



Request for Proposals

Development of a Comprehensive
Compensation & Benefits
Survey and Report

Release Date: July 9, 2021

Due Date: August 9, 2021

Request for Proposals

Comprehensive Compensation & Benefits Survey and Report

I. SCOPE OF SERVICES

A. Purpose

The Grundy Livingston Kankakee Workforce Board (Workforce Board) and County of Kankakee are soliciting proposals for a Comprehensive Compensation & Benefits Survey and Report. The Workforce Board leads workforce strategies that contribute to the economic competitiveness of our region for businesses and workers. The region's labor market area is experiencing a tight labor market. Employers are unable to fill current positions as a result workforce availability has become a major issue for employers.

The parameter of this report is Grundy, Livingston and Kankakee Counties for local workforce area #11 and Will County for local workforce area #10. Local employers located in these counties pull from the same employee market.

The survey and report is for employers in the healthcare, manufacturing, and warehouse industry sectors.

The primary deliverable will be a report which addresses employer's current comprehensive compensation and benefits for the industries mentioned above in order for employers, workforce professionals, and economic development to clearly identify the market wage rates in these industries. The report shall include an Executive Summary with an individualized comprehensive compensation reports for Grundy, Livingston, Kankakee, and Will Counties.

B. Services to be performed

The purpose of the Comprehensive Compensation & Benefits Report is to assist the local employers in the counties identified above to determine:

- Are the wages paid the correct market rate to be competitive?
- Are benefits competitive?
- What are the barriers local employers are experiencing in their recruiting process that creates a bottleneck for their company?
- What are some best practices by sector that could help local employers in their recruiting and retention efforts?
- How to better understand the need for defined career pathways within their company and the overall sector through a Sector Strategy/Partnerships

The report should include a comprehensive wage mapping and benchmarking for the designated counties and industry sectors listed under Scope of Service 1A. Purpose to create a baseline for wage guidance across the employment base of each county & industry sector.

This comprehensive analysis and the individual solution components are designed to support the business case to drive changes that will positively impact the success of hiring initiatives through:

- The evaluation of current workforce compensation and sustainability by surveying employers
- Alignment and comparison to market supply/demand data
- Development of recommended compensation and benefits strategies

- Recommended guidelines for improved employer hiring

In addition to the development of the compensation guidelines and local competitive market insight, this analysis will yield insight into emerging best practices in the local market to drive employer hiring advantage throughout 2021-2022.

Proposers are encouraged to provide other factors and components/services not specifically mentioned above but are deemed appropriate to the purpose of the study.

1. Report Preparation, Analysis and Presentations:

The report shall be written and presented with synthesized data and components that are cited above that interpret results on key findings, trends, issues and assets. The report must include an Executive Summary and individualized reports for each county and industry sectors identified in 1A. Purpose. Proposer should plan for minimum of (2) group presentations to each local workforce area identified in Section 1A.Scope of Services of the final product to include summary information.

2. Additional Requirements

1. The successful proposer should plan to meet with a local “steering committee” as needed to further define the scope of work, parameters and final product preparation.
2. Proposals should include a Work Plan and suggested time lines. Routine progress meetings and/or reports shall be incorporated in the Project Work Plan.
3. The successful proposer will be expected to make staff available throughout the subsequent twelve months for presentations of the study, to respond to questions, and to update data sets as needed. A schedule of hourly pricing or alternate “retainer” fees should be included in the proposal.

II. ELIGIBLE APPLICANTS

All types of entities are eligible to submit proposals, including public, not-for-profit, and for-profit organizations. The applicant must be able to demonstrate previous experience, the capacity and the commitment to implement this project. All applicant entities must have been a legal organization for a minimum of one year prior to the start of the contract.

The procurement of proposals is being undertaken in compliance with the federal guidelines set forth in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule" (also known as the Super-circular or Omni-circular). All contractor(s) selected under this RFP must follow the guidelines set forth in this circular.

The Workforce Board reserves the right to award grant funds to proposers as they deem to be in the best interest of the businesses located in Grundy, Livingston, Kankakee and Will Counties.

