COOK COUNTY GOVERNMENT
Office of the Chief Procurement Officer

Request for Proposal
RFP No. 2617-05123
for
Heart Rate Monitoring System

Mandatory Pre-Proposal Meeting and Site Walkthrough:
Date: **October 14, 2026**
Time: **10:00 am Local Time – Chicago**
Location: Cook County Department of Corrections - Main Entrance (Post 5)
2700 S. California Avenue
Chicago, IL 60608

Questions:
Questions must be submitted in Bonfire no later than: October 21, 2026, at 1:00 p.m. Local Time – Chicago

Proposal Due Date:
Proposals are due in Bonfire no later than: 10:00 a.m. Local Time – Chicago on November 13, 2026

Proposal and Questions Must be Uploaded on the Contract Opportunity in Euna via:
https://cookcountyil.bonfirehub.com/portal/?tab=openOpportunities

LATE PROPOSALS WILL NOT BE CONSIDERED

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Toni Preckwinkle
Cook County Board President

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Chief Procurement Officer

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EXHIBIT VI	Site Walkthrough Registration Form
EXHIBIT VII	MBE/WBE Utilization Plan forms
EXHIBIT VIII	Identification of Subcontractor/Supplier/Subconsultant Form
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EXHIBIT XI	Criminal Justice Information Systems (CJIS) Security Addendum
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1 INTRODUCTION

1.1 Overview

Cook County Government ("the County") is seeking proposals from qualified firms to provide a comprehensive real-time heart rate monitoring system including monitoring hardware, SaaS to monitor and alert Cook County Sheriff's Office ("CCSO") personnel to certain conditions, hardware to allow for data transmission from the monitoring hardware to the SaaS, and implementation services. This project is part of a larger critical strategic effort to address complications arising from substance abuse within the Cook County Department of Corrections ("CCDOC") custodial population.

The Heart Rate Monitoring System is a key element in the CCSO's strategy to enhance support for individuals new to the custodial population which will go above and beyond mandated care and security. The monitoring system is a key element in the CCSO Contraband Substance Elimination Program. The heart rate of a newly arrived Individual in Custody ("IIC") may fluctuate as a result of the individual having consumed drugs or chemical substances prior to arrival, or if the individual is experiencing withdrawal from such substances. This system will alert CCSO and other approved County personnel that an IIC is experiencing physical distress when an individual's heart rate appears outside a predetermined range.

The Contraband Substance Elimination Program is a multi-pronged strategic CCDOC effort to address impact to IICs, CCDOC officers, and civilian staff from illicit and dangerous materials coming into CCDOC facilities. The Heart Rate Monitoring System is one element in this strategy discussed above. This program will enable interception of contraband materials early and identify appropriate intervention where necessary.

1.2 Purpose

The purpose of this RFP is to seek proposals from qualified firms offering a comprehensive heart rate monitoring system. Successful proposers will demonstrate the ability to deliver a comprehensive heart rate monitoring system that is efficient and cost-effective.

The County intends to enter into a five (5) year agreement, with two (2) one-year renewal options with the successful Proposer.

1.3 Business Goals and Objectives

The overall goal of the CCSO Contraband Substance Elimination Program is to provide support to individuals undergoing addiction rehabilitation or who may have been exposed to intoxicants immediately prior to custodial intake, or who may otherwise be in distress during and post-intake.

Detainee monitoring may be required at the following stages:

- When a person is initially taken into custody.
- When a person is in a detention cell.

1.4 Cook County Background

Cook County Government is a home rule county pursuant to Article VII, Section 6 of the Illinois State Constitution and is governed by a 17-member Board of Commissioners that is elected from single-member districts. The Commissioners and County Board President are elected to four-year terms by the citizens of the County. Cook County represents one of the major metropolitan areas

in the state and nation, and contains 134 municipalities, (including the City of Chicago), 29 townships, 221 special districts, and 164 school districts. Cook County is home to 5.28 million residents making is the second most populous County in the United States.

The County's fiscal year begins on December 1 and ends on November 30. As mandated by state law, the County has principal responsibility for the protection of persons and property, the operation of public health services, the administration of the property tax levy, assessment, collection, and distribution process, and the maintenance of County highways. The obligation to protect people and property, commonly called public safety, is fulfilled by the provision of County judicial and law enforcement services. The Circuit Court of Cook County which is one of the largest unified court systems in the United States, and the County Jail which is one of the largest single site jail facilities in the country, are solely the responsibility of Cook County Government. Also, Cook County Government administers the second largest property taxation system in the United States, with 1.8 million parcels of real estate.

The obligation to provide public health services is fulfilled by the operation of a comprehensive network of medical facilities for the citizens of the County, and provision of services regardless of their ability to pay. Cook County Health ("CCH") consists of the Bureau Health Services, John H. Stroger, Jr. Hospital of Cook County, Provident Hospital of Cook County, Department of Public Health, Correctional Health Services at Cermak, Correctional Health Services at the Juvenile Temporary Detention Center, Ruth Rothstein CORE Center and County Care Health Plan (a managed care program for county residents). The Cook County Board of Commissioners established the Cook County Health Board ("CCH Board") in 2008 to provide independent oversight of health care operations. The CCH Board is accountable to the Cook County Board of Commissioners. CCH is included in the reporting entity of Cook County, Illinois as an enterprise fund. As an enterprise fund, CCH's financial statements are prepared using proprietary fund accounting that focuses on the determination of changes in net assets, financial position, and cash flows in a manner similar to private sector businesses. Financial statements are prepared on an accrual basis of accounting.

1.5 Cook County Sheriff's Office Background

The CCSO derives authority via provisions of the Illinois State Constitution. The CCSO provides policing and safety services, department of corrections administration, court support services, and multiple community service programs across Cook County.

The CCSO Police Department is the second-largest police department in the State of Illinois and is in partnership with the approximately 125 Cook County law enforcement agencies, the Chicago Police Department, and the Illinois State Police to ensure the safety and security of all Cook County residents.

2 SCOPE

2.1 Scope of Service

The CCSO seeks to outfit up to seven hundred and fifty (750) Individuals in Custody (IICs) at the CCDOC. The CCSO requests fifty (50) replacement monitoring devices and required accessories in the event a device is lost or damaged during deployment. This inventory should be expressed as a number of each required item, not a percentage. The bands and sensors shall not be able to be removed by the individual wearing the band and sensor. All accessories that are needed to support

the solution must be included such as, but not limited to, charging stations and replacement sensors and network equipment necessary for ongoing wireless monitoring.

The IIC's vital sign data will be available to Correctional Officers and other personnel. Changes in an IIC's condition will result in an alert being sent to the personnel responsible for monitoring that IIC. This information will be available on both mobile devices and other authorized devices.

The CCSO will be able to customize data access and retention policies. Users will be required to use secure login (single sign-on coupled with multi-factor authentication) to access the IIC's monitoring system. Data must only be accessible to properly authenticated and authorized users.

Hardware for the heart rate monitoring system must be ruggedized and able to withstand the rigors of field use. Equipment will likely be subjected to the following:

- Attempted tampering
- Submerging in liquids
- Decontamination processes after exposure to bodily fluids

All data shall be available to CCSO for integration into other systems. Data integrations may be a mixture of both batch and real-time. The selected system must be able to integrate with the CCSO Jail Management System (JMS). The CCSO JMS is a Microsoft Power Dynamics application hosted in the CCSO Azure environment.

Proposer shall provide a training plan detailing all training, deployment, and support services activities to be provided throughout the contract term. Training shall include all necessary knowledge transfer necessary to operate the system correctly and efficiently. Proposer must state whether the training model is class-based for all operations personnel, or 'train-the-trainer', or another training model. Proposer shall provide a detailed deployment and implementation plan including all required infrastructure, timeline, and testing requirements. Proposer shall provide a maintenance and support plan including SLA response times, support staff contact information and issue reporting processes.

All parts, devices, accessories and any other hardware will be purchased by CCSO and all equipment required for system operation shall have a minimum one (1) year parts and labor warranty included in the proposal. All associated costs must be outlined and itemized in the pricing proposal submitted. All language outlining warranty terms and conditions must be included as an attachment to any proposal.

Proposer must indicate whether: 1) solution is dependent on using the existing CCSO network for some or all data communications; OR 2) whether the Proposer will use its own networking solution [i.e., cellular, radio communications, etc.], and provide a detailed description of any stand-alone solution with specifications.

2.2 Minimum Specifications

The following are minimum specifications/requirements for the Heart Rate Monitoring System:

2.2.1 Biosensor

- Sensors shall be no bigger than approximately the size of a quarter. They will attach to an IIC and monitor heart rate and physical motion.
- Sensor must use an optical heart rate monitor that detects heart rate and heart rate variability.
- Sensor shall include an accelerometer and gyroscope for measuring motion.
- Sensor shall have a rechargeable battery for up to 20 hours of continuous monitoring. Battery will be user-replaceable, if possible.
- Sensor must have wireless connectivity in monitoring zones, ranging from a minimum of 50 to 100+ feet, depending on the environment. All wireless protocols, infrastructure and other requirements must be detailed in the proposal.
- Proposer may suggest additional functionality at Proposer's discretion. If additional functionality is recommended, Proposer must provide a full description, technical specifications and requirements, and any additional costs associated with the additional functionality.

2.2.2 Sensor Band

- Shall be a locking, tamper-resistant wrist or ankle cuff that secures the biosensor to an IIC while they are unrestrained. Shall be adjustable to fit a variety of sizes, both male and female. The band is non-absorbent and can be cleaned and decontaminated in disinfectant solutions.

