

# CITY OF CHICAGO



## **REQUEST FOR PROPOSALS (RFP)** **CityKey Community Outreach and Program Enrollment Services**

**ISSUED BY:**  
**CITY CLERK**

*All proposals shall be submitted via the eProcurement system*

[www.cityofchicago.org/eProcurement](http://www.cityofchicago.org/eProcurement)

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# CityKey Community Outreach and Program Enrollment Services

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## **Purpose of the RFP**

The City of Chicago (the “City”), through its Office of the City Clerk (the “OCC”), seeks delegate agencies, specifically community-based not-for-profit organizations (“Organizations” or “Respondents”), to perform essential functions and operational needs, including but not limited to, facilitating community outreach, assisting with applicant enrollment, printing for the Chicago’s CityKey Program (the “Program”), formerly known as the Municipal ID Program. The Organizations will provide City residents information about the Program, including how the Program works, how to apply for and obtain a CityKey, and how to best utilize the benefits associated with the CityKey. The selected Respondents will conduct outreach in neighborhoods across the city and target hard-to-reach populations, such as homeless individuals, immigrants with language access needs, low-income individuals, members of the re-entry community, seniors, young people, and members of the LGBTQ+ community (“Target Populations”). The selected Respondents will also pre-screen applicants, staff mobile sites alongside OCC staff, and verify applicant documents. In addition, selected Respondents will assist with printing CityKey materials. The tasks will be conducted under the supervision of the OCC and its designee, the CityKey Program Director. The OCC will award up to three contracts. Community based organizations with a limited capacity to administer the fiscal responsibilities associated with this project are encouraged to respond together with a third-party fiscal agent that will sub-contract with the Organization to provide administrative services. The City will consider an Organization that responds with a primary fiscal agent as one response.

The goal of the Program is to provide all Chicago residents a valid municipal ID that will serve as proof of identity and residency, connect residents to vital City agencies and services, as well as access to various institutions, sporting events, benefits and discounts that will span all of Chicago’s 77 neighborhoods. The selected Respondents, under the supervision of the CityKey Program Director, must meet the following requirements:

- Conduct outreach and educational community events on the Program;
- Assist OCC staff at the mobile CityKey Station with education of the program and technical support to City residents;
- Assist in the enrollment of applicants and issuance of CityKeys in the Program (including pre-screening applicants and verifying applicant documents);
- Comply with duties described in the Scope of Services section of this document; and,
- Provide the OCC with monthly reports identifying the number of City residents reached and served.

## **Background**

For many Chicagoans, not having government-issued identification (ID) prevents them from being active residents. Since 2015, City officials and community groups have worked together to develop a Municipal ID program. In April 2017, the City Council overwhelmingly passed an ordinance (O2017-1950)<sup>1</sup> to give authority to the OCC to administer and implement the Municipal ID program, the CityKey.

The CityKey is a city-issued municipal ID card offered to all Chicago residents. The Program aims to reduce barriers and increase access to opportunities and City services. The Program will target many residents, including communities that often have difficulties obtaining government-issued identification. The Program will give these Target Populations access to various opportunities and the dignity that comes along with having a government-issued ID card.

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<sup>1</sup> <https://chicago.legistar.com/LegislationDetail.aspx?ID=3006392&GUID=9FCD2EA8-6D28-4A98-B10E-1362FC6C6C01>

The OCC aims to work with Organizations to assist with the administration and implementation of the Program. Organizations will function as a hub for coordination of the Program in different regions of the City.

Respondents will specify the region(s) in which they will provide services. These organizations will increase accessibility, provide information on the Program, and provide technical assistance to residents seeking the CityKey. The delegate agencies will work under the supervision of the CityKey Program Director and designated CityKey or OCC staff.



## **Eligibility Requirements for Respondents**

In order to be eligible, Respondents must meet the following criteria:

- Be a not-for-profit organization with a 501(c)3 tax-exempt status;
- Maintain its principal place of business in the city;
- Have a history of good standing with the City of Chicago, and the State of Illinois;
- Have a history of incorporating cultural competency into its public outreach work;
- Have the administrative, programmatic, information technology infrastructure, community relations, and fiscal capability to plan, develop, implement and evaluate the Program. Organizations with a limited capacity to administer the fiscal responsibilities associated with this project are encouraged to use a third-party fiscal agent that will sub-contract with them to provide administrative services; and
- Have at least two (2) years of experience working with one or more of the Targeted Populations within the city.