III. BUDGET

The Workforce Board has budgeted \$60,000 for the entirety of this project. This project is funded by Workforce Innovation & Opportunity Act funds and is funded by a grant through the Illinois Department of Commerce & Economic Opportunity.

IV. SUBMISSION

Proposals will be due by 4:00 pm on August 9, 2021 to the Grundy Livingston Kankakee Workforce Board via email to lrussell@glkwb.com. A receipt will be emailed when a proposal is received. If proposers do not receive an email receipt it is their responsibility to contact the

Workforce Board to verify receipt of the proposal. No proposals will be accepted after the deadline date.

V. ANTICIPATED TIMELINE

The following timetable has been established for the selection process.

August 9, 2021: All proposals due by 4:00 pm

September 2021: Contract awarded. Project begins

December 2021: Draft reports and presentations are presented to the two (2) Workforce Boards identified in report Scope of Service 1A. Purpose.

Applicants must be prepared to begin the project immediately following the award of a contract/grant.

VI. PROPOSAL GUIDELINES

A. Statement of Work

Discuss each required component including potential services and activities, range of services proposed and outline an estimated timeline for delivery (work plan). Identify methodology, source data, and/or types of summaries and analysis that will be used.

B. Background and Experience

Describe the background/experience of the proposing individual or organization including experience providing the same or similar services.

C. Program Description

Discuss how services to be performed under Section 1.B will be implemented, developed, and completed. This section should identify methodology and data sources that will be used. An implementation timetable must include project start date, collecting data phase, tentative draft report, and date of final report.

D. Staffing Plan & Qualifications

Each respondent is required to submit a staffing plan to include the total number of staff assigned to project and the background of staff assigned to project. Resumes of assigned staff to project should be submitted.

E. Fiscal Management Plan and Budget

All proposals should present a budget outlining specific dollar amounts assigned to proposed services. Each proposal must include the required Budget Form.

1. The proposal must show that its cost for providing services is reasonable, and allowable including details of indirect costs. Review of cost items may include comparison of costs among proposers, comparisons of average costs with previous experience, and a comparison of individual cost items with market prices. Proposals that may rank well against program design and effectiveness criteria may not be funded because of unreasonable, excessive unexplained or unallowable costs.
2. The financial plan must describe all costs associated with implementing the project that are to be covered with the grant funds. All costs should be necessary and reasonable according to the Federal guidelines set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 CFR 200. Commonly referred as "Super-Circular" or "Omni-Circular".

F. References

Provide the contact name, organization, address, email, and telephone number of three (3) recent clients for which similar tasks were performed.

VII. EVALUATION PROCEDURES

A committee will evaluate proposals according to the requirements of this RFP. Proposals will first be evaluated for minimum requirements, and those which do not meet minimum standards will be eliminated.

The proposal will be awarded based on the following evaluation criteria:

Description	Points Awarded
Experience and background of bidder in providing services requested in this RFP, including a record of past performance, the ability to meet specifications, and the technical skills to accomplish the work	10
Specific work plan to include collection, analysis, and reporting of data, including a project timeline of the work to be performed and delivered	50
Names, qualifications and experience of personnel to be assigned to the project	15
A budget and timeline setting forth specific deliverables	25
Total Points	100

VIII. QUESTIONS

All questions regarding this RFP must be submitted in writing via e-mail to Ladonna Russell at: lrussell@glkwb.com by 4:00 pm on July 18, 2021. No questions will be accepted after this date. Responses to all questions will be posted on the Workforce Board website www.glkwb.com by 4:00 pm on July 27, 2021.

