



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

P. 815-740-4712
F. 815-740-4604
E. klynn@willcountyillinois.com

WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

County Office Building
302 N. Chicago Street
Joliet, IL 60432

February 1, 2023

To Whom It May Concern:

Will County is requesting responses from qualified candidates for **Continuum of Care Governance and Operations Support**.

Responses to this RFQ will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 4:00 p.m., "as so indicated by the time stamp clock of Will County," Thursday, March 2, 2023**

The respondent acknowledges the right of the County of Will to reject any or all responses and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact Kevin Lynn, Purchasing Director, at klynn@willcountyillinois.com.

We welcome your response to this solicitation.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

REQUEST FOR QUALIFICATIONS (RFQ) FOR CONTINUUM OF CARE GOVERNANCE AND OPERATIONS SUPPORT.

RESPONSES TO THIS REQUEST FOR QUALIFICATIONS (RFQ) FOR CONTINUUM OF CARE GOVERNANCE AND OPERATIONS SUPPORT WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST. JOLIET, IL 60432, UNTIL THE HOUR OF 4:00 PM, ON THURSDAY, MARCH 2, 2023.

RESPONSES TO THIS RFQ WILL BE REVIEWED BY THE COUNTY EXECUTIVE OR HER REPRESENTATIVE TEAM WHO RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

THIS RFQ IS AVAILABLE IN ELECTRONIC FORMAT AT www.willcountyillinois.com, AND www.demandstar.com, AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4712 OR BY EMAIL purchasing@willcountyillinois.com.

RESPONSES TO THIS RFQ SHALL BE CONSTRUED AS ACCEPTANCE OF THE TERMS AND CONDITIONS INCLUDED WITHIN THIS SOLICITATION. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT.

**INSTRUCTIONS TO RESPONDENTS
REQUEST FOR QUALIFICATIONS (RFQ) FOR CONTINUUM OF CARE GOVERNANCE AND
OPERATIONS SUPPORT.**

GENERAL REQUIREMENTS:

Will County is requesting qualifications from candidates for **CONTINUUM OF CARE GOVERNANCE AND OPERATIONS SUPPORT**.

RESPONSES:

Sealed statements of qualifications will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than Thursday, March 2, 2023, at 4:00 PM “as so indicated by the time stamp clock of Will County”**. **STATEMENTS OF QUALIFICATIONS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed statements of qualifications must be made in accordance with the instructions contained herein. All terms and conditions as attached hereto shall be included in the contract for the work to be performed.

Statements of qualifications shall be submitted to the County of Will in a sealed package marked with the respondent’s name and address and the notation:

SEALED RFQ: 2023-71 RFQ – Continuum of Care Governance and Operations Support

RESPONSES DUE: Thursday, March 2, 2023 - 4:00 P.M.

Sealed statements of qualifications shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

Please affix the label included on the outermost package of your sealed response to help ensure proper delivery!

SIGNATURE OF AUTHORIZED PERSONNEL:

The signature on statement of qualifications documents shall be that of an authorized representative of the firm. An officer or agent of the business entity who is empowered to bind the firm in a contract shall sign the statements of qualifications and any clarifications thereto.

Each respondent, by producing and signing a statement of qualifications, represents that he/she has read and understands the solicitation documents. **Any statement of qualifications not containing said signed documents shall be non-conforming and shall be rejected.**

PROCEDURES:

1. The Statement of Qualifications must be prepared as indicated in the “Submittal Requirements” section. One (1) original, five (5) paper copies (plainly marked) and **one (1) PDF copy on a USB drive must be included in the sealed response package.**
2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and date for receipt of RFQ indicated in the Advertisement for RFQ or prior to any extension thereof issued by the County of Will.
3. Each respondent shall carefully examine all documents and all addenda thereto; and, shall thoroughly familiarize itself with the detailed requirements thereof prior to submitting a statement of qualifications. Should a respondent find discrepancies, ambiguities or omissions in documents; or, be in doubt as to meaning, shall at once, and in any event not later than seven (7) days prior to RFQ due date, notify the County of Will. If necessary, the County of Will shall issue a written addendum to all respondents. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Kevin Lynn in writing at: klynn@willcountyillinois.com.
4. Changes or corrections may be made in the documents after they have been issued and before responses are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all parties recorded as having received the documents and will be available for inspection wherever issued. The County of Will shall issue a written addendum to all recorded parties via email and post on www.demandstar.com and www.willcountyillinois.com. Such addendum shall take precedence over that portion of the documents concerned and any conflicting provisions, and shall become part of the documents. Unless impracticable, such an addendum will be issued to reach the respondents at least five (5) days prior to date established for receipt of responses.