2.2.3 Detention Monitoring Zone

- Sensor signals must cover a minimum radius of 100 feet.
- The system must be able to monitor all enrolled IICs simultaneously.
- Tablet devices provided must be either wall-mounted, cable-locked to a desk or free-standing. Proposer must indicate in their proposal if the tablet devices are to be hardwired into the electrical system or if the devices are plug-in. If the tablet devices are to be hardwired, the Proposer must include the cost for providing any electrical work (labor and materials) that is required for the tablet devices to function at each location. Should the Proposer elect to subcontract the electrical work to an electrical contractor, the electrical contractor should have previous experience working at the Cook County Department of Corrections campus.

2.2.4 Administrative and Monitoring Software

- Any administrative software including enrollment, device control, device status, user account administration, and any other functionality required for the daily operation of the monitoring equipment must be accessible from any CCSO workstation and compatible with Microsoft Windows 11 or newer.
- Access to the administrative software must be restricted to specific user accounts established within the administration software.
- User logins to the administration software must be authenticated through single sign-on coupled with multifactor authentication.
- Monitoring software must be accessible from tablet devices (supplied by Proposer), CCSO-issued mobile phones, and any CCSO workstation.
- Access to the monitoring software must be restricted to specific user accounts established within the monitoring software.

- Tablet devices shall be included in the proposal and be either wall-mounted, cable-locked to a desk, or free-standing.

2.2.5 Cloud Services

- Proposer must indicate whether the administrative and monitoring software is cloud-based.
- Any cloud-based software must adhere to all applicable rules, regulations and statutes governing data protection and privacy related to any and all data stored in Proposer's systems. This includes, but is not limited to CJIS, HIPPAA, Illinois PIPA, and BIPA.
- Shall have a cloud service that powers all the biosensors and apps. The Cloud service will collect, store, and process biosensor data to detect danger and send alerts to users.
- County data storage shall be retained indefinitely until CCSO requests deletion.
- Software updates (apps and AI models) shall continuously be updated by awarded vendor with no action required by the Sheriff's Office. All updates shall include new features and capabilities, in addition to stability enhancement and security improvements.

2.2.6 Analytics

- Proposer must disclose the use and nature of any Artificial Intelligence ("AI"), or machine learning deployed in any of Proposer's systems.
- Proposer must indicate whether any AI or machine learning can be disabled and the method of disablement (code-level, system setting, etc.).
- Reporting shall include statistics on sensor usage, alert and response times.
- Shall include summary reporting, trend analysis and drill-down to detail capabilities.
- System shall have the ability to export reports in multiple formats including Microsoft Excel, delimited text, and Adobe Acrobat.
- Systems shall have the capability to provide secure data export to external systems on demand.

2.2.7 Custom Integrations

- Shall be capable of integrating with other customer applications both cloud-based and on-premises.

2.2.8 Required Items

- Bands and sensors to outfit 750 IICs with a minimum quantity of 50 replacement wristbands and sensors.
- Charging equipment to service all sensor inventory including replacement sensors.
- Wireless gateways to cover the CCSO service area.
- 20 tablet devices to access the solution's biometric data dashboard for sensor biometrics.
- Licenses and cloud services to accommodate 750 IICs wearing wrist bands simultaneously.
- Any software and/or services required to integrate the solution with CCSO's JMS.
- Any additional hardware or software necessary to implement and operate the solution.

2.2.9 Installation Materials and Labor Cost Estimates

- Proposers must prepare and submit with their proposal cost estimates for system installation, including:
    - On-premises materials required, including, but not limited to, conduit, additional wiring or cabling materials, and mounting hardware.

- Labor installation costs to install and test any required materials. This should be on both an hourly rate and extended rate to include full cost estimates to cover the time estimated necessary to complete the material installation.

- All persons performing on-site material installation must conform to all applicable Cook County, City of Chicago, State of Illinois, and federal licensing, certification, and any other requirements necessary to provide the proposed work. Any construction work that is to be performed under the contract must be performed by a contractor or subcontractor that is signatory, or willing to become signatory, to the applicable area-wide collective bargaining agreement(s) of any relevant Coalition of Unionized Public Employees (COUPE) member(s). Here is the link to the collective bargaining agreement between COUPE and County of Cook/Sheriff of Cook County: 2025-2027_COUPE.pdf.

- Construction operations must follow restrictions imposed by the Cook County Sheriff's Office. The Department of Corrections (DOC) will provide access into the buildings during normal DOC working hours or as otherwise pre-approved. Contractors will be required to submit a list of tools required to perform their work in the confines of the jail. Contractors will be responsible for accounting for all their tools daily. All tools and materials may be subject to approval/denial and further inspection by CCDOC prior to admittance to the DOC facilities.

3 SCHEDULE

The County anticipates the following Schedule:

RFP Posted to Euna Procurement Portal	**October 2, 2026**
Mandatory Pre-Proposal Conference & Site Walkthrough Form Submission Deadline	**October 9, 2026**
Mandatory Pre-Proposal Conference & Site Walkthrough	**October 14, 2026**
Proposer Inquiry Deadline	**October 21, 2026**
Response to Inquiries (Tentative)	**October 28, 2026**
Proposal Due Date	**November 13, 2026**

4 PROPOSED SOLUTION

Note that Cook County reserves the right to purchase software, hardware, network equipment or other components directly through its own Countywide contracts, unless such recommended items are unique, intrinsic to the proposal, and can only be acquired through the Proposer.

4.1. Solution Overview

Proposers should present a concise high-level overview of the proposed solution, including:

a. System architecture diagrams;
b. All required modules;
c. Interfaces and integration points;
d. Third party hardware and software included in the proposal or necessary for the proposal; and

e. If the proposal includes multiple deployment options (e.g., Cloud, On-Premise, etc.), an overview of the different options;
f. Other key elements that will help the County better understand your proposed solution.

4.2. Software Overview

Proposer should provide a detailed description of the product(s) and product versions being proposed. The response to this section must detail the system features and capabilities and indicate if these are native to the software or if integration with a 3rd party software is required or recommended.

4.3. Hosting and Platform Architecture Overview

The Proposer must give an overview of the hosting and platform architecture, including at a minimum:

a. **System Environments** – All environments (e.g., production, development, and test) included in the proposal and any differences or limitations in the various environments.
b. **Shared Components of the System**: - All shared components of the System (e.g., network segments, back-up tapes, etc.).

If the proposal is a cloud-based or a hybrid cloud-local solution, the proposer must describe:

a. Proposed service model (e.g., SaaS, PaaS, IaaS);
b. Proposed cloud deployment model (e.g., private, public, community or hybrid cloud);
c. Any third parties relied upon in the proposed solution (e.g., hosting provider);
d. Proposer's rationale for its choice of cloud deployment model;
e. How the cloud model might impact the County's data security and compliance (e.g., if a public cloud, would sensitive County data be stored in a shared environment as other customers' less sensitive and less secure data?) and associated costs (e.g., What would be the cost difference for a private cloud vs. a public cloud?);

NOTE: Any pricing must be stated in proposers' **separate pricing proposal.**

4.4. Integration/Interface

Proposers should state cost efficient and financially feasible integration points between the proposed system and the stated existing technologies as well as the proposed phase/timeline for interface(s) to go live. This approach must clearly show all integration related costs, alternate integration costs models, and feasible and realistic integration recommendations.

Proposers must also provide information about any implementation where the proposed solution is interfacing with existing technologies.

5 SOLUTION REQUIREMENTS

5.1 All Proposers shall be required to respond to each of the following items as part of their proposals

All required hardware and equipment for the proposed solution must be detailed as follows:

a. Each of the required hardware and equipment specifications;
b. Responsibility for purchasing all hardware and equipment (e.g., proposer or County);
c. Responsibility for installation of all hardware and equipment (e.g., proposer or County);
d. Ownership of all hardware and equipment;
e. Procedures for acceptance, partial shipments and back ordered hardware and equipment; and
f. Warranties and any terms and conditions associated with the hardware and equipment.

5.2 Physical Environment Requirements

The proposer must describe all physical environment requirements:

a. Physical location requirements (e.g., cooling, space, connectivity, etc.)
b. Cabling/wiring and whether the County or Proposer would be responsible for procuring;
c. County's additional power requirements for operating required hardware and equipment.

5.3 Network Requirements

The proposer must describe all network and bandwidth requirements associated with the proposal:

a. **Normal Bandwidth Requirements**– The proposer shall include a reasonable estimate of minimum bandwidth required for concurrent application access and data access for "normal" daily operational use for cloud, hybrid and/or on-premise systems. Proposer shall also provide its definition of "normal daily operational use."
b. **Peak Bandwidth Requirements**– The proposer shall include a reasonable estimate of peak volume/times for retrieval and uploading transactions.
c. **Typical Impact** – The proposer shall include a reasonable estimate of the typical impact expected on the network post implementation.
d. **Other Network Requirements** – The proposer should describe the optimal physical network infrastructure required for an on-premise solution to effectively mitigate latency and data speed issues. If proposing a Cloud-based solution, please describe the physical network infrastructure, connectivity testing and performance assurance.

All servers should be hosted on premise at the CCSO's primary datacenter located at 3026 S. California Ave, Chicago, IL, 60608 or the secondary datacenter at 118 N. Clark, Chicago, IL, 60602 or in a Contractor's CJIS compliant secured location.

6 IMPLEMENTATION, DEVELOPMENT AND PROJECT MANAGEMENT SERVICES

All Proposers shall be required to respond to each of the following items as part of their proposals.

This RFP seeks a managed implementation accomplishing tangible deliverables by agreed dates within a joint project task list and timeline.

Proposers are expected to propose a best-industry methodology and solution. Innovative ideas to meet the needs of the County in a timely manner are encouraged. The proposed plan of action should adhere to a leading industry project delivery methodology (e.g., agile, waterfall, etc.). The Proposer shall describe its methodology in detail in Section 6.1.