IX. GENERAL ASSURANCES PROVISIONS

- A. Any verbal comments or discussion concerning this solicitation cannot add, delete or modify any written provision of this Request for Proposal. Only changes to the requirements of this RFP issued in writing will have force.
- B. Upon request, respondents may be asked to furnish satisfactory evidence of their ability to successfully provide the services requested by this RFP. This evidence may include copies of reports on prior independent audits of the respondent. The Grundy Livingston Kankakee Workforce Board reserves the right to make the final determination as to the respondent's capabilities.
- C. The Grundy Livingston Kankakee Workforce Board reserves the right to cancel this Request for Proposal for any reason, or accept or reject any or all proposals for any reason or to negotiate with any and all respondents on modifications to proposals.
- D. All costs incurred in conjunction with the preparation of a proposal are the sole responsibility of the respondent, and will not be paid nor reimbursed.

- E.** The proposal submitted by the successful respondent, modified as necessary through negotiations, will become part of a contractual agreement between the Grundy Livingston Kankakee Workforce Board, Kankakee County (as the fiscal agent) and the successful respondent.
- F.** All data, material and documentation originated or prepared by the respondent pursuant to a contract award shall belong exclusively to the Workforce Board, and be subject to disclosure under the Freedom of Information Act.
- G.** Proprietary right to all data, materials, documentation and products originated by and prepared pursuant to the contract shall belong exclusively to the Grundy Livingston Kankakee Workforce Board. The contractor(s) will acknowledge and agree that any Product and/or Deliverable created hereunder shall be considered a “work made for hire” and all rights to said Product and/or Deliverable shall belong exclusively to the Workforce Board. The contractor(s) further will agree to execute whatever documents are necessary to legally transfer ownership. For any software created under this Agreement as part of the Products and/or Deliverables, the contractor(s) agrees to provide the software source code in both human and machine-readable format upon the request of Administrative Entity. The contractor(s) also agrees to certify in writing that the Products and/or Deliverables have been fully tested in the production environment and verifies that they are fully operational. The contractor(s) will agree to remedy any deficiency found subsequent to delivery that is found to be the responsibility of the contractor(s).
- H.** The successful respondent will be required to provide regular and detailed service and expenditure reports to the Grundy Livingston Kankakee Workforce Board at a frequency and in a manner prescribed by the Board.
- I.** The successful respondent will be prohibited from disseminating products and information developed under the award without the prior written consent of the Grundy Livingston Kankakee Workforce Board.
- J.** Successful respondents must ensure compliance with the OMB Circular 2 CFR Part 200.
- K.** The Grundy Livingston Kankakee Workforce Board reserves the right to conduct discussions with respondents. Respondents will be accorded fair and equal treatment concerning any opportunity for discussion of their proposals. Respondents may be required to make oral presentations, participate in negotiations and to re-write portions of proposals as agreed during negotiations.
- L.** The Workforce Board and County of Kankakee reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not available or received from the U.S. Department of Labor, Illinois Department of Commerce and Economic Opportunity or other funding sources or due to legislative changes

**RFP Attachment 1
Response Cover Sheet**

Name of Respondent Organization: _____

Type of Organization:

Public entity

Private not-for-profit organization

Private for profit organization

Other

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Fax Number: _____ Federal Employer ID Number: _____

DUNS Number: _____

Name of Authorized Representative: _____

Authorized Representative email Address: _____

Statement of Certification

The information contained in this proposal fairly represents the proposed operating plans and budget necessary to conduct the activities described. The respondent organization assures that it is prepared to implement the activities described in the proposal. This proposal has been duly authorized by the governing body of the respondent organization. I certify that I am authorized to sign this statement on behalf of the organization submitting this proposal.

Typed Name of Authorized Representative

Title

Signature of Authorized Representative

Date

**Certification Regarding Debarment, Suspension, and other Responsibility Matters
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Before signing the certification, read the following instructions which are an integral part of the certification:

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) or The Workforce Board, may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the DOL and to The Workforce Board if at any time the prospective recipient of Federal assistance funds learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", provided by the DOL, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded From Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.

