility. It will be up to the applicant to submit documentation necessary to establish a finding of extraordinary hardship.

For all applications, in order to administer the Program the successful Respondents shall also undertake the following services:

- Preparation of a Checklist/Worksheet attached as **Exhibit 9** that summarizes the findings and eligible grant amounts for each application.
- Preparation of a weekly transmittal of all applications, checklists, worksheets, and documentation to the City for each site awarded to the Selected Respondent.
- Preparation of a weekly report (developed by the City) that summarizes the findings for each application.
- Participation in a weekly coordination meeting with the City to discuss all issues related to the Program.
- Respondents will develop and execute public relations and marketing strategies to reach eligible participants including, but not limited to, outreach events, workshops, outreach to elected officials, and distribution of informational material provided by the City.

Tentative Hours of Operations

In order to reasonably accommodate the public, the successful Respondents shall staff their proposed processing center(s) for the duration of the Program as follows (excluding Thanksgiving Day):

Mondays-Fridays:	11:00 AM to 7:00 PM
Saturdays:	10:00 AM to 6:00 PM

Once the public Program ends on November 30, 2016, the successful Respondents must still be available to City staff for Program closeout.

Program Staffing

Respondents may choose to submit proposals for 1) staff that is assigned exclusively to a processing center and the processing of Program applications is all that is done by staff or 2) staff work on other non-City projects for an agency at the agency's office and the processing of Program applications is not their exclusive job duty.

In their proposals, Respondents must indicate how they will staff each of their proposed processing centers during the hours that are indicated above. In addition, Respondents should also provide additional detail regarding how Respondents will provide staffing for any public surges that might take place. The City reserves the right to reasonably reallocate Program staff from processing center to processing center depending on volume. Performance Measures

The successful Respondents shall be required to provide the following information with respect to applications processed:

- Weekly number of standard grant applications, senior supplement applications, and enhanced grant applications received.
- Weekly number of standard grant applications, senior supplement applications, and enhanced grant applications rejected for incomplete documentation.
- Weekly number of standard grant applications, senior supplement applications, and enhanced grant applications rejected for ineligibility.
- Weekly number of standard grant applications, senior supplement applications, and enhanced grant applications approved.
- Weekly dollar value of grants for approved standard grant applications, senior supplement grant applications, and enhanced grant applications.

All of the above information shall also be broken down by Program site if the Respondent administers the Program from multiple locations. The City will prepare a template for this reporting.

Weekly Reports, Coordination Meetings, Consolidated Report

Weekly reports shall be due to OBM by 5:00 PM each Monday (or other day as mutually agreed upon) for the prior week. OBM shall provide a report template for these reports. The Respondents shall also participate in weekly coordination meetings with OBM at least once per week to discuss the prior week's reports and any other issues that may arise. OBM, or the successful Respondents in consultation with OBM, may require additional coordination meetings.

At the conclusion of the Program, the successful Respondents must submit a consolidated report that provides all of the following information:

- Total number of standard grant applications, senior supplement applications, and enhanced grant applications received.
- Total number of standard grant applications, senior supplement applications, and enhanced grant applications rejected for incomplete documentation.
- Total number of standard grant applications, senior supplement applications, and enhanced grant applications rejected for ineligibility.
- Total number of standard grant applications, senior supplement applications, and enhanced grant applications approved.
- Total dollar value of grants for approved standard grant applications, senior supplement applications, and enhanced grant applications.

All of the above information shall also be broken down by Program site if the Respondent administers the Program from multiple locations. The City will prepare a template for this reporting.

**EXHIBIT 8
SAMPLE APPLICATION**

For Staff Use Only

Application #	
Property PIN#	
Property Address	
Agency Name	
Site Location	
Grant Processor	
Date	

APPLICATION FORM



CITY OF CHICAGO PROPERTY TAX REBATE PROGRAM

Please refer to the Property Tax Rebate Program Guide for additional information about the program. The person that will assist you with your Application at one of the processing centers is the Grant Processor.

