1. CALL TO ORDER

8:15 AM meeting was called to order by Chairman Grant Eckhoff at 8:16 AM.

2. ROLL CALL

PRESENT: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso

Member Grasso was listening to the meeting via phone conference line until approximately 8:22 a.m. Mr. Fichtner was also present.

3. PUBLIC COMMENT

None

4. CHAIRMAN'S REMARKS

Chairman Eckhoff had two comments he addressed to the committee. He first mentioned that this will be Jeremy Hirst's last JPS meeting as Hirst will be leaving the County in mid April. Hirst was thanked for his service with the Health Department and the Office of Homeland Security and Emergency Management. Secondly, Chairman Eckhoff reminded the committee that Congressman Roskam will be on campus later today.

5. APPROVAL OF MINUTES:

A. Judicial/Public Safety Committee - Regular Meeting - Mar 20, 2018 8:15 AM

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>ACCEPTED [UNANIMOUS]</th>
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<tbody>
<tr>
<td>MOVER:</td>
<td>Sam Tornatore, District 1</td>
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<tr>
<td>SECONDER:</td>
<td>James Healy, District 5</td>
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<tr>
<td>AYES:</td>
<td>Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Grasso</td>
</tr>
</tbody>
</table>

6. BUDGET TRANSFERS
A. Budget Transfers -- Transfer of funds from account no 53370 (Repair & MTCE Other Equip) to account no 53380 (Repair & MTCE Auto Equip) for the LEB in the amount of $30,000.00 to cover current and upcoming invoices.

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, District 5
SECONDER: Sean T Noonan, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso

7. ACTION ITEMS

A. FI-R-0122-18 RESOLUTION -- Acceptance and Appropriation of the FFY17 State Court Improvement Program Grant, Grant Award Agreement #CIP-G-1705, Company 5000 - Accounting Unit 6140, in the amount of $10,000

RESULT: APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: Donald Puchalski, District 1
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso

B. JPS-P-0115-18 Recommendation for the approval of a contract purchase order to Dr. Michael Oliverio, to provide and complete comprehensive evaluation of offenders that are referred by the court, for Probation & Court Services. The hourly rate for this contract is $45.00 per hour, for the period April 16, 2018 through April 15, 2019, for a contract total not to exceed $43,000.00. Other Professional Services not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L Larsen, Vice Chair
SECONDER: James Zay, District 6
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso
C. JPS-P-0116-18 Recommendation for the approval of a contract purchase order to Life Technologies Corporation for the purchase of an Automated Extraction System with an extended 2 year warranty for the Sheriff's Office, for a contract total not to exceed $49,165.10, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids-Sole Source. (Purchase of Automated DNA extraction system)

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<thead>
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<th>APPROVED [UNANIMOUS]</th>
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<tr>
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<td>SECONDER:</td>
<td>James Healy, District 5</td>
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<tr>
<td>AYES:</td>
<td>Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Grasso</td>
</tr>
</tbody>
</table>

D. Change Order -- JPS-P-0024B-16 Allied Universal Security Services - Amendment to Resolution JP-P-0024A-16 (P.O 2382-0001) issued to Allied Universal Security Services to provide security services for the County Campus, to increase the encumbrance $3,681.51 for the Office of Homeland Security and Emergency Management resulting in an amended contract total not to exceed $2,415,979.12, an increase of 0.15%.

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<tbody>
<tr>
<td>MOVER:</td>
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<td>SECONDER:</td>
<td>Sam Tornatore, District 1</td>
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<td>Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Grasso</td>
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</tbody>
</table>