Proposer must comply with the County's content management procedures for tracking progress and documents for the duration of the project via either the County's SharePoint site or as otherwise agreed. In addition, the Consultant Proposer will submit written weekly or monthly status reports to the County, which may include accomplished work, updated Gantt charts, production goals, accepted deliverables, meetings and minutes, status of risks, issues or problems, summaries of approved project changes, and invoicing and payment.

The Contractor shall describe the proposed plan, process, equipment and schedule which will be utilized in the provision of heart rate monitoring services to the CCDOC. This includes evidence of the Contractor's ability to perform such a plan and references.

Implementation

Proposer shall provide a detailed description of the implementation process, including:

- Testing and a suggested implementation schedule.
- Describe support provided during implementation, including training, technical assistance, user manuals and on-site visits.
- Describe support provided after implementation.

6.1 Overview of the Implementation Methodology

Proposers should depict its implementation strategy in a high-level diagram/table and also include:

1. Brief description of proposed methodology;
2. Proposed project phases;
3. Team roles, including subcontractors;
4. Milestones;
5. Critical success factors; and
6. Assumptions.

6.2 Project Task List and Timeline

Limit this response to the project plan and related timeline. Proposers should provide detailed scope tasks/activities, organized in phases including, but not limited to, project management activities, key resources, and estimated hours per key activity. Microsoft Project files are acceptable as attachments, but this section requires an easy-to-read format (do not insert long "black lines" for the last pages of MS project plans).

6.3 Assessment, Change Management and Reengineering Approach

Proposers should provide a detailed description of your team's approach to assessing and reengineering the County's current state, while concurrently executing a feasible and effective change management plan. This section should include at minimum:

1. Assessment approach;
2. Human change management approach;
3. Reengineering approach;
4. County responsibilities for each of the above; and
5. Expected Deliverables in the following format below and see Section 1 of the Deliverable Table Template attached.

Key Activity	*Deliverables*	*Key Personnel/Responsibility*	*Acceptance Criteria*
1. Assessment	1. 2. 3.		
2. Change Management	1. 2. 3.		
3. Re-Engineering	1. 2. 3.		
4. Other			

6.4 Requirements Validation and System Design/Configuration

Proposers should provide a detailed description of its approach to validating business and technical requirements, including at minimum:

a. Business requirements validation approach and related;
b. Technical requirements validation approach and related steps;
c. System design approach and related steps;
d. Any other key activities.

For each of the above, the Proposer shall detail expected Deliverables, the Proposer's and County's respective responsibilities, and acceptance criteria. **Proposers must use the following format**:

Key Activity	*Deliverables*	*Key Personnel/Responsibility*	*Acceptance Criteria*
1. Business requirements validation	1. 2. 3.		
2. Technical requirements validation	1. 2. 3.		
3. System design	1. 2. 3.		
4. Other			

6.5 System Implementation and Configuration

Proposers should describe its build and release approach, including at minimum:

a. Required level of effort based on the expected configuration and customization work;
b. Software configuration approach including check-in and check-out procedures;
c. Software development approach including check-in and check-out procedures;
d. System configuration and development management (documentation) procedures;
e. Any other key activity.

For each of the above, the Proposer shall detail expected Deliverables, the Proposer's and County's respective responsibilities, and acceptance criteria. **Proposers must use the following format**:

*Key Activity**	*Deliverables*	*Key Personnel/Responsibility*	*Acceptance Criteria*
1. Environment Set up	1. 2. 3.		
2. Software configuration	1. 2. 3.		
3. Software customizations	1. 2. 3.		
4. Requirements Traceability Matrix	1. 2. 3.		
5. As-built system documentation	1. 2. 3.		
6. Other			

6.6 Data Conversion and Migration

Proposers should describe the plan for migrating/converting data from existing systems. Please consider the following questions when providing a response:

- What County resources do you anticipate will be required for data migration and conversion?
- What are the County's responsibilities?
- What is your approach regarding definition of data mapping rules?
- How does your approach address extraction, transformation, staging, cleansing and validation?
- Is the County or vendor responsible for cleansing County data prior to migration?

All conversions or migration tasks shall be performed at no cost to the County. Data migration tasks must be reflected on the project plan and timeline.

6.7 Quality Assurance ("QA")

Proposers should provide a detailed description of the proposed QA methodology adhering to best practices and clearly identifying control tasks and testing required to transition functionally from one environment to the next (e.g. dev to prod). The County expects this section to include at minimum:

a. High level proposed QA approach;
b. Proposed testing and promotion process;
c. Proposed user acceptance process;
d. Other key activities.

For each of the above, the Proposer shall detail expected Deliverables, the Proposer's and County's respective responsibilities, and acceptance criteria. **Proposers must use the following format**:

Key Activity	***Deliverables***	***Key Personnel/Responsibility***	***Acceptance Criteria***
1. High level QA approach	1. 2. 3.		
2. Testing & promotion	1. 2. 3.		
3. System Testing (i.e., integration, conversion, regression, usability etc.)	1. 2. 3.		
4. Test Plans/Case Development	1. 2. 3.		
5. User Acceptance Testing	1. 2. 3.		
6. Other			

It is the expectation and requirement of the County that the proposer shall complete system testing prior to County user acceptance testing (UAT). Proposer shall provide all documentation related to system testing for County verification, validation and approval prior to UAT.

6.8 Knowledge Transfer /Training and Transition (Cutover)

Proposers should describe the recommended knowledge transfer and change management methodology ensuring County staff participation from the onset of the project. Describe the County's responsibilities and related escalation procedures if/when County participation is not promptly identified. This plan should include at minimum:

a. Knowledge transfer approach;
b. End user training approach (including training location, format, total training hours, number of employees trained, timing and signoff process);
c. Administrator training approach (including training location, format, total training hours, number of employees trained, timing and signoff process);
d. Transition/cutover approach;
e. Rollout support approach (the County expects on-site support during rollout)

For each of the above, the Proposer shall detail expected Deliverables, the Proposer's and County's respective responsibilities, and acceptance criteria. **Proposers must use the following format**:

Key Activity	*Deliverables*	*Key Personnel/Responsibility*	*Acceptance Criteria*
1. Knowledge transfer	1. 2. 3.		
2. End user training	1. 2. 3.		
3. Administrator training	1. 2. 3.		
4. Transition	1. 2. 3.		
5. Rollout support	1. 2. 3.		
6. Other			

6.9 Contract Performance Review and Acceptance

Proposers should describe all expected contract performance metrics, an approach to collect and transfer all assets to the County, the required key staff to attend close out session(s) and expected close out activities. This close out plan should include at a minimum:

a. List of all expected final documentation and respective acceptance criteria/process;
b. Vendor performance review expectations;
c. Final project lessons learned review expectations; and
d. Sample schedule of performance credits for failing to meet SLA and project milestones.

7 SOLUTION OWNERSHIP AND OTHER TERMS AND CONDITIONS

All Proposers shall be required to respond to each of the following items as part of their proposals:

7.1 Ownership

If awarded, all County Data shall be and remain the sole and exclusive property of the County. The selected Proposer will treat and classify County Data as Confidential Information. The selected Proposer will be provided a license to County Data hereunder for the sole and exclusive purpose of performing its obligations under the resulting Agreement, including a limited non-exclusive, non-transferable license to transmit, process, and display County Data only to the extent necessary in the provisioning of the Services and not for the storage or recording of County Data. The selected Proposer will be prohibited from disclosing County Data to any third party without specific written approval from the County. The Selected Proposer will have no property interest in and may assert no lien on or right to withhold County Data from Cook County.

"County Data" means any data, including metadata about such data and backup or other copies thereof, that the proposer or its subcontractors obtains or accesses for the purposes of performing its obligations under its proposal; to the extent there is any uncertainty as to whether any data constitutes County Data, the data in question shall be treated as County Data.

7.2 Hardware and Software Licensing

The proposal shall include a clear, high-level, non-legalese explanation of its hardware and software licensing. At a minimum, the explanation shall answer the following questions:

a. What type of hardware and software license will the County receive? For example, would the County own licenses after the term of the proposed agreement?
b. Who are the licensors? For example, is the proposer reselling or integrating a third-party's hardware or software?
c. Are any conditions attached to the hardware or software licenses? For example, would the County's licenses cease if the County chose to end maintenance services?
d. Do any licenses propose to limit the manufacturers' liabilities or the County's remedies?

In an appendix, the proposal shall attach complete copies of hardware and software licensing agreements related to the proposal.

7.3 Software and Hardware Warranties

The proposal shall include a clear, high-level, non-legalese explanation of its hardware and software warranties. At a minimum, the explanation shall answer the following questions:

a. What type of hardware and software warranties will the County receive?
b. What would the warranties cover? If defects only, how are defects defined?
c. What would the warranties exclude?
d. What would be the County's remedies under the warranties? Repair and replace or other?

In an appendix, the proposal shall attach complete copies of hardware and software warranties related to the proposal.

7.4 Other Terms and Conditions

If the proposer requires any additional terms, the proposal shall include a clear, high-level, non-legalese explanation of them. At a minimum, the explanation shall answer the following questions:

a. Does the proposer intend to impose upon the County any additional terms and conditions, such as end user license agreements, acceptable use policies, terms of service, product use agreements, etc.?
b. Does the proposer want to reference its terms and conditions via URL or change its terms and conditions at a later date? Or would the proposer include copies of the additional terms and conditions as exhibits to a contract with the County?
c. Do any additional terms limit the proposer's liabilities or the County's remedies?
d. Does proposer's system of managing revenue recognition affect its proposal, including, but not limited to pricing, guarantees, warranty provisions, or compliance with laws?