The City of Chicago is offering eligible homeowners the opportunity to apply for a Standard Grant, Senior Supplement (only available to seniors), and/or an Enhanced Grant (only available to households that have experienced exceptional hardship). In order to apply for the Senior Supplement or the Enhanced Grant, an application for the Standard Grant must be approved.

ALL APPLICANTS: PLEASE COMPLETE SECTIONS 1 THROUGH 5

APPLICANTS FOR SENIOR SUPPLEMENT: PLEASE ALSO COMPLETE SECTIONS 6 THROUGH 9

APPLICANTS FOR ENHANCED GRANT: PLEASE ALSO COMPLETE SECTION 10

ALL APPLICANTS: PLEASE SIGN THE CERTIFICATION PAGE AT THE END OF THE APPLICATION

APPLICATION FOR STANDARD GRANT

Section 1: Basic Information

This program is only available to Chicago residents.

Name: _____
(First Name) (Initial) (Last Name)

*Only one grant is permitted per household; grants shall only be made to the individual submitting the application

**Even if you own multiple properties, you are only eligible for one grant for your primary residence

Last four digits of social security number (or individual tax payer identification number):

____ - ____ - ____ - ____

Property Address: _____, Chicago, IL, Zip Code: _____

*This property is referred to as the Residential Property for the remainder of this document.

**Any approved grant will be mailed to the address of the Residential Property.

Property Index Number: ____ - ____ - ____ - ____ - ____

Daytime Telephone: (____) ____ - ____

Section 2: 2015 Homeowner's Exemption

The City of Chicago Property Tax Rebate Program is only available to homeowners who received the Homeowner's Exemption on their Residential Property for tax year 2015.

Please answer the following question:

1. Did you receive the Homeowner's Exemption on your Residential Property for tax year 2015?
- | | |
|--------------------------|------------|
| <input type="checkbox"/> | YES |
| <input type="checkbox"/> | NO |

If you did not receive the Homeowner's Exemption for your Residential Property for tax year 2015, you are not eligible for a grant under the City of Chicago Property Tax Rebate Program.

If your response to the above question is "NO", you are not eligible for a grant.

If you answered "YES", please proceed to Section 3.

Section 3: 2015 City of Chicago Property Tax Increase

The City of Chicago Property Tax Rebate Program is only available to a homeowner of Residential Property whose **City of Chicago portion** of the property taxes increased from tax year 2014 (payable in 2015) to tax year 2015 (payable in 2016). This information is available on your 2015 Second Installment Property Tax Bill.

Please attach a copy of your 2015 Second Installment Property Tax Bill that you received in July 2016. From your 2015 Second Installment Property Tax Bill, please provide the following information:

From the “Taxing District Breakdown” section on your 2015 Second Installment Property Tax Bill, please find the “City of Chicago” taxing district and locate the 2015 City of Chicago tax and the 2014 City of Chicago tax. Once you have located these entries, please perform the following exercise:

\$ _____ Amount of City of Chicago taxing district 2015 tax
-(minus)\$ _____ Amount of City of Chicago taxing district 2014 tax
\$ (Total)

If the total above is at least \$25, you may continue. If the total is less than \$25 or if the total is less than \$0 (because your City of Chicago 2014 tax is greater than your City of Chicago 2015 tax), you are not eligible for a grant.

Please answer the following question:

1. Is your 2015 City of Chicago tax at least \$25 more than your 2014 City of Chicago tax? ☐ YES
☐ NO

If your response to the above question is “NO”, you are not eligible for a grant.

If you answered “YES”, please proceed to Section 4.

Section 4: 2015 Household Income Verification

The program is only available to persons with household incomes of \$75,000 or less for tax year 2015.

Please provide the total income from your tax year 2015 federal income tax return. You must also include your spouse’s income.

If you were required to file a return for tax year 2015 and you did not file a return for tax year 2015, you are not eligible to participate in the program.