E. 2018-98 Recommendation for the approval of a contract purchase order to MedPro Waste Disposal, LLC, to pick up and dispose of potentially infectious medical waste for the Probation, for the period May 1, 2018 through April 30, 2019, for a total contract amount not to exceed $7,080.00, per renewal option under quote #Q16-131-GV, first of two (2) options to renew for a twelve (12) month period.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
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<tbody>
<tr>
<td>MOVER:</td>
<td>Robert L Larsen, Vice Chair</td>
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<tr>
<td>SECONDER:</td>
<td>Sean T Noonan, District 2</td>
</tr>
<tr>
<td>AYES:</td>
<td>Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Grasso</td>
</tr>
</tbody>
</table>
F. 2018-99 Recommendation for the approval of a contract purchase order to Kelly Graham, to design and implement comprehensive job placement for unemployed Probationers. The hourly rate for this position is $24.00 per hour, for the period May 1, 2018 through April 30, 2019, for a contract total amount not to exceed $19,800.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

Member Khouri did inquire whether or not this individual is tied to Worknet DuPage. Ms. Donald from Probation clarified that while Ms. Graham is not tied to Worknet DuPage, this connection can be made moving forward.

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L Larsen, Vice Chair
SECONDER: Peter DiCianni, District 2
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso

G. Action Item -- Recommendation to reject all proposals received for RFP 17-245-LG for the Time Management System for the Sheriff’s Department

Member Puchalski questioned why the County was rejecting all bids. Mr. McGuire stood up and clarified that the initial bidding process had resulted in proposals that were unclear as the requirements had not been specific enough. Mr. Rafac assured the committee that critical components are being identified at the beginning of the bidding process so more accurate proposals would be received moving forward.

Member Grasso lost phone connectivity at 8:22 AM.

RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, District 5
SECONDER: Robert L Larsen, Vice Chair
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grasso

H. Action Item -- Authorization to Travel - OHSEM Coordinator to travel to Springfield, IL on April 24-27th 2018 to attend Emergency Management Assistance Training (EMAT) and to present at the Illinois Emergency Services Management Association (IESMA) Conference. All costs are being covered by IESMA.
RESULT: APPROVED [UNANIMOUS]
MOVER: James Healy, District 5
SECONDER: Donald Puchalski, District 1
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski,
Tornatore, Zay
ABSENT: Grasso

8. INFORMATIONAL ITEMS

A. Grant Proposal Notifications -- GPN & Report #006-18 - Violent Crimes Victim
Assistance Grant PY19 - IL Attorney General's Office - DuPage County State's Attorney
- $31,500

Information Items 8.A and 8.B were combined, accepted, and placed on file.

RESULT: APPROVED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Robert L Larsen, Vice Chair
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski,
Tornatore, Zay
ABSENT: Grasso

B. Grant Proposal Notifications -- GPN & Report #014-18 - FFY17 State Court
Improvement Grant (CIP-G-1705) Administrative Office of the Illinois Courts-
Department of Probation and Court Services $10,000

Information Items 8.A and 8.B were combined, accepted, and placed on file.

RESULT: APPROVED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Robert L Larsen, Vice Chair
AYES: Hart, DiCianni, Eckhoff, Grant, Healy, Khouri, Larsen, Noonan, Puchalski,
Tornatore, Zay
ABSENT: Grasso

D. Informational -- OHSEM Departmental Presentation

A presentation was delivered by Director Murray Snow of the DuPage Office of Homeland Security and Emergency Management (OHSEM). The presentation included items about departmental direction with a focus on school safety, faith based planning, and small business assistance emergency readiness. OHSEM is looking to provide free of charge training to interested parties in the near future.

Board members expressed a few queries regarding the school safety, centered around time lines and what procedures would be put in place. While details will still be forthcoming, Director Snow reiterated that OHSEM will be working closely with DuPage School Districts, experts in school safety, nationally recognized committees and the Regional Office of Education.

The presentation has been attached to the full minute summary.

9. OLD BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT

A. Motion to Adjourn

Without objection, the meeting was adjourned at 8:47 AM.
A. Meeting Handout

1. OHSEM presentation
1. CALL TO ORDER

8:15 AM meeting was called to order by Chairman Grant Eckhoff at 8:15 AM.