In an appendix, the proposal shall attach complete copies of any additional terms and conditions related to the proposal, such as acceptable use policies, terms of service, privacy policies, and other terms and conditions.

8 SOLUTION PERFORMANCE AND AVAILABILITY

The Proposer must provide responses for the following subsections.

8.1 Hosting Services

The proposal must describe any hosting services it offers, including:

a. **Description of services –** Any necessary information not provided in the hosting and architecture overview.
b. **Subcontractors** – Whether the proposer providers hosting services directly or through a subcontractor; if through a subcontractor, include an explanation of how the proposer ensures its subcontractor will meet requirements of a contract with the County.
c. **Data Storage Limits and Overages** – The proposer shall clearly state all data storage limits associated with the System. Where exceeding such data storage limits would cause the County to incur additional cost, the proposer shall state such costs in its separate pricing proposal.
d. **Data Transfer Limits and Overages** – The proposer shall clearly state all data transfer limits associated with the System. Where exceeding such data transfer limits would cause the County to incur additional cost, the proposer shall state such costs in its separate pricing proposal.

8.2 Support and Maintenance Service

The proposal must individually address each of the following requirements and provide sufficient detail on whether and how it meets the following requirements:

a. **Multi-tiered support** – The proposal must provide multiple tiers of support and must state whether the County is assumed to provide tier 1 support.
b. **Severity levels** – The proposal must provide support and maintenance response proportionate to varying levels of incident severity.
c. **Multiple contact method** – The proposal should provide for multiple methods of reporting an incident to the proposer.
d. **First-tier support scripts** – If the proposer assumes that the County will provide Tier 1 support, and then the proposer shall deliver sufficient scripts and training to County help desk staff to adequately function as Tier 1 support.

The proposal must individually address the following service level agreements (SLAs) for support and maintenance services, including whether such SLAs are offered and detail on such:

a. **Proposer's Response Time SLAs** – The time it takes an End-User to connect with Respondent's contact center live representative. Respondent will provide toll-free telephone lines in adequate quantity to handle call volume; ACD system(s) to record call date, time and duration information; and electronic interfaces to all systems for monitoring and reporting.
b. **Proposer's Resolution Time SLAs** – Resolution is the time elapsed from the initiation of the Help Desk Incident until Service is restored.

c. **Other SLAs** – If Proposers offer additional SLAs, they should be included.

For each SLA, the proposer must:

a. Detail on how proposer will enable the County to verify SLA compliance.
b. Detail any tiering of SLAs, whether by severity or other classification.
c. Whether Proposer offers specific and calculable service level credits, but Proposer must state any credits **in its separate pricing proposal**.

8.3 Data Access and Retention

Furthermore, the response must state whether Proposer will meet the following data-related system requirements:

a. At all times, the County shall be able to receive County data, associated metadata, and reasonably granular subsets thereof, as well as any associated files or attachments, from the System in a useable, encrypted format.
b. Upon termination of the contract, the Proposer shall provide proof that County Data was destroyed, including backups and copies thereof, according to NIST standards or as otherwise directed by the County.
c. The System shall have the ability to retain County data in a manner that is searchable and capable of compliance with records retention laws and best practices.
d. At no time may Proposer suspend or terminate County's access to County Data or the System for breach of contract or term or condition relating to the System without giving the County reasonable notice and opportunity to cure according to the County's dispute resolution process.

8.4 Business Continuity and Disaster Recovery

The proposal must individually address each the following requirements and provide sufficient detail on whether and how it meets the following requirements:

a. Proposers must have an automated backup and recovery capability for the system and application, including incremental and full back up capabilities. Additionally, system backups must be accomplished without taking the application out of service and without degradation of performance or disruption to County operations.
b. Proposers must be able to provide the service from at least two geographically diverse data centers that do not share common threats (e.g. the data centers cannot be in the same earthquake zone, likely hurricane path, same flood zone, etc.). The data centers must at a minimum meet Tier III standards for redundancy of power, telecommunications, HVAC, security, fire suppression and building integrity.
c. Proposers must specify whether, in the event of a technology or other failure at the primary processing center, the alternate system will meet the following tiers, for which the County's use should be identical regardless of which location is processing the County's work:

Category	Alternate system characteristics
High Availability	Continuous operation without interruption or degradation in service.
Standard Availability	Available for County use within 48 hours with no degradation in service.
Non-Critical Availability	Available for County use within 96 hours with no degradation in service.

d. Proposers must implement crisis management, business continuity and disaster recovery plans, subject to County approval, which the County will not reasonably withhold. These plans must outline how the proposer will support the County's recovery at the alternate site, including backup staff required to implement the plan in an emergency if the proposer's primary staff is unavailable. Such plans shall also include a minimum of annual testing in coordination with the County
e. Proposers must specify the System's proven RTO and RPO in case the primary site becomes unavailable.
f. Proposers must specify whether the System will meet the following availability tiers, which tier, and must specifically describe how the System meets such tier:

Category	Availability	RTO	Characteristics & RPO
High Availability	99.982%	Intra-day	Typically involves data replication to a hot-site for each transaction or at short intervals, like 15 minutes.
Standard Availability	99.741%	24 to 48 Hours	Nightly tape backups shipped to a warm-site data center. System reestablished at time of disaster from tape. May lose up to one day of data.
Non-Critical Availability	99.671%	48 to 96 Hours	Nightly tape backups shipped to offsite warm or cold site data center. System reestablished at time of disaster from tape after more critical systems are restored. May lose up to one day of data.

Proposers must detail available performance credits offered for a failure to meet uptime, RTO and RPO requirements.

"Recovery Point Objective" or "RPO" means the point-in-time that systems and data must be recovered and may range from point-of-failure, which has minimal loss, to data backed up the previous night or previous week (e.g., point-of-failure, one hour of data, one day of transactions or paperwork).

"Recovery Time Objective" or "RTO" means the timeframe business functions must be recovered after a declared outage (e.g., 24 hours).

8.5 Transition Out and Exit Requirements

The proposal must describe its plan for transitioning Deliverables, County data, and any County intellectual property to the County at the termination of the proposed solution or services, including:

a. How the aforementioned would be delivered to the County;
b. For hosted solutions, the procedure to import County Data to internal site, and the County's responsibilities in the event the County would want to transition to on-premise hardware;
c. Whether the Proposer would assist in transition to the County or successor vendor;
d. How County data in contractor's possession would be destroyed after transition;
e. All assumptions and requirements, such as required time for transition or County participation.

The Proposer must include any costs associated with transition out in its **separate pricing proposal**.

9 SECURITY AND COMPLIANCE

The Proposer must provide responses for the following subsections:

9.1 Data Security Controls

The proposal must give an overview of the System's software, hardware, and other controls supporting the System's data security.

The proposer must also provide a reasonably detailed explanation as to how the proposal protects the System and County Data within each of the following additional data security categories (NOTE: the County recognizes that reasonable descriptions of each security attribute below will vary in length, some attributes requiring little explanation, others not.) (If proposer determines any of the following requirements to be inapplicable, proposer shall state so and shall also state the basis for determining each such requirement to be inapplicable):

a. Password configurations (e.g., complexity, aging, etc.);
b. Authentication configuration (e.g., active directory, encrypted data exchange, hash, etc.);
c. Encryption configurations (e.g., symmetrical AES-256, asymmetrical RSA 2048, etc.) for both data at rest and data in motion;
d. Logging/Auditing capabilities (e.g., verbose user tracking and reporting, etc.);
e. Logs must be exportable to third party log aggregators;

f. Physical security (e.g., 24-hour security, alarms, restricted access, etc.);
g. Personnel security (e.g., extensive background checks, annual recheck, etc.);
h. Web Application configurations (e.g., SQL injection protection, buffer overflow, etc.);
i. Network transmission security (LAN and VPN);
j. Data that is to be transmitted off-site must be encrypted end to end.

Lastly, the proposer shall confirm that, under its proposal, all data-at-rest will not be stored outside of the continental United States.

9.2 Secure Development and Configuration Practices

The Proposer must describe its application development and configuration practices and how they will reasonably protect the security, confidentiality and privacy of County data and any individuals who may be considered data subjects as to the solution.

The Proposer should state whether it will adhere to the following guidelines: Microsoft Secure Coding Guidelines for the .NET Framework, CERT Secure Coding Standards, OWASP Secure Coding Principles, privacy by design principles, and the Federal Trade Commission's Fair Information Practice Principles.

9.3 Compliance Requirements

The proposer must provide sufficient detail on whether and how the proposal possesses data security controls that comply with (If proposer determines any of the following requirements to be inapplicable, proposer shall state so and shall also state the basis for determining each such requirement to be inapplicable):

a. HIPAA, HITECH and the rules promulgated thereunder;
b. Payment Card Industry standards, including but not limited to PCI DSS and PCI PA-DSS;
c. 28 CFR 20 and the FBI's CJIS Security Policy;
d. IRS Publication 1075;
e. NIST 800-53, as revised;
f. ISO 27001/27002, as revised;
g. FBI CJIS Security Policy.