If you are not required to file a tax return for tax year 2015 because you and/or your spouse received Social Security benefits for tax year 2015, please include the amount of the Social Security benefits for tax year 2015.

Please provide the following information:

1. **Adjusted Gross Income** for tax year 2015 from U.S. Form 1040 Line 37, U.S. Form 1040A Line 21, or U.S. Form 1040EZ Line 4 (if you were required to file a tax return for tax year 2015): \$_____.

OR

2. The total amount of **Social Security Benefits** you and/or your spouse or domestic partner received in 2015 (if you were not required to file a tax return for tax year 2015): \$_____.

Please answer the following question:

1. **Was your 2015 household income \$75,000 or less?** ☐ YES
☐ NO

If your response to the above question is "NO", you are not eligible for a grant.

If you answered "YES", please proceed to Section 5.

Section 5: Payment of Property Taxes

You must not be delinquent in payment of any real estate taxes owed on the Residential Property. This includes payment of both the 1st installment of the 2015 taxes (payable by March 1, 2016) and the 2nd installment of the 2015 property taxes (payable by August 1, 2016).

In addition, you must not be delinquent in payment of any other property taxes owed on property located in Chicago.

Please answer the following questions:

1. **Are all property taxes owed on the Residential Property fully paid:** ☐ YES

2. Are all property taxes owed on all other property owned by you and located in Chicago fully paid:

☐ NO

☐ YES

☐ NO

If your response to any of the questions above is "NO", you are not eligible for a grant.

If you answered "YES" to both questions above and you wish to apply for the Senior Supplement, please proceed to Section 6.

If you answered "YES" to both questions above and you wish to apply for both the Senior Supplement and the Enhanced Grant, please proceed to Section 6.

If you answered "YES" to both questions above and you wish to apply for the Enhanced Grant (but not the Senior Supplement) please proceed to Section 10.

If you answered "YES" to both questions above and you do not wish to apply for either the Senior Supplement or the Enhanced Grant, please proceed to the Certification on the last page of this Application.

APPLICATION FOR SENIOR SUPPLEMENT

In addition to the Standard Grant, some senior residents may be eligible for the Senior Supplement. To apply for the Senior Supplement, please complete Sections 1 through 5 above and complete Sections 6 through 9 below. Please be sure to sign the certification page that appears at the end of this Application.

Section 6: Senior Status

In order to qualify for the Senior Supplement, you must have been sixty (60) years of age or older as of January 1, 2016.

1. On January 1, 2016 were you sixty (60) years of age or older? ☐ YES
☐ NO

Section 7: Increase to Equalized Assessed Value

In order to be eligible for the Senior Supplement, the Equalized Assessed Value (EAV) of the Residential Property must have increased by 30% or more in the most recent Cook County triennial assessment. This value is established by the Cook County Assessor and the increase is not included on the 2015 Second Installment Property Tax Bill.

The Grant Processor (the person that is processing your application) will find the most recent EAV increase for your Residential Property on a database provided by the Cook County Assessor.

The Grant Processor will help you answer the following question:

1. Has the EAV on the Residential Property increased by 30% or more in the most recent Cook County triennial assessment based on information provided through the Cook County Assessor? ☐ YES
☐ NO

If the response to the above question is "NO", you are not eligible for the Senior Supplement.

If the response to the above question is "YES", please proceed to Section 8.

Section 8: Long-term Residence

In order to be eligible for the Senior Supplement, you must have used the Residential Property as your principal place of residence since at least January 1, 1998.

Please answer the following question:

- 1. Did you use the Residential Property as your principal place of residence since at least January 1, 1998?**

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

If you answered "NO" to the above question, you are not eligible for the Senior Supplement. If you answered "YES" to the above question, please proceed to Section 9.

Section 9: Exemptions

In order to be eligible for the Senior Supplement, you must not have received the Senior Freeze for tax year 2015. In addition, in order to be eligible for the Senior Supplement, you must not have received the Homestead Improvement Exemption for tax year 2015.