REJECTION OF RESPONSES:

The respondent acknowledges the right of the County of Will to reject any or all statements of qualifications, to waive any non-material informality or irregularity in any statements of qualifications received, and to accept the statements of qualifications deemed most favorable to the interest of the County of Will after all have been examined and evaluated. In addition, the respondent recognizes the right of the County of Will to reject a statement of qualifications if it is in any way incomplete or irregular.

CONTRACT COMMENCEMENT:

The contract is expected to commence on or after April 20, 2023.

PRIME CONTRACTOR CERTIFICATION:

Included in this packet is a prime contractor certification form. This form **must** be filled out, signed and returned with your qualifications or it will not be considered.

NON-DISCRIMINATION:

The respondent shall at all times observe and comply with any applicable laws, statutes, regulations or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

DEFAULT:

In case of default by the successful respondent, the County of Will may procure the services from other sources and may deduct from the unpaid balance due the successful respondent any of its costs resulting from the default, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

HOLD HARMLESS CLAUSE:

The respondent will save and hold harmless the County of Will from and against all causes of action, liabilities, claims, demands and damages of whatsoever kind or nature arising out of or connected with the performance of services by the respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the respondent, or a sub-consultant of the respondent, or their employees, or otherwise. The respondent will defend at its own expense any actions based thereon and shall pay all charges of reasonable attorneys, all costs, damages and other expenses arising therefrom. All obligations arising from this clause shall survive termination of the agreement resulting from award of a contract derived from this RFQ.

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

TERMINATION:

Either party hereto may, at any time during the term hereof, terminate the contract, with or without cause, upon thirty (30) days written notice to the other party of such termination. At the end of said thirty (30) days' notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the vendor and Will County will be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of the Agreement resulting from the award of this solicitation.

COMPLIANCE WITH APPLICABLE LAW:

In all aspects relative to the performance of their respective obligations under this contract, the respondent and County of Will shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

CHOICE OF LAW

Responses to this RFQ and any agreement connected herewith shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions.

VENUE

Venue for any cause of action related to this RFQ and any agreement connected herewith shall be filed with the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Responses will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your response that we treat certain information as exempt. We will not honor requests to exempt entire responses. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the response with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the response as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to the respondent, as soon as practicable. Regardless, the respondent will be responsible for any costs or damages associated with defending any request for exempt treatment. Furthermore, respondent warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your response is accepted by the County of Will and a contract between the respondent and County of Will results for subsequent negotiations, all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to the respondent, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to the respondent as soon as practicable; and, within the period available under FOIA, respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, respondent will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, respondent will warrant that County of Will's responses to requests for a document relating to the respondent, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please also be advised that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA (5 ILCS 140/7(2)). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the respondent shall provide to the County of Will at no cost and within the timeframes of FOIA, a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, the respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, the respondent will be responsible for any costs or damages associated with defending the request for exempt treatment.

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the time mentioned herein in order that the RFQ will be considered:

1. Cover Letter, signed by firm’s principal, describing project team and approach.
2. Business organization including the date established, number of employees, and brief history of the firm
3. Statement of qualifications including a description of the approach the Consultant will employ in carrying out the work described in the Scope of Services
4. At least three (3) references of past clients with similar Scope of Services conducted and the period that was involved to complete the client's projects. Include company name, address, contact name, and phone number
5. Signed Prime Contractor Certification.
6. Signed RFQ Form.
7. Completion of Receipt of Addenda Form (if addenda are issued).

RFQ PROCESS TIMELINE:

- | | | |
|----|-------------|---|
| 1. | February 1 | RFQ Released |
| 2. | February 15 | Written Questions Deadline |
| 3. | February 22 | Responses to questions released via addenda |
| 4. | March 2 | RFQ Submissions Due |
| 5. | March 8-24 | RFQ Selection Internal Process |
| 6. | March 28 | Selection Finalized |
| 7. | April 20 | County Board approval |
| 8. | May 1 | Contract Commencement |

Request for Qualifications and Proposals (RFQ) For Governance and Operations Support for the Will County Continuum of Care

A. Purpose

The County of Will (County), seeks written proposals through this request for qualifications (RFQ) for assistance with developing effective governance structure, evaluating and enhancing Coordinated Entry Systems, creating performance metrics to monitor quality and outcomes while providing CoC operations support as outlined in Section C. Scope of Work, to assist the County, serving as the Collaborative Applicant, and the CoC Leadership Board, in fulfillment of their responsibilities under the Federal Continuum of Care Program requirements.