9.4 Incident Response Requirements

Proposer may include a full Incident Response Policy and/or related Plan as an attachment. In response to this section, the proposal must state the Proposer's approach to meeting the following data security incident response requirements:

a. Maintenance of the Proposers' Incident Response Plan;
b. Conformance of such plan to Illinois Personal Information Protection Act and the breach notification laws of the fifty states;
c. Cook County's rights of review, approval and, perform modifications to Proposer's incident response plan;
d. Proposer's approach to provide detailed reports on the nature of incidents and identified data lost or stolen;

e. Proposer must describe its plan to address security incidents and data breaches in alignment with the following requirements. For events within the control of Proposer, the Proposer is expected to:
   i. Immediately notify the County of incidents and breaches;
   ii. Identify immediate plan of action to mitigate further incident progression;
   iii. Identify protection measures for affected individuals;
   iv. Provide outbound and inbound incident-related communications, as requested and directed by the County;

9.5 Audit Requirements

The proposal must individually address each of the following requirements and provide sufficient detail on whether and how it meets the following requirements:

a. The proposer will provide SOC 2, Type 2 reports to the County annually via email or upon request;
b. The proposer will provide corrective action plans or actions taken to resolve any exceptions, material weaknesses and/or control deficiencies identified in the SOC report.
c. The County will have the right to access and audit proposer's system and hosting;
d. The County will have the right to request adjustments at the proposer's expense where those requests are based upon audit findings pertaining to the System or Hosting.

10 INSTRUCTIONS TO PROPOSERS

10.1 Instructions

This RFP provides potential proposers with sufficient information to enable them to prepare and submit proposals. This RFP also contains the instructions governing the submittal of a proposal and the materials to be included therein, including the County requirements, which must be met to be eligible for consideration. All proposals must be complete in the information requested in this RFP in order to be considered responsive and eligible for award. Proposers providing insufficient details will be deemed non-responsive. The County is not obligated, either to purchase the full services or the products proposed by the proposer, nor to enter into an agreement with any one proposer.

10.2 Availability of Documents

The County will publish its competitive RFP, and other procurement notices, as well as award information at:

Current Contract Opportunities - Cook County (cookcountyil.gov)

Bonfire Vendor Portal - Open Opportunities

Procurement - Awarded Contracts & Amendments | Cook County Open Data (cookcountyil.gov)

Interested proposers should note that, unless otherwise stated in the Bid or RFP documents, there is no charge to obtain a copy of the RFP documents and respond to documents posted for competitive solicitations. Proposers intending to respond to any posted solicitation are encouraged to visit the web site above to ensure that they have received a complete and current set of documents. Some procurement notices may provide a downloadable version of the

pertinent documents and any amendments to them, that will be available to proposers after they have completed a simple registration process.

Any proposers receiving a copy of procurement documents from a bid referral service and/or other third party are solely responsible for ensuring that they have received all necessary procurement documentation, including amendments and schedules. The County is not responsible for ensuring that all or any procurement documentation is received by any proposer that is not appropriately registered with the County.

10.3 Contractor Mandatory Site Walkthrough

The County will hold a Mandatory Site Walkthrough immediately following the Pre-Proposal Conference on **Wednesday, October 14, 2026 at 10:00 AM Local Time - Chicago**. Representatives from the Sheriff's Office will conduct the walkthrough. The Sheriff's Office representatives may answer any questions regarding services requested or proposal procedures. It is mandatory that the bidders attend this Pre-Proposal Conference and Site Walkthrough.

To attend the site walk, Contractor must complete and email Appendix VI - Site Walk Registration Form along with a copy of a valid Driver's License or State ID to the RFP contact specified on the cover sheet of this RFP on or before the date specified by the Schedule. Each Contractor will be limited to two (2) representatives per subcontractor at the site walk. Site walk attendees must apply and pass CCSO's security clearance which will include fingerprinting and a detailed background check.

<u>No electronic devices, including cell phones, are allowed on the premises.</u>

Oral responses to questions during the site walk or questions and answers conference shall be considered nonbinding on CCSO and County. Contractor's questions regarding the site walk and/or this RFP must be submitted by Contractor in writing on or before the date specified in the Schedule.

Final list of attendees who participated in the Mandatory Site Visit will be made available publicly.

The Mandatory Site Walk Through location is:
Cook County Jail-Main Entrance (Post 5)
2700 S. California Avenue
Chicago, IL 60608

10.4 Special Access to the Mandatory Site Walkthrough

If special accommodation is required for Proposer to participate in the Mandatory Site Walkthrough, contact the contact person listed on the cover page of this RFP via email no later than three (3) days before the event.

10.5 Clarifications

All questions/inquiries regarding this RFP must be submitted in writing no later than **October 21, 2026, at 1:00 PM Local Time – Chicago** only via the link below:
https://cookcountyil.bonfirehub.com/portal/?tab=openOpportunities

10.6 Submitting the Proposal Package

The Proposal and the Pricing Proposal shall be submitted to the OCPO electronically as per the instruction in **Exhibit II – Instructions for Submitting an Electronic Bid/Proposal/Qualification**. OCPO will not accept hardcopy proposals. The proposer remains responsible for ensuring that its Proposal is received at the time, date, and manner specified. The County assumes no responsibility for any Proposal not so received. **Late Proposals will not be accepted**.

10.7 Uniformity

To provide uniformity and to facilitate comparison of Proposals, all information submitted must clearly refer to the page number, section or other identifying references in this RFP. All information submitted must be noted in the same sequence as its appearance in this RFP. The County reserves the right to waive minor variances or irregularities.

10.8 Proposal Material

The Proposal material submitted in response to the RFP becomes the property of the County upon receipt by the Office of the Chief Procurement Office and will be part of any contract document for the goods or services which are subject to this RFP.

10.9 Addenda

Should any proposer have questions concerning the conditions and specifications, or find discrepancies in or omissions in the specifications, or be in doubt as to their meaning, they should notify the Office of the Chief Procurement Officer no later than **October 21, 2026, at 1:00PM Local Time – Chicago** to obtain clarification prior to submitting a Proposal. Such inquiries must reference the proposal due date and the County RFP number.

Any clarification addenda issued to the Proposer prior to the Proposal due date shall be made available to all proposers. Since all addenda become a part of the Proposal, t**he Addenda Acknowledgement Form (found in Exhibit V) must be signed by an authorized Proposer representative and returned with the Proposal on or before the Proposal opening date. Failure to sign and return any and all addenda acknowledgements may be grounds for rejection of the Proposal.**

Interpretation that changes the terms, conditions, or specifications/scope will be made in the form of an addendum to the solicitation by the County. If issued, the County will post the addenda on the County's Bonfire Vendor Portal via:

https://cookcountyil.bonfirehub.com/portal/?tab=openOpportunities

10.10 Proposer's Responsibility for Services Proposed

The Proposer must thoroughly examine and will be held to have thoroughly examined and read the entire RFP. Failure of Proposers to fully acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

10.11 Errors and Omissions in the RFP

The Proposer is expected to comply with the intent of this RFP taken as a whole and shall not avail itself of any error or omission to the detriment of the services or the County. Should the Proposer suspect any error, omission, or discrepancy in the specifications or instructions, the Proposer shall

immediately notify the County in writing, and the County will issue written corrections or clarifications. The Proposer is responsible for the contents of its Proposals and for satisfying the requirements set forth in the RFP. Proposer will not be allowed to benefit from errors in the RFP that could have been reasonably discovered by the Proposer in the process of putting its proposal together.

10.12 RFP Interpretation

Interpretation of the wording of this document shall be the responsibility of the County and that interpretation shall be final.

10.13 Confidentiality and Response Cost and Ownership

From the date of issuance of the RFP until contract award, the Proposer must not make available or discuss its Proposal, or any part thereof, with any employee or agent of the County. The Proposer is hereby advised that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

10.14 Use of Subcontractors

The Proposer's response must include a description of which portion(s) of the work will be subcontracted out, the names and addresses of potential Subcontractors and the expected amount of money each will receive under the Contract. The County reserves the right to accept or reject any subcontractor if in the County's sole opinion, it is in the best interest of the County.

10.15 MBE/WBE Participation Goals

Consistent with Cook County, Illinois Code of Ordinances (Article IV, Section 34-267 through 272), the County has established a goal that MBE/WBE firms retained as subcontractors receive a minimum of **five percent (5%) MBE and five percent (5%) WBE** of the overall estimated expenditures for this procurement. In an effort to continue to promote and expand the participation of certified MBE/WBE firms, the proposer shall make good faith efforts to utilize MBE/WBE certified firms as subcontractors. In its response, a proposer shall state the name(s) of the MBE and WBE subcontractor(s) and the level of participation proposed for each MBE and WBE to be awarded a subcontract and submit the MBW/WBE Utilization Plan Forms (included in this RFP in Exhibit VII).

10.16 Proposer's Disclosure and Conflict of Interest

The Proposer must complete and return the enclosed "Economic Disclosure Statement & Forms" along with their proposal. In the event that further clarification is required on any of the information provided, the County reserves the right to make any necessary inquiry with a proposer for such purpose. Such inquiry, if made, may include a deadline by which time any necessary clarifying information must be submitted.

10.17 Cook County RFP Format

All proposers will use this solicitation format for submitting their proposal. Variations or exceptions from the specifications and general conditions should be submitted in writing. Such variations or exceptions may be considered in evaluating the offers received. Any exception taken must be noted and included in the proposal. Failure to comply with this requirement may cause a proposer's proposal to be considered "non-responsive."

10.18 Pricing

All price and cost information requested in this solicitation should be provided by the proposer. While price is a factor in the evaluation of responses received, the relevant importance of price may vary based on the nature of the purchase and the related significance of other criteria as may be expressed elsewhere in this solicitation. In evaluating price, the County may give consideration to all cost of ownership factors relevant to determine the total final cost to the County, including, but not limited to, administrative cost of issuing multiple awards. The County will be the sole determinant of the relevant and appropriate cost factors to be used in evaluating any Base or Alternate offers and/or Options.