2. ROLL CALL

PRESENT: Hart, DiCianni, Eckhoff, Healy (8:24 AM), Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grant, Grasso

3. PUBLIC COMMENT

None

4. CHAIRMAN'S REMARKS

None

5. APPROVAL OF MINUTES:

A. Judicial/Public Safety Committee - Regular Meeting - Feb 20, 2018 8:15 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Peter DiCianni, District 2
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grant, Grasso, Healy

6. BUDGET TRANSFERS

Budget Transfer Item 6.A, 6.B, and 6.C were combined and approved.
RESULT: APPROVED [UNANIMOUS]
MOVER: Tonia Khouri, District 5
SECONDER: Donald Puchalski, District 1
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grant, Grasso, Healy

A. Budget Transfers -- Transfer of funds from account nos 51080 (wearing apparel) and 53520 (extradition/investigation travel) to account no 52220 (wearing apparel) and 53510 (travel expense) for Sheriff's Office/LEB in the amount of $15,000.00 to cover invoices.

B. Budget Transfers -- Transfer of funds account nos 4400-51080 (wearing apparel), 4410-51080 (wearing apparel), 4415-52200 (operating supplies), and 4415-53600 (dues & memberships) to account nos 52200 (operating supplies), 52220 (wearing apparel), and 53600 (dues & memberships) for Sheriff's Office/Admin in the amount of $110,000.00 to cover invoices.

C. Budget Transfers -- Transfer of funds from account no 53090 (other professional services) to account no 51000 (benefit payments) for the DST Transport/Youth Home in the amount of $2,755.00 to transfer funds compensating for FY17 vacation payout made in FY18.

7. ACTION ITEMS

A. FI-R-0109-18 RESOLUTION -- Appropriation for the Crime Laboratory Fund Company 1300, Accounting Unit 4440 $25,000

RESULT: APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: Sean T Noonan, District 2
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grant, Grasso, Healy

B. FI-R-0110-18 RESOLUTION -- Acceptance and Appropriation of the Title IV-D Program Grant PY19, Intergovernmental Agreement No. 2017-55-013-K3B Company 5000 - Accounting Unit 6570 $610,000

RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, District 1
SECONDER: Robert L Larsen, Vice Chair
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grant, Grasso, Healy
C. JPS-R-0111-18 RESOLUTION -- Approving an Intergovernmental Agreement With Bloomingdale Township for Police Services

Action Items 7.C, 7.D, 7.E, and 7.F were combined and approved.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, District 1
SECONDER: Peter DiCianni, District 2
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grant, Grasso, Healy

D. JPS-R-0105-18 RESOLUTION -- Approving an Intergovernmental Agreement With Wayne Township for Police Services

Action Items 7.C, 7.D, 7.E, and 7.F were combined and approved.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, District 1
SECONDER: Peter DiCianni, District 2
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grant, Grasso, Healy

E. JPS-R-0106-18 RESOLUTION -- Approving an Intergovernmental Agreement With Milton Township for Police Services

Action Items 7.C, 7.D, 7.E, and 7.F were combined and approved.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, District 1
SECONDER: Peter DiCianni, District 2
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grant, Grasso, Healy

F. JPS-R-0107-18 RESOLUTION -- Approving an Intergovernmental Agreement With York Township for Police Services

Action Items 7.C, 7.D, 7.E, and 7.F were combined and approved.
RESULT:  APPROVED [UNANIMOUS]
MOVER:  Sam Tornatore, District 1
SECONDER:  Peter DiCianni, District 2
AYES:  Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT:  Grant, Grasso, Healy

G.  JPS-P-0094-18  Recommendation for the approval of a contract purchase order to Jillian Ruggiero, of Ruggiero & Associates, P.C. to provide professional services as a conflict attorney assigned to juvenile cases for the period of May 1, 2018 through April 30, 2019 for the 18th Judicial Circuit Court, for a contract total amount not to exceed $45,000.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

RESULT:  APPROVED [UNANIMOUS]
MOVER:  Donald Puchalski, District 1
SECONDER:  Sam Tornatore, District 1
AYES:  Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT:  Grant, Grasso, Healy

H.  JPS-P-0095-18  Recommendation for the approval or a contract purchase order issued to Axon Enterprise, Inc for purchase of Tasers for the Sheriff's Office, for a contract total amount not to exceed $29,403.20, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids - Sole Source. (Equipment for the Sheriff's Department)

Clarification was asked for regarding the "Sole Source" status on this item. Chief Kruse did clarify that Tasers are sole source as the technology is patented.