Please answer the following questions:

- 1. Did you receive the Senior Freeze Exemption on the property for Tax Year 2015:**

<input type="checkbox"/>	YES
--------------------------	-----

<input type="checkbox"/>	NO
--------------------------	----

- 2. Did you receive the Homestead Improvement Exemption on the property for Tax Year 2015:**

<input type="checkbox"/>	YES
--------------------------	-----

<input type="checkbox"/>	NO
--------------------------	----

If you answered "YES" to any of the above questions, you are not eligible for the Senior Supplement.

If you answered "NO" to both questions above and you also wish to apply for the Enhanced Grant, please proceed to Section 10.

If you answered "YES" to both questions above and you do not wish to apply for the Enhanced Grant, please proceed to the Certification on the last page of this Application.

APPLICATION FOR ENHANCED GRANT

In addition to the Standard Grant and the Senior Supplement, a small number of residents may be eligible for an Enhanced Grant. In order to be eligible for the Enhanced Grant, you must prove “extraordinary hardship.” To apply for the Enhanced Grant, please complete Sections 1 through 5 above and complete Section 10 below. Please be sure to sign the certification page that appears at the end of this Application.

Section 10: Extraordinary Hardship Factors

Only persons that are faced with extraordinary hardships will be eligible for an Enhanced Grant. In order to be eligible for the Enhanced Grant, you must establish that you meet one or more of the extraordinary hardship criteria listed below.

Please answer the following questions:

Was your 2015 household adjusted gross **income less than \$15,000?** ☐ YES
☐ NO

Do you currently participate in the **Illinois Benefits Access Program** (formerly known as the “circuit breaker”) program? ☐ YES
☐ NO

Do you currently participate in the **Illinois Supplemental Nutrition Assistance Program** (SNAP - formerly known as food stamps)? ☐ YES
☐ NO

Do you currently participate in the **Illinois Low Income Home Energy Assistance Program** (LIHEAP)? ☐ YES
☐ NO

Are you currently a recipient of an **Illinois Unemployment Insurance** award? ☐ YES
☐ NO

Are you currently a recipient of a **Social Security Disability** award? ☐ YES
☐ NO

If you answered “YES” to any of the above categories, please provide documentation to establish any of these facts.

CERTIFICATION

To be acknowledged by the applicant:

I hereby certify that all statements made as part of this application and any documentation submitted in support of the application, are true to the best of my knowledge and belief following reasonable inquiry. I also understand that submission of this application does not guarantee the granting of any grant or rebate.

Furthermore, I agree to follow all applicable laws as outlined by the Municipal Code of the City of Chicago, including, but not limited to Chapter 2-156 (Governmental Ethics), Chapter 1-21 (False Statements), and any requirements established by the City.

I acknowledge that under Section 1-21-010 of the Municipal Code of the City of Chicago, any person that knowingly falsifies any statement of material fact to the City of Chicago in connection with an application is liable to the City of Chicago for a penalty of not less than \$500 and not more than \$1,000 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 Municipal Code of the City of Chicago is available from www.amlegal.com and entering Chicago in the "search" field.

All applications that are submitted for this program are subject to an audit by the City of Chicago.

Signature: _____ Date: _____

Print Name: _____

EXHIBIT 9
CHECKLIST/WORKSHEET

CITY OF CHICAGO PROPERTY TAX REBATE PROGRAM
APPLICATION WORKSHEET

Application #	
Property PIN #	
Property Address	
Agency Name	
Site Location	
Grant Processor	
Date	

Property Owner: _____

Conditional Approval

Standard Grant Amount (Section 1, #6): \$ _____

Senior Supplement Amount (Section 2, #7): \$ _____

Enhanced Grant Amount (Section 3, Step #6): \$ _____

Total Grant Amount (All Amounts Above):

\$

Did you make copies of:

☐ Current Driver's License/State ID/Passport/Consulate ID

☐ 2015 2nd Installment Property Tax Bill

☐ 2015 Income Tax Return or Social Security Award

☐ Any supporting documentation for the Enhanced Grant

SECTION 1. STANDARD GRANT

Please confirm the following:

1. Is the applicant the property owner? ☐
2. Did the applicant receive the 2015 Homeowner's Exemption on the property? ☐
3. Have all property taxes been paid on property located in Chicago? ☐
4. Determine City of Chicago Property Tax amount increase using the following calculation:

2015 City of Chicago Property Tax amount: \$ _____

2014 City of Chicago Property Tax amount: - (minus) \$ _____

Net Increase:

\$

5. What is the Household Adjusted Gross Income from 2015 Tax Return/2015 Social Security Award:

\$ _____

6. Using the chart below, the amount of the Standard Grant is:

\$

Grant Chart			
City Property Tax Increase Amount	HAGI \$ 0 to \$24,999 Grant Amount	HAGI \$25,000 to \$49,999 Grant Amount	HAGI \$50,000 to \$75,000 Grant Amount
\$0-\$49.99	\$25	\$25	\$0
\$50-\$99.99	\$50	\$25	\$0
\$100-\$149.99	\$75	\$50	\$25
\$150-\$199.99	\$100	\$75	\$50
\$200-\$249.99	\$125	\$100	\$75
\$250-\$299.99	\$150	\$125	\$100
\$300-\$349.99	\$175	\$150	\$125
\$350+	\$200	\$175	\$150

SECTION 2. SENIOR SUPPLEMENT

Please check off the following boxes if applicable:

1. Is the applicant eligible for the Standard Grant in any amount (Section 1, #6)? ☐
2. Was the applicant at least 60 years of age by January 1, 2016? ☐
3. Has the applicant lived in the property since January 1, 1998? ☐
4. Did the applicant not receive the Senior Freeze for tax year 2015? ☐
5. Did the applicant not receive the Homestead Improvement Exemption for tax year 2015? ☐
6. Did the Equalized Assessed Value of the property increase by at least 30% from tax year 2014 to tax year 2015? ☐
7. If all of the above are checked off, the applicant is eligible for the Senior Supplement. If the applicant is eligible, please include \$150 in the following box:

\$

SECTION 3. ENHANCED GRANT

Please confirm the following:

1. Did the applicant receive the Standard Grant in any amount (Section 1, #6)? ☐
2. Did the applicant provide documentation of any of the following extraordinary hardship factors? ☐

Factor	Provided Documentation	Points
Income Under \$15,000		50%
Illinois Benefits Access Program – circuit breaker		50%
Illinois Supplemental Nutrition Assistance Program – SNAP		50%
Illinois Low Income Home Energy Assistance Program - LIHEAP		25%
Illinois Unemployment Insurance Award		25%
Social Security Disability Award		25%

*Total Percentage Points:

*The Total Percentage Points cannot exceed 100%

Grant Calculation

Step 1: Indicate the amount of the Standard Grant amount (Section 1, #6): \$ _____

Step 2: If applicant was eligible for the Senior Supplement (Section 2) include \$150 here: \$ _____

Step 3: Add the amounts from Step 1 & Step 2 to come up with the Aggregate: \$ _____

Step 4: Indicate the net increase of City of Chicago Property Tax (Section 1, #4): \$ _____

Step 5: Reduce the Aggregate (Step 3) from the net increase on Chicago Property Tax (Step 4):

	\$ _____	(Aggregate)
- (minus)	\$ _____	(net increase on Chicago Property Tax)
	<input type="text"/>	(Remaining City of Chicago Property Tax)

Step 6: Calculate the Enhanced Grant by multiplying the Remaining Chicago Tax (Step 6) times the Total Percentage Points (Section 3 above):

\$ _____ (Remaining City of Chicago Tax) X _____ (Percentage Points) =