10.19 Period of Firm Proposal

Prices for the proposed service must be kept firm for at least one hundred and eighty (180) days after the time specified for submitting Proposals. Firm Proposals for periods of less than this number of days may be considered non-responsive. The Proposer may specify a longer period of firm price than indicated here. If no period is indicated by the Proposer in the Proposal, the price will be firm until written notice to the contrary is received from the Proposer.

10.20 Awards

The County may, at its discretion evaluate all responsive Proposals. The County reserves the right to make the award on an all or partial basis or split the award to multiple Proposers based on the lowest responsible proposers meeting the specifications, terms and conditions. If a split award impacts the outcome of the project it must be so stated in the proposal.

10.21 Cook County Rights

The County reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the Proposer, to accept any item in the offer. The County also reserves the right to accept or reject all or part of your Proposal, in any combination that is economically advantageous to the County.

10.22 Alteration/Modification of RFP Content

The Proposer certifies that no alterations or modifications have been made to the content of this Bid/RFP or other procurement documents (either text or graphics). Any alternates or exceptions (whether to products, services, terms, conditions, or other procurement document subject matter) are apparent and clearly noted in the offered proposal. Proposer understands that failure to comply with this requirement may result in the proposal being disqualified and, if determined to be a deliberate attempt to misrepresent the proposal, may be considered as basis to suspend or debar the proposer from future County procurement opportunities.

10.23 Recycling

Packaging, which is readily recyclable, made with recyclable materials, and designed to minimize potential adverse effects on the environment when disposed of by incineration or in a landfill is desired to the extent possible. Product(s) offered which contain recycled materials may be acceptable provided they meet all pertinent specifications and performance criteria outlined in this RFP. If the product(s) offered are manufactured utilizing recycled materials, identify the percentage composition and nature of the recycled content within.

11 EVALUATION AND SELECTION PROCESS

11.1 Responsiveness Review

County personnel will review all proposals to ascertain that they are responsive to all RFP requirements.

11.2 Acceptance of Proposals

Chief Procurement Officer reserves the right to reject any or all Proposals or any part thereof, to waive informalities, and to accept the Proposal deemed most favorable to the County.

11.3 Evaluation Process

An evaluation committee comprised of the County personnel will evaluate all responsive proposals in accordance with the evaluation criteria detailed below.

This evaluation process may result in a short-list of proposals. The evaluation committee, at its option, may request that all or short-listed proposers make a presentation, other customer testimonials, submit clarifications, schedule a site visit of their premises (as appropriate), provide a best and final offer, provide additional references, respond to questions, or consider alternative approaches.

11.3.1 Proposer Presentations

The County reserves the right to, but is not obligated to, request and require that each Proposer provide a formal presentation of its Proposal at a date and time to be determined. If required by the County, it is anticipated that such presentation will not exceed four (4) hours. No Proposer will be entitled to present during, or otherwise receive any information regarding, any presentation of any other Proposer.

11.3.2 Right to Inspect

The County reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the Proposer and any proposed subcontractors and to reject any Proposal regardless of price if it shall be administratively determined that in the County's sole discretion the Proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. The County reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

11.3.3 Best and Final Offer

The County reserves the right to request a Best and Final Offer from finalist Proposer(s), if it deems such an approach necessary. In general, the Best and Final Offer will consist of updated costs as well as answers to specific questions that were identified during the evaluation of Proposals.

If the County chooses to invoke this option, Proposals will be re-evaluated by incorporating the information requested in the Best and Final Offer document, including costs, and answers to specific questions presented in the document. The specific format for the Best and Final Offer would be determined during evaluation discussions. Turnaround time for responding to a Best and Final Offers document is usually brief (i.e., five (5) business days).

11.4 Selection Process

Upon review of all information provided by shortlisted proposers, the evaluation committee will make a recommendation for selection to the Chief Procurement Officer for concurrence and submission to the County elected officials. The County reserves the right to check references on any projects performed by the proposer whether provided by the proposer or known by the County. The selected proposal will be submitted for approval to the County Board. The County intends to select a proposal that best meets the needs of the County and provides the best overall value. Upon approval of the selected Proposer, a contract will be prepared by the County and presented to the Selected Proposer for signature.

12 EVALUATION CRITERIA

12.1 Responsiveness of Proposal

Proposer is compliant with all the requirements of the RFP.

12.2 Technical Proposal

Proposals will be reviewed and selected based on the following technical criteria:

Technical Evaluation Criteria	Weight (In Points)
1. Quality of the proposed Plan of Action, Project Approach, Project Management and Methodology, including implementation schedule, support in the post implementation phase and understanding of the County's needs goals and objectives.	15
2. Qualifications and specialized experience for the Proposer to successfully perform the services for the County, as evidenced by the successful implementation of similar projects in at least three (3) large complex public sector organizations. Preferably city, county, state, or other government entities.	15
3. Quality comprehensive technology plan that includes solutions for software, integration, and proposed technology solution requirements.	15
4. Comprehensiveness of proposed solutions of performance, availability, security and compliance.	15
5. Comprehensiveness and quality of solution ownership and other terms and conditions.	15
6. Qualifications and experience of the proposed key personnel as evidenced by relevant experience.	15
7. Financial Stability of the Proposer.	10

12.3 Price Proposal

Proposals will be reviewed and selected based on the following pricing criteria:

Pricing Evaluation Criteria	Weight (In Points)
Proposed pricing is fair and reasonable to fulfill the requested Scope of Work.	20

12.4 Oral Presentations

Should oral presentations be requested, they will be evaluated based on the following criteria:

Oral Presentation Evaluation Criteria	Weight (In Points)
Vendor addressed all topics, questions, and concerns of the evaluation committee.	10

12.5 Best and Final Offer

Should Best and Final Offers (BAFO) be requested, they will be evaluated based on the following criteria:

BAFO Evaluation Criteria	Weight (In Points)
Degree to which the Best and Final Offer decreases the original Price Proposal for the proposed Scope of Work.	20

13 SUBMISSION OF PROPOSAL

13.1 Instructions for Submissions

13.1.1 Electronic Submission

Proposers are required to electronically submit their proposal to https://cookcountyil.bonfirehub.com/portal/?tab=openOpportunities no later than the time and date indicated in the RFP.
The proposer is responsible to ensure the electronic copy is complete.

13.1.2 Time for Submission

Proposals shall be submitted no later than the due date and time indicated in this RFP. Late submittals may not be considered.

13.1.3 Format

Material should be organized following the order of the Submission Requirements.

13.1.4 Complete Proposals

Proposers are advised to carefully review all the requirements and submit all documents and information as indicated in this RFP. Incomplete proposals may lead to a proposal being deemed nonresponsive. Nonresponsive proposals will not be considered.

13.1.5 Packaging and Labeling

All electronically submitted files be clearly marked to identify the 1) RFP solicitation number 2) Name of the proposer 3) Contents of the file (i.e. Price Proposal, Technical Proposal, MBE/WBE Utilization Plan Forms).

13.1.6 Timely Delivery if Proposals

The Proposal, including the Technical Proposal and the Pricing Proposal must be submitted electronically to Cook County, Office of the Chief Procurement Officer as per the instructions in Appendix II-Instructions for Submitting an Electronic Bid/Proposal/Qualification. Include the RFP number on any correspondence related to the Proposal.

13.1.7 Late Proposals

The proposer remains responsible for ensuring that its Proposal is received at the time, date, place, and office specified in this RFP. The County assumes no responsibility for any Proposal not so received, regardless of the cause of delay.

13.1.8 Schedule of Revisions to RFP Schedule

Should the Proposer consider that changes in the County's RFP schedule are required; the Proposer shall submit a revised summary schedule with an explanation for the revision for the County's review. The County will be under no obligation to accept revised schedules.

13.2 Submission Requirements

13.2.1 Cover Letter

The cover letter shall be signed by an authorized representative of the Proposer. The letter shall indicate the Proposer's commitment to provide the services proposed at the price and schedule proposed.

13.2.2 Executive Summary

The executive summary should include a brief overview of the Services and the key personnel who will be responsible for the services to be provided. The Summary shall also identify the members of the team that comprise the Proposer. Indicate the organizational relationship of the team members and include an organization chart for the project.

13.2.3 Qualifications of the Proposer

Include a description of the organization's track record, including history, number of employees, number of years in business, and a list of projects relevant to this RFP. Provide a list of references where relevant projects were implemented. Include the name of the contact person, name of the organization, project dollar value, address, telephone number and email address. Please provide at least three (3) references, preferably with municipal government projects. In addition, for each firm included in the proposal, provide at least three (3) references with relevancy to the project scope.

13.2.4 Proposed Plan of Action, Implementation and Solution

Provide a detailed proposed plan of action indicating how all requirements will be met and the methodology proposed recommendations and implementation plan to successfully meet the goals of the County. In addition, the proposed plan of action shall include key milestones, staff & schedule, and ability to deliver value with a solution evidenced by cost savings.

13.2.5 Key Personnel

The proposer must identify the key personnel that will be committed to the project. The Chief Procurement Officer reserves the right to reject any key personnel proposed if it is determined in the County's best interest. Provide a chronological resume for each of the key personnel proposed. Each key personnel shall have three (3) references. In addition, provide the time commitment for each key personnel. Indicate the level of their commitment to other projects if any.

13.2.6 Subcontracting or Teaming

The proposer may be comprised of one (1) or more firms to assure the overall success of the project. The firm shall identify each team member and specify their role. The Chief Procurement Officer reserves the right to accept or reject any of the team members if in the Chief Procurement Officer's sole opinion replacement of the team member, based on skills and knowledge, is in the best interest of the County.