RESULT:  APPROVED [UNANIMOUS]
MOVER:  Peter DiCianni, District 2
SECONDER:  Sean T Noonan, District 2
AYES:  Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT:  Grant, Grasso, Healy

I.  JPS-P-0096-18  Recommendation for the approval for a contract purchase order issued to Unified Power for the labor to remove, replace and recycle battery strings on the UPS for the Circuit Court Clerk, for a contract total amount not to exceed $27,947.26, per 55 ILCS 5/5-1022 "Competitive Bids" (d) IT/Telecom purchases under $35,000.
RESULT: APPROVED [UNANIMOUS]  
MOVER: Sean T Noonan, District 2  
SECONDER: Greg Hart, District 3  
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay  
ABSENT: Grant, Grasso, Healy

J. Recommendation for the approval of a contract purchase order to Agilent Technologies for the purchase of Agilent 7693 tray, including 3 removable racks, and supplemental installation of tray, for a contract total amount not to exceed $10,463.00. Per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids-sole source. Purchase and installation of Agilent Gas Chromatograph Mass Spectrometer.

RESULT: APPROVED [UNANIMOUS]  
MOVER: Sean T Noonan, District 2  
SECONDER: Robert L Larsen, Vice Chair  
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay  
ABSENT: Grant, Grasso, Healy

K. Change Order -- JPS-P-0062C-17 Amendment to Resolution JPS-P-0062B-17 (Purchase order 2359-1 SERV), issued to Public Safety Direct to furnish and install new equipment in Sheriff Vehicles, for a change order to increase the purchase order $5,000.00 for the Sheriff's Office, for an amended contract total amount not to exceed $187,824, an increase of 2.73%. (2359-0001)

RESULT: APPROVED [UNANIMOUS]  
MOVER: Peter DiCianni, District 2  
SECONDER: Sean T Noonan, District 2  
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay  
ABSENT: Grant, Grasso, Healy

L. Consent Item -- Advent Systems, Inc. - Decrease & Close 502-0001 SERV

RESULT: APPROVED [UNANIMOUS]  
MOVER: Robert L Larsen, Vice Chair  
SECONDER: Sean T Noonan, District 2  
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay  
ABSENT: Grant, Grasso, Healy

---
M. Grant Proposal Notifications -- Donated Funds Initiative - Illinois Dept. of Human Services - DuPage State's Attorney (Children's Center) - $67,740

Action Items 7.M and 7.N were combined, accepted, and placed on file.

RESULT:  APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: Robert L Larsen, Vice Chair
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grant, Grasso, Healy

N. Grant Proposal Notifications -- GPN & Report - Title IV-D $610,000 PY19

Action Items 7.M and 7.N were combined, accepted, and placed on file.

RESULT:  APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: Robert L Larsen, Vice Chair
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grant, Grasso, Healy

8.  INFORMATIONAL ITEMS


RESULT:  APPROVED [UNANIMOUS]
MOVER: Peter DiCianni, District 2
SECONDER: Robert L Larsen, Vice Chair
AYES: Hart, DiCianni, Eckhoff, Khouri, Larsen, Noonan, Puchalski, Tornatore, Zay
ABSENT: Grant, Grasso, Healy

9.  OLD BUSINESS

10.  NEW BUSINESS

11.  ADJOURNMENT

A. Motion to Adjourn

Member Healy arrived at 8:24 AM.