B. Background

The US Department of Housing and Urban Development (HUD) requires communities to establish a CoC in order to receive CoC homeless assistance funding for the jurisdiction. The Will County CoC was formed to fulfill this purpose and represents the entirety of the County – both incorporated cities and unincorporated areas and was expanded in 2012 to include Grundy and Kendall Counties.

The CoC must meet minimum requirements, as outlined in the Continuum of Care (CoC) Program Interim Rule (24 CFR Part 578). Under this rule, CoCs are required to establish a Leadership Board that shall act on behalf of the CoC's full membership with regard to the responsibilities outlined at 24 CFR 578.7.

The Continuum of Care (CoC) is a local planning body that was created in response to HUD's requirement to streamline the HUD funding application process, encourage local coordination of housing and service providers, and to facilitate a more structural and strategic approach to housing and services for people experiencing homelessness. This includes the refinement and implementation of countywide plans to prevent and end homelessness.

C. Scope of Work

The selected vendor will provide staff support to the CoC Leadership Board, a seated body of stakeholders representing city and County funders, community-based organizations providing direct services, persons with lived experience of homelessness, representatives from other systems of care, and sub-committees that help support this work. Successful respondents will demonstrate the ability to develop intentional partnerships with public, private, and nonprofit organizations to address housing instability and homelessness using a shared leadership approach and evidence-based practices.

The Scope of Work for the supporting agency is outlined below.

1. **Develop Effective Governance:** Assist CoC Leadership Board and County with developing effective governance structure, evaluating, and enhancing Coordinated Entry Systems, creating performance metrics to monitor quality and outcomes.

2. **Develop Collective Strategy and Support Vision:** The vendor will work under the direction of the CoC, CoC Leadership Board and Collaborative Applicant, to develop and support the overall vision and strategy to end homelessness in the CoC service area. Support the Leadership Board and County in:
 - a. Facilitating discussions in a variety of forums.
 - b. Building a common understanding of the challenges and barriers affecting homelessness outcomes in the CoC service area.
 - c. Facilitating shared goals and collective strategy resulting from committees, workgroups, and governance meetings.
 - d. Seeking opportunities for alignment and coordination with parallel efforts to end homelessness.
 - e. Ensuring committee discussions are data informed.

3. **Provide Staffing Support to the Continuum of Care (CoC) Leadership Board and Sub-committees:**
 - a. Manage timely recruitment, selection, and onboarding of Leadership Board and Committee members in accordance with protocols outlined in the CoC's Governance Charter; additionally, support selection and training of Board and Committee Chairs.
 - b. Provide staffing support to Leadership Board and Committee chairs and facilitate CoC committees, workgroups, and community meetings, including meeting prep and follow-up.
 - c. Plan for and host meetings of the full membership, with published agendas, at least semi-annually.
 - d. Support adherence to CoC code of conduct and conflict of interest policies in all CoC meetings.

4. **Support Continuum of Care planning activities:** Under direction of the CoC Leadership Board, planning activities include participating in partner planning meetings, hosting community meetings, conducting the Point in Time Count (PIT) and facilitating the HUD CoC Program Notice of Funding Opportunity (NOFO) process. The vendor provides direct support to the CoC Leadership Board and committee meetings and workgroups, as needed, and helps coordinate its work.
 - a. **Administering and managing Point in Time Count**
 - i. Community outreach and engagement.
 - ii. Convening public meetings.
 - iii. Managing volunteer recruitment.
 - iv. Public communications.
 - b. **HUD CoC Notice of Funding Opportunity Facilitation**
 - i. Convening NOFO rating and ranking committee for application evaluation.
 - ii. Community outreach and engagement.
 - iii. Convening public meetings.

5. **Establish Communication Practices for Shared Data:** Under direction from the CoC Leadership Board, the vendor will extract data from HMIS and share among partners.
 - a. Conducting an annual gaps analysis of the homeless needs and services available within the geographic area as directed.
 - b. Providing technical assistance for building partners' data capacity through data reporting and support.