13.2.7 MBE/WBE Participation

For each MBE/WBE certified firm proposed, provide the name of the MBE/WBE firm(s), level of participation, the role that the subcontractor(s) will perform, the type of services that it will provide, and a brief background and resumes of proposed personnel proposed and submit the MBE/WBE Utilization Plan Forms (see Exhibit VII). The County may only award a contract to a responsible and responsive proposer. In the event that the proposer does not meet the MBE/WBE participation goal stated by the County for this procurement, the proposer must nonetheless demonstrate that it undertook good faith efforts to satisfy the participation goal. Evidence of such efforts may include, but shall not be limited to, documentation demonstrating that the proposer made attempts to identify, contact, and solicit viable MBE/WBE firms for the services required, that certain MBE/WBE firms did not respond or declined to submit proposals for the work, or any other documentation that helps demonstrate good faith efforts. Failure by the proposer to provide the required documentation or otherwise demonstrate good faith efforts will be taken into consideration by the County in its evaluation of the proposer's responsibility and responsiveness.

13.2.8 Financial Status

Provide the audited financial statements for the last three fiscal years. Include the letter of opinion, balance sheet, schedules, and related auditor's notes.

13.2.9 Legal Actions

Provide a list of any pending litigation in which the proposer may experience significant financial settlement and include a brief description of the reason for legal action.

13.2.10 Conflict of Interest

Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest in the proposal may be cause for rejection of the proposal.

13.2.11 Economic Disclosure Statement

Execute and submit the Economic Disclosure Statement ("EDS"). In the event any further clarification is required on any of the information provided, the County reserves the right to make any necessary communication with the Proposer for such purpose. Such communication, if made, may include a deadline by which time any necessary clarifying information must be submitted.

13.2.12 Cook County Professional Services Agreement (PSA) and Information Technology and Data Special Conditions (ITDSC)

The PSA and ITDSC are provided for information only. Execution of the PSA is not required at the time the proposal is submitted. In the event you disagree with the PSA and/or ITSC provisions, submit any exceptions to the PSA and/or ITSC and include the rationale for taking the exception. If you are proposing alternate language, please include the language for consideration. Exceptions not submitted with proposal may not be considered at a later time.

13.2.13 Identification of Subcontractor/Supplier/Subconsultant Form (ISF)

Completion of Exhibit VIII Identification of Subcontractor/Supplier/Sub consultant Form is a requirement for proposal submission.

13.2.14 Addendum Acknowledgement Form

The Addenda Acknowledgement Form (found in Exhibit V) must be signed by an authorized Proposer representative and returned with the Proposal on or before the Proposal due date. Failure to sign and return any and all addenda acknowledgements may be grounds for rejection of the Proposal.

13.2.15 Price Proposal

Proposer must complete Exhibit I Price Proposal Form and submit it with electronic response.

13.2.16 Equipment Specifications, User Manuals and Warranty Documentation

Proposer must include copies of all equipment specifications, including environmental operational range, any mil-spec designations, expected equipment life, user manuals and any warranty documents associated with the system and its components.

13.2.17 Other

Submit any information the Proposer deems pertinent to demonstrate its qualifications to perform the services being requested such as memberships in any professional associations.

EXHIBIT I

Pricing Proposal Form

Proposers are required to submit the attached pricing proposal separate from the technical proposal.

The pricing proposal must be submitted in electronic format.

If your company has specific, unique and/or innovative ideas to implement this system that are outside of the parameters defined on the pricing proposal, please provide your firm's recommendations on a separate sheet.

EXHIBIT II

Instructions for Submitting an Electronic Bid/Proposal/Qualification

Responses to Cook County solicitations must be submitted in the Bonfire Vendor Portal via the link below.

https://cookcountyil.bonfirehub.com/portal/?tab=openOpportunities

Vendors who are not yet registered in Bonfire can use the following link to access articles and tutorials on how to register in Bonfire.

https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration

Articles with details on how to create and upload a submission are also available via:

https://vendorsupport.gobonfire.com/hc/en-us/articles/6832869814551-Creating-and-Uploading-a-Submission

If you have questions or technical issues accessing Bonfire or submitting your Bid, Proposal, or Qualification Package please reach out to Bonfire at:

supportbonfire@eunasolutions.com
1 (800) 354-8010 Extension #2

EXHIBIT III

Economic Disclosure Forms

EXHIBIT IV

Cook County Professional Services Agreement

EXHIBIT V

Addendum Acknowledgement Form

COOK COUNTY
OFFICE OF THE CHIEF PROCUREMENT OFFICER
161 N. Clark Street, Suite 2300
Chicago, Illinois 60601
(312) 603-5370

ADDENDA ACKNOWLEDGEMENT FORM

IMPORTANT NOTICE: Bidders shall acknowledge receipt of any addenda issued on the spaces provided below and submit this form with its Bid. Failure to acknowledge receipt of any addenda issued and submittal of this form may render the Bid non-responsive.

RFP No.:_____

Project Name: _____

- ☐ Addendum No. 1
- ☐ Addendum No. 2
- ☐ Addendum No. 3
- ☐ Addendum No. 4
- ☐ Addendum No. 5
- ☐ Other:_____
- ☐ N/A (No Addenda Issued)

Signature: _____ Date:_____

Name:_____ Title:_____

Company: _____

Address: _____

EXHIBIT VI

Site Walk Registration Form

This site walk registration form must be completed and returned to the RFP contact specified on the cover sheet of this RFP five (5) business days prior to the date specified in the Schedule. The Divisions will provide an escort.

Provide the following information for the Contractor Representative(s) that will be attending the site walk which will be held on the date specified in the Schedule. In addition, please include a copy of the driver's license or identification cards for the Representatives.

Site Walk Registration Form

Vendor Name: _____

Address: _____

_____

Main Contact Phone Number: _____

Attendee Name: _____

Attendee Title: _____

Attendee Office Contact Number: _____

Attendee Mobile Contact Number: _____

Attendee Email Address: _____

Attendee Name: _____

Attendee Title: _____

Attendee Office Contact Number: _____

Attendee Mobile Contact Number: _____

Attendee Email Address: _____

EXHIBIT VII

MBE/WBE Utilization Plan Forms

COOK COUNTY
OFFICE OF THE
Chief Procurement
Officer

MBE/WBE UTILIZATION PLAN - FORM 1

BIDDER/PROPOSER HEREBY STATES that all MBE/WBE firms included in this Plan are certified MBEs/WBEs by at least one of the entities listed in the General Conditions – Section 19.

I. BIDDER/PROPOSER MBE/WBE STATUS: (check the appropriate line)

☐ Bidder/Proposer is a certified MBE or WBE firm. (If so, attach copy of current Letter of Certification)

☐ Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs. (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit.

☐ Bidder/Proposer is not a certified MBE or WBE firm, nor a Joint Venture with MBE/WBE partners, but will utilize MBE and WBE firms either directly or indirectly in the performance of the Contract. (If so, complete Sections II below and the Letter(s) of Intent – Form 2).

II. ☐ **Direct Participation of MBE/WBE Firms** ☐ **Indirect Participation of MBE/WBE Firms**

NOTE: Where goals have not been achieved through direct participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission. Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.

MBEs/WBEs that will perform as subcontractors/suppliers/consultants include the following:

MBE/WBE Firm: _____

Address: _____

E-mail: _____

Contact Person: _____ Phone: _____

Dollar Amount Participation: $_____

Percent Amount of Participation: _____%

*Letter of Intent attached? Yes ☐ No ☐
*Current Letter of Certification attached? Yes ☐ No ☐

MBE/WBE Firm: _____

Address: _____

E-mail: _____

Contact Person: _____ Phone: _____

Dollar Amount Participation: $_____

Percent Amount of Participation: _____%

*Letter of Intent attached? Yes ☐ No ☐
*Current Letter of Certification attached? Yes ☐ No ☐

Attach additional sheets as needed.

*** Letter(s) of Intent and current Letters of Certification must be submitted at the time of bid.**

COOK COUNTY
OFFICE OF THE
Chief Procurement Officer

MBE/WBE LETTER OF INTENT - FORM 2

M/WBE Firm: _____ Certifying Agency: _____

Contact Person: _____ Certification Expiration Date: _____

Address: _____ Ethnicity: _____

City/State: _____ Zip: _____ Bid/Proposal/Contract #: _____

Phone: _____ Fax: _____ FEIN #: _____

Email: _____

Participation: ☐ Direct ☐ Indirect

Will the M/WBE firm be subcontracting any of the goods or services of this contract to another firm?

☐ No ☐ Yes – Please attach explanation. Proposed Subcontractor(s): _____

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/ Contract: *(If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)*

_____

_____

_____

_____

Indicate the **Dollar Amount**, **Percentage**, and the **Terms of Payment** for the above-described Commodities/ Services:

_____

_____

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement for the above work, conditioned upon (1) the Bidder/Proposer's receipt of a signed contract from the County of Cook; (2) Undersigned Subcontractor remaining compliant with all relevant credentials, codes, ordinances and statutes required by Contractor, Cook County, and the State to participate as a MBE/WBE firm for the above work. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/ Supply and Fee/Cost were completed.

_____	_____
Signature (*M/WBE*)	Signature (*Prime Bidder/Proposer*)
_____	_____
Print Name	Print Name
_____	_____
Firm Name	Firm Name
_____	_____
Date	Date
Subscribed and sworn before me	Subscribed and sworn before me
this ____ day of_____, 20____.	this ____ day of_____, 20____.
Notary Public _____	Notary Public _____
SEAL	SEAL

COOK COUNTY
OFFICE OF THE
Chief Procurement
Officer

PETITION FOR PARTIAL OR FULL WAIVER – FORM 3

Bidder/Proposer: _____

Contract No./Title: _____

A. BIDDER/PROPOSER HEREBY REQUESTS:

_____ FULL MBE WAIVER _____ PARTIAL MBE WAIVER

_____ FULL WBE WAIVER _____ PARTIAL WBE WAIVER

_____ FULL DBE WAIVER _____ PARTIAL DBE WAIVER

B. REASON FOR PARTIAL/FULL WAIVER REQUEST:

Bidder/Proposer shall check each item applicable to its overall reason for a waiver request. Additionally, supporting documentation shall be submitted with this request.