The prospective recipient of Federal assistance funds certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature Date

Name of Applicant Agency

Attachment C

Assurances and Certifications

The Contractor hereby assures and certifies compliance with each of the requirements where applicable:

1. Program Requirements as provided for under Section 181, 183, 184, 186, 187, 189 and 194 of the Act.
2. It will comply with WIOA Regulations Part 683.250(a)(2) prohibiting utilization of funds to carry out public service employment programs under Title I of the Act.
3. It will comply with the limitations on the use of funds as provided for under WIOA Regulations Part 683.250(a) and (b).
4. Section 189(h) of the Act, by assuring that each individual participating in any program established under the Act, or receiving any assistance under the Act, has not violated Section 3 of the Military Selective Service Act (50 U.S.C.appl. 453).
5. Permit and cooperate with federal investigations undertaken in accordance with Section 185 of the Act.
6. Contractors must ensure access to services by individuals with disabilities pursuant to the Americans with Disabilities Act.
7. It will comply with Section 134(e)(3) of the Act and WIOA Regulation Parts 680.930, 680.940, 680.950, 680.960 and 680.970 in making needs-based payments to individuals participating in a training program.
8. Record retention requirements contained in 2 CFR 200 Sections 200.333 – 200.337.
9. It will comply with WIOA Regulations Part 683.270 29 which prohibits replacing a currently employed worker with any WIOA participants.
10. Serve non-economically disadvantaged participants in accordance with Section 129(a)(3)(A)ii)(5) of the Act.
11. It will comply with WIOA Regulations Part 683.245, prohibiting funds to be used for employment generating activities, economic development and other similar activities unless they are directly related to training for eligible individuals.
12. Require all lower tier subcontractors to comply, with the policy on lobbying restrictions as established in accordance with OMB Circular 2 CFR 200.
13. The policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98.
14. Require all organizations to comply with the Single Audit Act of 1984, as amended in 1996 (“Single Audit Act”) or 2 CFR Subpart B-General Provisions or Subpart F – Audit Requirement or a grant specific financial and compliance audit.
15. It will comply with Sections 134(C)(3)(F)(iii) and 134(c)(3)(G) of the Act.
16. Equal Employment Opportunity – All contractors shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity Department of Labor.
17. The Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public

work, to give up any part of the compensation to which one is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

- 18.** The Davis-Bacon Act as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provision Applicable to Contracts Governing Federally Financed and Assisted Construction”). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
- 19.** Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 20.** Compliance with all requirements relating to the performance of experimental, developmental, or research work including providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401.
- 21.** All applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §7401 et. seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §1251 et. seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 22.** The provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. §§1352). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient. See 29 CFR Part 98.
- 23.** The provisions of Debarment and Suspension (E.O.'s 12549 and 12689) – No contract shall be made to parties listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.’s 12549 and 12689, “Debarment and Suspension.” This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.
- 24.** This program is subject to the provisions of the “Jobs for Veterans Act,” Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. DOL ETA Training and Employment Guidance Letter (TEGL) No. 5-03 provides general guidance on the scope of the veterans priority statute and its effect on employment and training programs.
- 25.** This program is subject to the Child Labor Law which regulates the employment of workers less than 18 years of age. The law protects children by (1) requiring employment certificates. The certificate confirms that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's

education; (2) prohibiting work in hazardous occupations; and (3) limiting working hours. All work before 7 a.m. and after 7 p.m. is prohibited. However, work until 9 p.m. is allowed from June 1 through Labor Day.

26. Contractors must agree to abide by the Equal Pay Act of 2003 which prohibits employers with four or more employees from paying unequal wages to men and women for doing the same or substantially similar work, requiring equal skill, effort, and responsibility, under similar working conditions for the same employer in the same county, except if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of production, or factors other than gender.