Without objection, the meeting was adjourned at 8:25 AM.
<table>
<thead>
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<td>Robert L Larsen, Vice Chair</td>
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<td>SECONDER:</td>
<td>Sean T Noonan, District 2</td>
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<td>AYES:</td>
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<td>ABSENT:</td>
<td>Grant, Grasso</td>
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DuPage County, Illinois
BUDGET ADJUSTMENT
Effective June 26, 2016

From: 1000
Company #

Accounting Unit | Account | Title | Amount | Prior to Transfer | After Transfer | Date of Balance
--- | --- | --- | --- | --- | --- | ---
4415 53370 | REPAIR & MTCE OTHER EQUIPMENT | $ 30,000.00 | 47,581 | 17,581 | 3/20/18

Total | $ 30,000.00

To: 1000
Company #

Accounting Unit | Account | Title | Amount | Prior to Transfer | After Transfer | Date of Balance
--- | --- | --- | --- | --- | --- | ---
4415 53380 | REPAIR & MTCE AUTO EQUIPMENT | $ 30,000.00 | (125,92) | 29,874.08 | 3/20/18

Total | $ 30,000.00

Reason for Request:
To cover current and upcoming invoices

Date: 3/20/18

Activity (optional)

Finance Department Use Only

Fiscal Year 2018 Budget Journal # Accntg Period
Entered By/Date Released By/Date Posted By/Date

****Please sign in blue ink on the original form****
### ADDITIONAL APPROPRIATION TO ESTABLISH
THE FFY17 STATE COURT IMPROVEMENT PROGRAM GRANT
GRANT AWARD AGREEMENT NO. CIP-G-1705
COMPANY 5000 – ACCOUNTING UNIT 6140
$10,000

#### REVENUE

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**TOTAL ANTICIPATED REVENUE**

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#### EXPENDITURES

##### COMMODITIES

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**TOTAL COMMODITIES**

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##### CONTRACTUAL

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<td>53090 Other Professional Services</td>
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<td>53803 Miscellaneous Meeting Expense</td>
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**TOTAL CONTRACTUAL**

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**TOTAL ADDITIONAL APPROPRIATION**

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<td>$10,000</td>
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This Agreement is entered into by the Administrative Office of the Illinois Courts, hereinafter referred to as “AOIC”, and the County of DuPage, Illinois on behalf of the Department of Probation and Court Services, hereinafter referred to as the “Grantee”, for implementation of the 2018 Child Welfare Symposium proposal indicated in Exhibit A of this Agreement.

The State Court Improvement Program, hereinafter referred to as “CIP”, was created as part of the Omnibus Budget Reconciliation Act (OBRA) of 1993, Public Law 103-66, which among other things, provided a portion of federal funds to state court systems to conduct assessments of their foster care and adoption laws and judicial processes, and to develop and implement a plan for system improvement. The basic CIP grant was first enacted in 1993, and reauthorized in 1997, 2001, 2006, and 2011. The Deficit Reduction Act of 2005 (Public Law 107-171) authorized two new CIP grants: the Data Collection and Analysis Grant and the Training Grant. In 2011, the Child and Family Services Improvement and Innovation Act, Public Law 112-34, reauthorized all three CIP grants through FY2016. The FY2017 Consolidated Appropriations Act (H.R. 244) provided funding for the Court Improvement Program grants through FY2017 with the Family First Prevention Services Act extending full funding through FY2021.

CIP is administered by the U.S. Department of Health and Human Services, Administration for Children, Youth, and Families. The AOIC applies for, receives, establishes priorities for, allocates, disburses, and awards grants or contracts of CIP funds in accordance with federal and Judicial Branch guidelines and provisions. Approved programs will be funded 100% with federal grant funds as indicated in Exhibit B.

Projects funded with CIP grant funds must address court reform issues that will improve the safety, well-being, and permanency of children in foster care and strengthen the legal and judicial system including:

- Developing automated information systems to track cases and measure performance;
- Improving judicial competence and skills;
- Institutionalizing stronger links with child welfare agencies and community programs to improve coordination of services;
- Encouraging communication between, and cross-system training of, court and agency and court-appointed representatives of parents and children;
- Improving the amount and quality of legal representation for children, parents, and agencies; and
- Giving fairer treatment, notice, and consideration to all parties before the court.