6. **Cultivate Community Engagement and Ownership:** The vendor will assist CoC committees and work group members cultivate broad understanding of homeless issues throughout the community, to build an inclusive effort that authentically engages and fosters responsibility within the community to solve the homeless crisis.
 - a. Manage a central communications website on behalf of the CoC (posting agendas, minutes, notices, opportunities)
 - b. Under direction from the Leadership Board and in collaboration with County partners, issue press releases and outward facing communications regarding CoC activities.
7. **Mobilize resources:** The Vendor will play a key role in developing resources for the sustainability of CoC operations, including soliciting commitments and participation in the 3-county service area from and recruiting volunteers or other support for participation in CoC activities.

D. Respondant Qualifications (Minimum Threshold Requirements)

1. The County of Will will select the best qualified respondent(s) from the pool of qualified response(s) to this RFQ based on the specific scope of services needed for each contract.
2. Respondent(s) and any subcontracting partner(s) shall be regularly and continuously engaged in the business of providing services to, or on behalf of, persons experiencing homelessness or vulnerable, high need populations for at least three (3) years, current or previous experience.
3. Respondent(s) and any subcontracting partner(s) must have capacity and willingness to establish and provide services by May 1, 2023.
4. Respondent(s) shall possess, at the time of the response to this RFQ, all permits, licenses, and professional credentials necessary to supply product and perform services as specified under this RFQ.

E. Submission and Other Procedures

1. Revisions to RFQ

- a. If it becomes necessary to modify any aspect of this RFQ, County will prepare an addendum and email it to each organization included on the email listservs used for original distribution of this RFQ.

2. Modifications to Submittals

- a. Respondents may not modify their submittal at any time after the due date, except in direct response to a request from County for clarification. Any submittal and proposed information items must be valid for at least 180 days after submission.

3. How To Apply

- a. Only electronic submissions will be accepted and are due by 4:30pm **March 2, 2023**. Late submissions will not be accepted.
- b. A complete application packet consists of thorough responses to the required information detailed below in Paragraphs i-vii, combined into one PDF document that will be submitted electronically.
- c. Verifications of submissions will be provided electronically within 48 hours.
- d. The Proposal must be complete, straightforward, clear, concise, and specific to the information requested.

e. Each Respondent must provide a response to the RFQ that includes all of the information described below in Paragraphs 1-7. For applications to be considered complete, the applicant must provide responses to all information requested.

- i. **Contractor Identification:** Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number. If a consultant team submits a proposal, identify the lead agency that will enter into contract. Please provide a current resume for each member of the consultant team or senior staff.
- ii. **Provide the following agency information:** size of agency, agency operating budget, and overhead/indirect rate calculation. Please also provide most recent annual financial statement or comparable financial summary documents.
- iii. **References:** Provide a minimum of 3 references. References should include a convener or funder of at least one multiagency (government/non-profit) community planning process your agency has facilitated, and at least one direct service provider or person with lived experience of homelessness. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed.
- iv. **Contract Terminations:** If your organization has had a contract terminated in the last five years, describe such incident. The County will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the experience. If the Respondent has not experienced any such termination for default or early termination in the past five years, so indicate.
- v. **Provide narrative responses to the following.** Responses may refer to the provided resumes and should help the reviewers better understand what you/your team can offer. Describe you/your team's expertise in performing and/or qualifications to perform the tasks outlined in the Scope of Work (Section C) for which Respondent wishes to provide an application for:
 - a) Support Vision and Strategy
 - b) Provide Staffing Support to a Continuum of Care (CoC) Board and Sub-committees
 - c) Support Continuum of Care planning activities
 - d) Establish Communication Practices for Shared Data
 - e) Cultivate Community Engagement and Ownership
 - f) Mobilize Resources
- vi. **Contract Terminations:** If your organization has had a contract terminated in the last five years, describe such incident. The County will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the experience. If the Respondent has not experienced any such termination for default or early termination in the past five years, so indicate.
- vii. **Provide a proposed 2-yr detailed annual budget** for accomplishing the tasks identified in the Scope of Work in section C that the response is for. Budget shall include all direct and indirect costs, including personnel, operating expenses, any subcontractors, etc.

viii. **Provide a Budget Narrative** that includes a description of all staff and/or sub-contractor positions, their relation to the scope of work, and other expenses included in the proposed annual budget. If office expenses are not included in the proposed budget, please describe where in-person activities will be held and how costs for space will be covered.

f. Costs associated with the preparation of this response shall not be reimbursable by the County.

g. The County reserves the right to conduct any investigation of the qualifications of any applicant that it deems appropriate, negotiate modifications to any of the items submitted, request additional information from any applicant, extend the deadline, reject any or all submittals, and waive any irregularities. The County retains the right to negotiate the terms and services in any submittal. The County retains the right to cancel this process, extend the deadline, re-start the process or not select any provider.