APPLICABLE STATUTES

1. **Drugfree Workplace Act (30 ILCS 580/1. et.seq.)** Contractor will make the certification required in this Agreement and will comply with all of the provisions of the Drugfree Workplace Act, which are applicable to the Grantee. False certification or violation of the requirements of the Drugfree Workplace Act may result in sanctions including, but not limited to, suspension of grant payments, termination of this Agreement and debarment of contracting or grant opportunities with The Workforce Board for at least one (1) year but not more than five (5) years.
2. **Freedom of Information Act (5 ILCS 140/1 et. seq.)** Applications, programmatic reports and other information obtained by The Workforce Board under this Agreement shall be administered pursuant to the Freedom of Information Act.
3. **Historic Preservation Act (20 ILCS 3420/1 et. seq.)** The Contractor will not expend funds under this Agreement which results in the destruction, alteration, renovation, transfer or sale, or utilization of a historic property, structure or structures, or in the introduction of visual, audible or atmospheric elements to a historic property, structure or structures, which will result in the change in the character or use of any historic property.
4. **Land Trust/Beneficial Disclosure Act (765 ILCS 405/2.1)** No grant award funds shall be paid to any trustee of a land trust, or any beneficiary or beneficiaries of a land trust, for any purpose relating to the land which is the subject of such trust, any interest in such land, improvements to such land or use of such land unless an affidavit is first filed with the Illinois Department of Employment Security identifying each beneficiary of the land trust by name and address and defining such interest therein.
5. **State of Illinois Discrimination Laws (775 ILCS 5/1-101, et. seq.)** In carrying out the performance required under this Agreement, the Contractor shall comply with all applicable provisions of the Illinois Human Rights Act, and rules and regulations promulgated by the Illinois Department of Human Rights, prohibiting unlawful discrimination in employment. The Contractor's failure to comply with all applicable provisions of the Illinois Human Rights, or applicable rules and regulations promulgated thereunder, may result in a determination that the Contractor is ineligible for future contracts or subcontractors with The Workforce Board, and this Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
6. **Unemployment Insurance Act (820 ILCS 405/1900)** In the context of performance under this Agreement, the Contractor will or may have access to documents, files, records or other information that is confidential within the meaning of Section 1900 of the Unemployment Insurance Act and agrees to comply with all provisions set forth in Section 1900 of said Act regarding nondisclosure of any such information, including penalties for noncompliance.

STATE OF ILLINOIS REQUIRED CERTIFICATION

1. **AMERICAN WITH DISABILITIES ACT** The Americans with Disability Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (28 CFR 35.130) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual agreements, in the provision of any aid, benefit or services. As a condition of receiving this Agreement, the Contractor certifies that services and activities under this Agreement are, and will continue to be in compliance with the ADA.

2. **ANTI BRIBERY** The Contractor certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or has made an admission of such quilt as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).
3. **BID-RIGGING/BID ROTATING** The Contractor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4).
4. **COMPLIANCE WITH APPLICABLE LAW** The Contractor certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.
5. **DEFAULT ON EDUCATIONAL LOAN** The Contractor certifies that this Agreement is not in violations of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan.
6. **DISCRIMINATION/ILLINOIS HUMAN RIGHTS ACT** The Contractor certifies that it will not commit unlawful discrimination in employment in Illinois as defined in Article 2 of said Act; it will comply with the provisions of Article 5; it will comply with the policies and procedures established by the Department of Human Rights under Article 7 of the Act. The Contractor certifies that, if applicable, it will comply with “an act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works.” (775 ILCS 10/0.01 et.seq.).
7. **INTERNATIONAL ANTI-BOYCOTT CERTIFICATION** The Contractor certifies that it nor any substantially owned affiliate company is participating or will participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.).
8. **SEXUAL HARASSMENT** The Contractor certifies that it has written sexual harassment policies that shall include, at a minimum, the following information: the illegality of sexual harassment; the definition of sexual harassment under state law; a description of sexual harassment; internal complaint process including penalties; legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; directions on how to contact the Department and Commission and protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)).

Name and Title of Authorized Representative

Signature Date

Name of Applicant Agency

BUDGET

<i>LINE ITEM</i>	<i>BUDGET AMOUNT</i>
Wages – Staff	
Fringe Benefits	
Staff Travel	
Rent	
Insurance/Bonds	
Supplies	
Communications	
Copying/Printing	
Utilities	
Equipment	
Indirect Costs:	
Other	
TOTAL BUDGET	