_____ (1) Lack of sufficient qualified MBEs and/or WBEs capable of providing the goods or services required by the contract.

_____(2) The specifications and necessary requirements for performing the contract make it impossible or economically infeasible to divide the contract to enable the contractor to utilize MBEs and/or WBEs in accordance with the applicable participation.

_____(3) Price(s) quoted by potential MBEs and/or WBEs are above competitive levels and increase cost of doing business and would make acceptance of such MBE and/or WBE bid economically impracticable, taking into consideration the percentage of total contract price represented by such MBE and/or WBE bid.

_____(4) There are other relevant factors making it impossible or economically infeasible to utilize MBE and/or WBE firms.

GOOD FAITH EFFORT TRANSPARENCY REPORT

C. GOOD FAITH EFFORTS TO OBTAIN PARTICIPATION (attach sheets as necessary as Schedule 1)
Bidder/Proposer shall explain and detail the following Good Faith Efforts undertook to meet Cook County's contract specific goals.

1. Please attach to this form a detailed list of any and all PCEs, stating the PCE certification (MBE and/or WBE as defined by the Cook County Municipal Code) and with whom from the contacted PCEs the Bidder/Proposer engaged, contacted, and/or communicated with in the County's Market Place;
   Timelines:

   a. When the Bidder/Proposer knew of the bid;
   b. When the Bidder/Proposer contacted the PCE(s);
   c. When the Bidder/Proposer formulated its bid and utilization plan; and
   d. When was the bid request due date.

2. The number of timely attempts to contact PCEs providing the type of supplies, equipment, goods, and/or services required for the Procurement, including but not limited to;

   a. Dates of each contact attempt for each contacted PCE;
   b. Whom, if anyone, the Bidder/Proposer communicated and/or corresponded (including written, virtual, digital, electronic, and other feasible methods of communication);
   c. The number of unsuccessful attempts to communicate or correspond with PCEs; and
   d. Attach copies of all solicitations to contacted PCEs.

3. How the Bidder/Proposer proposed to divide the procurement requirements into small tasks and/or quantities into economically feasible units to promote PCE participation.

4. Whether and to what degree the requesting party will endeavor to maximize indirect participation.

5. Detailed explanation of use, if any, of the Center of Business Enterprise Development Compliance services and staff.

6. Detailed explanation of timely notification and usage of services and assistance provided by community, minority, and/or women business organizations.

7. Attach any other documentation relative to Good Faith Efforts in complying with MBE and WBE participation.

GOOD FAITH EFFORT TRANSPARENCY REPORT

By signing below, I affirm under penalty of perjury the information provided in the Petition for Full or Partial Waiver/Good Faith Effort Transparency Report is truthful, accurate, and complete, to the best of my knowledge and capacity. I agree any finding of false, fraudulent, and/or otherwise misleading information will automatically disqualify the request for a waiver and County's Center of Business Enterprise Development reserves the right to pursue additional actions and/or remedies against the requesting Bidder/Proposer.

_____

Signature and Title of Bidder/Proposer Title Date

COOK COUNTY
OFFICE OF THE
Chief Procurement
Officer

Cook County MBE/WBE Non-Construction Certification Reciprocal Affidavit

Firm Name _____

Address _____ City_____

County_____ State _____ Zip _____

Phone (____)_____ Email _____

I _____, _____
(*Authorized Representative*) (*Print Title*)

of _____ do hereby affirm:
(*Name of Firm*)

1) _____ is a Minority and/or Women Business Enterprise currently
(*Name of Firm*)
certified by the City of Chicago as: [ ] Black- [ ] Hispanic- [ ] Asian- [ ] Woman-owned business.

2) With respect to _____, the personal net worth of the qualifying
(*Name of Firm*)
(51%) individual(s) does not exceed $2,767,082.23, excluding the individual's ownership interest in the M/WBE firm and the equity of the owner's primary residence, and otherwise meets the requirements of Chapter 34, Article IV of the Cook County Procurement Code. (As per Section 34-263 of the Cook County Procurement Code, an individual's personal net worth includes only his or her own Share of assets held jointly or as community/marital property with the individual's spouse.)

3) The average annual gross receipts of _____,
(*Name of Firm*)
as derived from tax filings over the five most recent years, does not exceed the Small Business Size Standards published by the U.S. Small Business Administration found in Title 13, Code of Federal Regulations, Part 121. (http://www.sba.gov/content/small-business-size-standards)

Upon penalty of perjury, I _____ affirm that, to the best of my knowledge
(*Authorized Representative*)
and belief, the information herein is true and accurate.

*Signature*_____ *Title*_____ *Date*_____

Subscribed and sworn to before me this _____ day of _____/ _____
(Month) (Year)

_____ Notary's Seal
(Notary's Signature)

My Commission Expires _____

PLEASE NOTE: This affidavit is good for a period of one year from the date of sworn signature. Any changes to your firm within that year may require a new form.

EXHIBIT VIII

Identification of Subcontractor/Supplier/Subconsultant Form

Contract #:

OCPO ONLY:
☐ Disqualification
☐ Check Complete

Cook County
Office of the Chief Procurement Officer
Identification of Subcontractor/Supplier/Subconsultant Form

The Bidder/Proposer/Respondent ("the Contractor") will fully complete and execute and submit an Identification of Subcontractor/Supplier/Subconsultant Form ("ISF") with each Bid, Request for Proposal, and Request for Qualification. **The Contractor must complete the ISF for each Subcontractor, Supplier or Subconsultant which shall be used on the Contract**. In the event that there are any changes in the utilization of Subcontractors, Suppliers or Subconsultants, the Contractor must file an updated ISF.

Bid/RFP/RFQ No.:	Date:
Total Bid or Proposal Amount:	Contract Title:
Contractor:	Subcontractor/Supplier/ Subconsultant to be added or substitute:
Authorized Contact for Contractor:	Authorized Contact for Subcontractor/Supplier/ Subconsultant:
Email Address (Contractor):	Email Address (Subcontractor):
Company Address (Contractor):	Company Address (Subcontractor):
City, State and Zip (Contractor):	City, State and Zip (Subcontractor):
Telephone and Fax (Contractor):	Telephone and Fax (Subcontractor):
Estimated Start and Completion Dates (Contractor):	Estimated Start and Completion Dates (Subcontractor):

Note: Upon request, a copy of all written subcontractor agreements must be provided to the OCPO.

Description of Services or Supplies	**Total Price of Subcontract for Services or Supplies**

The subcontract documents will incorporate all requirements of the Contract awarded to the Contractor as applicable. The subcontract will in no way hinder the Subcontractor/Supplier/Subconsultant from maintaining its progress on any other contract on which it is either a Subcontractor/Supplier/Subconsultant or principal contractor. This disclosure is made with the understanding that the Contractor is not under any circumstances relieved of its abilities and obligations, and is responsible for the organization, performance, and quality of work. **This form does not approve any proposed changes, revisions or modifications to the contract approved MBE/WBE Utilization Plan. Any changes to the contract's approved MBE/WBE/Utilization Plan must be submitted to the Office of the Contract Compliance.**

_____
Contractor

_____
Name

_____
Title

_____
Prime Contractor Signature Date

EXHIBIT IX

Electronic Payables Program

OFFICE OF THE COOK COUNTY COMPTROLLER
ELECTRONIC PAYABLES PROGRAM ("E-PAYABLES")

FOR INFORMATION PURPOSES ONLY

This document describes the Office of the Cook County Comptroller's Electronic Payables Program ("E-Payables").
If you wish to participate in E-Payables, please contact the Cook County Comptroller's Office, Accounts Payable, 161 N. Clark Street, Suite 1900, Chicago, IL 60601.

DESCRIPTION
To increase payment efficiency and timeliness, we have introduced E-Payables program, a new payment initiative to our accounts payable model. This new initiative utilizes a Visa purchasing card and operates through the Visa payment network. This is County's preferred method of payment and your participation in our Visa purchasing card program will provide mutual benefits both to your organization and ours.

As a vendor, you may experience the following benefits by accepting this new payment type:
- Improved cash flow and accelerated payment
- Reduced paperwork and a more streamlined accounts receivable process
- Elimination of stop payment issues
- Reduced payment delays
- Reduced costs for handling paper checks
- Payments settled directly to your merchant account

There are two options within this initiative:

1. **Dedicated Credit Card – "PULL" Settlement**

For this option, you will have an assigned dedicated credit card to be used for each payment. You will provide a point of contact within your organization who will keep credit card information on file. Each time a payment is made, you will receive a remittance advice via email detailing the invoices being paid. Each time you receive a remittance advice, you will process payments in the same manner you process credit card transactions today.

2. **One-Time Use Credit Card – "SUGA" Settlement**

For this option, you will provide a point of contact within your organization who will receive an email notification authorizing you to process payments in the same manner you process credit card transactions today. Each time payment is made, you will receive a remittance advice, via email, detailing the invoices being paid. Also, each time you receive a remittance advice, you will receive a new, unique credit card number. This option is ideal for suppliers who are unable to keep credit card account information on file.

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EXHIBIT X

Cook County Information Technology and Data Special Conditions Addendum

EXHIBIT XI

Criminal Justice Information Systems (CJIS) Security Addendum V.5.9.3-2023091454

EXHIBIT XII

COUPE CCSO Collective Bargaining Agreement