F. Selection Criteria and Award Process

1. Submissions will be evaluated by a committee and will be ranked in accordance with the RFQ.

2. Submissions will be reviewed for completeness, and for assessment of whether minimum eligibility threshold requirements in the RFQ are met. Respondents must meet the minimum threshold qualifications to be eligible for consideration.

3. Qualification of Respondent(s) will be performed by County staff and/or others who have expertise or experience in homeless or affordable housing programs, policy and development. These experts will evaluate and verify applicant responses. The County shall notify applicants of the qualification outcome.

4. Points will be awarded as outlined in the table below. The County reserves the right to assign points in a range between the numerical points shown in this chart.

Detail	Points
References	10
Budget/ Work Plan Evaluation	30
Narrative Responses	60
Total Point Scale	100

5. Additionally, the following criteria will be considered, although not exclusively, in determining the contractor awarded.

a. References:

i. References must be satisfactory as deemed solely by County.

ii. Services or goods provided by Respondent to the references should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.

b. Budget/ Work Plan Evaluation, an evaluation should demonstrate the following:

i. Reasonableness (i.e., does the proposed pricing accurately reflect the Respondent's effort to meet requirements and objectives?); and

ii. Realism (i.e., is the proposed cost appropriate to the nature of the products and/or services to be provided?); and

iii. Consideration of price in terms of overall affordability may be controlling in circumstances where two or more proposals are otherwise adjudged to be equal, or when a superior proposal is at a price that the County cannot afford.

c. Narrative Responses:

i. An evaluation will be made of the quality of proposed services and related experience for each task included in the Scope of Work that the Respondent submits.

ii. How well has the Respondent demonstrated experience providing and/or its qualifications to provide the functions outlined in this RFQ?

iii. To what extent do the individuals assigned to the project have experience on similar projects?

iv. How well has the Respondent demonstrated its understanding of the selected tasks and the role of the support agency included in the Scope of Work?

v. How well has the Respondent demonstrated its understanding of HUD CoC requirements based on its submission?

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____

Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Authorized Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOC. SEC # or FEIN: _____

CONTACT: _____

PHONE: _____ FAX: _____

EMAIL: _____

Agency Name and Delivery Address:	WILL COUNTY 302 N. CHICAGO STREET, JOLIET, IL 60432
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For Additional information contact:	KEVIN LYNN PURCHASING DIRECTOR, klynn@willcountyillinois.com
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Signed by: _____ Title: _____

Authorized Representative of Company

Authorized Representative of Company

Receipt of Addenda Form

COC Operation Support
Will County Purchasing Department

#2023-71

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SOC. SEC. or F.E.I.N. # _____

CONTACT _____

PHONE _____ FAX _____ EMAIL _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Solicitation Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Solicitation Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Solicitation Documents is hereby acknowledged:

No. _____, dated _____, signed _____

LATE RESPONSES CANNOT BE ACCEPTED!

<u>Respondents Return Address:</u>	
<u>RFq #:</u>	2023-71 COC GOVERNANCE & OPERATIONS SUPPORT
<u>DUE DATE:</u>	3/2/23
<u>DUE:</u>	4:00 P.M.
DATED MATERIAL-DELIVER IMMEDIATELY	
WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2ND FLOOR JOLIET, IL 60432	

PLEASE
CUT OUT AND AFFIX THIS LABEL (ABOVE) TO
THE OUTERMOST PACKAGE OF YOUR SEALED RESPONSE
TO HELP ENSURE PROPER DELIVERY!

LATE RESPONSES CANNOT BE ACCEPTED!



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

P. 815-740-4712
F. 815-740-4604
E. klynn@willcountyillinois.com

County Office Building
302 N. Chicago Street
Joliet, IL 60432

NO BID Form

Please note: This form is only required if you are not bidding.

Solicitation Name/Number: _____

Reason for not bidding:

- | | |
|--|--|
| <input type="checkbox"/> Not enough time to respond | <input type="checkbox"/> Unable to compete |
| <input type="checkbox"/> Not applicable to company | <input type="checkbox"/> No time to complete work |
| <input type="checkbox"/> Unable to obtain required insurance | <input type="checkbox"/> Unable to meet specs/requirements |
| <input type="checkbox"/> Unable to obtain required bonding | |
| <input type="checkbox"/> Other (please detail below) | |

Suggestions:

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Date: _____

Please retain our information for future solicitations: Yes No