## **Staffing Plan**

Describe how the Respondent has worked on public outreach efforts and enrollment processes in the past. If Respondent has not worked on public outreach or enrollment processes in the past, please provide a plan on how this will be executed. Provide staffing plans and describe how Respondent's program(s) ensures cultural and linguistic competences that align with the proposed Target Population(s); and specify the region(s) in which Respondent will deliver services.

Please describe how many staff (part-time, full-time, or hourly) will receive compensation from this contract. If multiple organizations are applying as part of a single application, be specific in outlining staffing plans for each organization. Describe the role of all positions supported by the contract (provide job descriptions and explain time allocation for each person, full-time, part-time, as well as hourly), as well as any new positions that will become available as a result of this contract award. This information MUST match the budget (template included upon login in iSupplier (eProcurement)). Explain how the Respondent will employ people with lived or shared experiences with the Target Populations. Describe Respondent's hiring policies and procedures that relate to hiring individuals with prior convictions (misdemeanor or felony) who will be, or are being, considered for employment.

## **Available Funding**

A minimum of \$200,000 and up to \$300,000 (dependent on budget approval) is available for this RFP. The City may award up to three (3) contracts with a contract period of two (2) years, beginning March 2, 2020 through March 3, 2022. The City may renew the contract for an additional year extension term, contingent upon funding availability and satisfactory performance evaluation.

## **Budget and Justification**

The wages of the staff who are employed by the selected Respondents must be compliant with the minimum wage for the City. Respondent's staff, under the terms of the contract, should not be City employees; they must be employed by the selected Respondents. The selected Respondents must list the salary and/or hourly rate of staff that will be assigned to the contract.

Respondents must submit a budget outlining all planned expenses for this proposal (salaries, program materials, travel reimbursement, etc.). No more than 10% of the total contract award may go towards administrative costs.

## **Fiscal Capacity**

Respondents must prove fiscal capacity to ensure that the Program can be sustained and provide services as of the start date, in an event that reimbursement/payment could be delayed by the City. In the case that multiple Organizations are applying under a single response, one Organization will be the lead ("Lead

Organization”) and must be designated as the fiscal agent. The Lead Organization must obtain all expenses from the Organization(s) and assume all reporting and audit responsibilities for all the expenses of the award. Respondents’ budget for the total fiscal year must include the budget for both Organization(s) awarded. The Organization must provide a designated staffer who will prepare and review all vouchers for accuracy prior to making monthly submissions. The Organization must identify who will be responsible for financial reporting as well as auditing.

## Program Activities

The Organization will deliver educational opportunities to City residents on the Program, and help residents ensure they have the necessary and valid documents before applying for the CityKey.

*Services to be provided by the CityKey Organizations:* Delegate agencies will be required to meet these performance expectations. In addition, the Organizations will be required to comply with duties described in the Scope of Services section of this document. The Organizations will have to meet specific monthly goals, set by the OCC, in order for the City to process vouchers. Please note that the required performance goals for evaluation may be pro-rated by the amount of the award to a selected Organization based on the region(s):

	<b>Activities</b>	<b>Performance Expectations</b>
Outreach & Educational opportunities	<p>Organizations shall organize educational opportunities with community members to educate City residents about the Program - this may include tabling at community events, presentations, workshops, and social media.</p> <p>Example of Activities:</p> <ul style="list-style-type: none"> <li>• Integrate the Program into the organization's current programming, including promotion to all existing clients</li> <li>• Promote the Program at themed engagement fairs (including Back to School, Health and Wellness, and Senior events)</li> <li>• Execute email announcements to all current clients and collect information to advertise to new interests</li> <li>• Program advertisement (in various languages) on the organization's website and to other integral partners (the OCC will provide content and materials in languages other than English)</li> </ul> <p>**These responsibilities could be merged into existing community outreach and engagement programs, as long as they are available to all City residents.</p>	<ul style="list-style-type: none"> <li>• Program Public Education Events (agencies are required to host a minimum of one per month for the public);</li> <li>• Organizations will have a yearly goal of at minimum 60,000 Citywide participants who will apply for a CityKey.</li> </ul>
Pre-screen Applicants	<p>Organizations shall provide initial eligibility determination support for City residents. Staff will work with residents to ensure they have the necessary and valid documents before they apply for the CityKey. This includes an overview of the CityKey application, the rules, and assistance with the collection of the proper documents to meet the CityKey Proof of Identity and Proof of Residency requirements.</p>	<ul style="list-style-type: none"> <li>• At minimum 40,000 residents supported with proper documents will apply by the end of a one-year term.</li> </ul>

	** These responsibilities could be incorporated into existing case management services, or other similar services, to ensure that residents are prepared to apply for a CityKey.	
Operational Support at Mobile CityKey Stations	<p>Under the supervision of the CityKey Program Director and designated OCC staff, the organization must provide adequate staffing to assist with operations and duties described in the Scope of Services in this document at the CityKey mobile stations. Organization staff will help pre-screen applicants and review their documents, provide language support for individuals with limited English (such as translation), provide other supportive tasks such as line management, serving as a runner to distribute cards from printer, in addition to essential functions and operational needs, including but not limited to assisting with applicant enrollment, printing for the Chicago's CityKey Program</p> <p>The OCC is currently determining the schedule for the CityKey mobile stations. CityKey mobile station printing will take place during traditional business hours, evenings and weekends. The OCC will work with Organizations to plan the CityKey mobile station activities. The OCC will provide specific dates and times for CityKey mobile station printing in advance.</p>	<ul style="list-style-type: none"> <li>• Organization staff must attend the mobile station and provide technical assistance to CityKey applicants.</li> <li>• The OCC will provide specific requests.</li> </ul>

### Additional Requirements

- Data Collection – Organizations will be required to submit to the City reports and invoices on a monthly basis and participate in all OCC site visits, evaluations, trainings and quality assurance activities. The reports will outline progress on contract metrics, including but not limited to, number of workshops or other educational activities held, number of city residents participating in educational opportunities, and number of Program pre-screening sessions. The OCC will provide a template for monthly reports and will follow up with Organizations as necessary; and
- Final report – at the end of the contract period, all delegate agencies will be required to submit a final report to the OCC outlining lessons learned during the contract period, and will provide feedback for improvements for future projects and recommendations to the OCC on how to structure future Program outreach initiatives.

### Scope of Services

Respondents will assist in administering the program by providing the following:

#### 1. Community Outreach

- Respondents will serve as a primary form of outreach and education for the CityKey program. Each agency will conduct at minimum **2-4 community monthly outreach activities** to educate Chicago residents on CityKey and the various printing events occurring throughout the calendar year.

- Respondents will promote CityKey events to all Chicago residents through social media, printed materials, and representing the program at various events.

## 2. CityKey Printing Events

- Respondents will provide, at minimum, **3 to 6 personnel** to staff CityKey printing events (training will be offered by OCC).
- Personnel provided by Respondent are responsible for meeting the following needs at CityKey printing events - line management, crowd control, screening and printing.
- Personnel provided by Respondent will be cross trained by OCC staff members to perform line management, crowd control, screening and printing.
- Personnel provided by Respondent are expected to arrive an hour prior to the start of the event; assist OCC staff with loading and unloading equipment; equipment set up and design.
- Respondents are responsible for promoting and staffing at minimum **4 to 9 monthly** CityKey printing events.
- Personnel provided by Respondent must be able to physically assist OCC staff, which includes but is not limited to unloading and loading of equipment, the ability to lift to 25 lbs. and to stand for up to four hours.
- OCC staff will distribute a monthly calendar with the scheduled CityKey printing events in as much time in advance as possible. The calendar will include the selected Respondent for each event.
- Respondent(s) must confirm or request a change to their assigned CityKey sites **no later than three business days** after receiving the calendar. Any requested changes will be reviewed and confirmed by OCC staff.
- Selected Respondent(s) must fully staff the event based on expected number of participants.

## 3. Document Collection and Screening

- Respondents play a pivotal role in the application process for all CityKey applicants as they are a primary screening partner at CityKey printing events.
- Personnel provided by Respondents will review the documentation submitted by the applicant to ensure said documents meet the eligibility requirements as defined by the training materials provided by OCC staff.

## 4. Printing Responsibilities

For any mobile printing sites, the personnel provided by Respondent, if assigned to a printing station, is responsible for:

- Arriving an hour before the first appointment to test the printers, to setup equipment and have it warm up;
- Inputting information from the CityKey Application into the printer system;
- Printing each CityKey and ensuring that ALL IDs are printed correctly;
- Returning all documents to the CityKey Applicant;

- Reporting any issues to OCC staff;
- Coordinating with OCC Staff regarding departure and arrival times to the event;
- Setting up and taking down CityKey Printer Equipment for each appointment; and;
- Handling all CityKey printing equipment with extreme care.

## 5. Monthly Meetings

- OCC personnel will host a monthly meeting with selected Respondent(s).
- The intent of each meeting is to ensure a positive and productive relationship between the OCC staff and selected Respondent(s).
- These meetings may also be used for additional training as necessary.

## Evaluation of Proposals

### Selection/Review Criteria:

Organizations can apply for a specific region(s) in the City to deliver services. Organizations have the opportunity to apply together but will be considered a single Respondent. An Evaluation Committee made up of representatives from the OCC will review and evaluate the proposals in accordance with the Evaluation Criteria. The Evaluation Committee will recommend either:

- A short list of potential awardees which it wishes to review further; or
- A final list indicating potential awardees. In either case, the recommendation is presented to the City Clerk who must approve the selection(s).

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

<b>Evaluation Criteria - Score</b>	<b>Available Points</b>
<b>Program Description/Proposal</b>	
Provide an abstract that briefly summarizes the proposal.	5
Provide your organization's mission, service philosophy and major accomplishments relevant to this RFP and explain involvement working with other organizations in the City.	5
Describe your organization's experience working in the following areas: community engagement, community education, case management, experience working with the Target Populations.	7
Describe how the lack of proper government-issued identification has caused an impact on the Target Population(s) the organization intends to serve.	3
How will your organization's services rendered through this RFP increase the number of Program applicants/cardholders?	7
Describe potential strategies that your organization will develop to engage City residents to enroll in the Program.	7
Upload your organization's work plan for the preparation and implementation of services (including any possible hiring, training dates, and tentative timeline of educational opportunities).	10
Describe your organization's sustainability plan to support the outreach and education for the CityKey Program.	5

Describe the process to evaluate your organization's plan.	10
<b>Organization Experience</b>	
Organization MUST have a minimum of two (2) years of experience working with the proposed Target Populations. Describe your organization's experience working with the Target Population(s).	10
Provide program narrative describing your organization's work history with community education initiatives and include major accomplishments.	5
Provide program narrative describing your organization's work history with case management or similar services and include any major accomplishments.	3
Describe any existing institutional relationships that would be instrumental in delivering the services requested in this RFP.	3
Describe your organization's previous experience creating public awareness and educational materials for diverse audiences.	3
<b>Program Staffing Plan</b>	
Describe how your organization, including your workforce (or staffing plan), lines up with the cultural competency and language priorities and needs of the CityKey Program.	5
Describe the hiring practices in your organization, including any policies and procedures, which permit hiring persons with misdemeanors or felonies.	2
Describe how your organization's staff are trained in community engagement and assisting Target Populations (list specific training programs, training facility/organization, indicate how often the training occurs).	3
Describe the role of all positions within your organization supported by this contract (provide job descriptions and resumes of staff, explain time allocation for each person). This must match the budget.	2
<b>Budget Justification and Fiscal Capacity</b>	
Upload complete budget outlining all detailed expenses for the Program in its entirety.	5
<b>Total Points</b>	<b>100</b>

## Compliance with Laws, Statutes, Ordinances and Executive Orders

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

1. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other unit of government who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the contract.
  - a) The Respondent covenants that it presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the contract pertains which would conflict in any manner or degree with the performance of its work hereunder. The Respondent further covenants that in the performance of the contract no person having any such interest shall be employed.
2. Governmental Ethics Ordinance, Chapter 2-156: All Respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the Respondent that it has not procured the contract in violation of this order; and b) a provision that any contract which the Respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

3. Selected Respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected Respondents shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected Respondents shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.
4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "**Municipal Code**") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. **Violation of Section 2-156-030(b) by any elected official with respect to the contract shall be grounds for termination of the contract.** The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.
  - a. Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on

such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

- b. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).

If selected for contract award, Respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the contract between the City and the selected Respondents.

#### **5. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4.**

For purposes of this provision:

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

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

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

Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("**Owners**"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("**Sub-owners**") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "**Identified Parties**"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "**Mayor**") or to his political fundraising committee during (i) the bid or other solicitation process for the contract or Other Contract, including while the contract or Other Contract is executory, (ii) the term of the contract or any Other Contract between City and you, and/or (iii) any period in which an extension of the contract or other Contract with the City is being sought or negotiated.

You represent and warrant that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those

requests) or, if not competitively procured, from the date the City approached you or the date you approached the City, as applicable, regarding the formulation of the contract, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

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

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

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the 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 the contract, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to a contract award resulting from this specification, the City Clerk may reject your bid.

## 6. 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)

7. Title VI Solicitation Notice

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

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

If this Contract was advertised on or after June 30, 2018, Respondent shall, as prescribed by the Chief Procurement Officer, attest by affidavit (in the form of the “Sexual Harassment Policy Affidavit” Exhibit 12 attached hereto) that Respondent has a written policy prohibiting sexual harassment that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment; and (iii) the legal recourse available for victims of sexual harassment.

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

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

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

(c) In the event of any communication to you by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, you will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General (“IGO Hiring Oversight”), and also to the head of the

Department. You will also cooperate with any inquiries by IGO Hiring Oversight related to this Agreement.