The County of DuPage, Illinois, agrees, by acceptance of this grant award, to abide by the following terms and conditions:
1. **GRANTEE SERVICES:**

   a. Grantee Name and Address:
      County of DuPage, Illinois
      421 N. County Farm Road
      Wheaton, Illinois 60187

   b. Grantee agrees to perform the following services (include recipient of services) as indicated in Exhibit A:

      Host a one-day in-service training for those who work in Domestic Relations Court and with youth involved in Juvenile Court. The discussion will focus on the culture of hope and how families, schools, and communities can implement a strategy that models how all children can succeed.

   c. Identify Any Attachments To This Grant Agreement:

      Exhibit A - Proposal
      Exhibit B - Budget Summary and Narrative
      Exhibit C - Certification Regarding Maintenance of Effort

2. **PERIOD OF PERFORMANCE AND AWARD AMOUNT:**

   a. The period of performance is from April 1, 2018 through June 30, 2018. Funds available under this grant agreement are a portion of the Federal Fiscal Year 2017 State Court Improvement-Basic Grant (CFDA#93.586) awarded to the Administrative Office of the Illinois Courts by the U.S. Department of Health and Human Services, Administration for Children, Youth, and Families. Use of these funds and reporting requirements are subject to the guidelines set forth by the U.S. Department of Health and Human Services, Administration for Children, Youth, and Families under the State Court Improvement Program-Basic Grant.

   b. The maximum amount available under this grant agreement is $10,000.00. Disbursement of funds shall be consistent with Section 5 "Performance and Compensation."

   c. Extension/renewal of this grant agreement will be subject to the availability of funds, performance, applicability to goals and objectives of the State Court Improvement Program, and the approval of the Administrative Office of the Illinois Courts.

   d. Obligations of the Supreme Court of Illinois and its Administrative Office shall cease immediately if the U.S. Department of Health and Human Services fails to award or otherwise make available funds for this grant agreement within any fiscal year. The Administrative Office will use its best efforts to obtain sufficient funding to cover this agreement.

   e. The State may terminate this grant agreement, or any portion thereof, without notice or penalty.
3. **BUDGET ADMINISTRATION:**

   a. **Budget.** An approved line item budget, marked Exhibit B, is attached hereto and made part of this grant agreement. Allowable costs are limited to those items listed in the approved budget and may not exceed the total amount budgeted for each category of expense. Modifications in excess of ten percent of the project total which cause an increase and/or decrease in any line item, except equipment or indirect costs, must be requested in writing at least thirty (30) days in advance of the requested budget modification. Such requested modifications may not be made without the written authorization of the Administrative Office of the Illinois Courts. This flexibility shall not be construed to allow the total budget for the project to exceed the total award.

   b. **Allowability of Costs.** Allowability of costs will be governed by the applicable Office of Management and Budget, hereinafter referred to as OMB circulars as noted in Section 8 of this agreement.

   c. **Supplanting.** The Grantee agrees that funds provided under this grant agreement shall be used exclusively for the purpose for which the grant was made and may not be reallocated in whole or in part for any other purposes, nor may grant funds replace or allow for the release of grantee’s funds for alternative uses. Funds awarded through this grant may not be used to supplant other State or local funds, which were already being used for similar purposes (U.S. Health and Human Services, Administration for Children and Families, Program Instruction ACYF-CB-PI-06-05 and Program Instruction ACYF-CB-PI-07-09).

   d. **Procurement.** Procurement will be governed by applicable OMB circulars as noted in Section 8 of this agreement.

   e. **Subcontracting/Subgranting.** Subcontracting/Subgranting is not allowed without prior authorization of the Supreme Court of Illinois or its Administrative Office. All subcontractors/subgrantees used and amounts paid to each must be disclosed. All subcontractors/subgrantees must comply with the terms and conditions set forth herein for the Grantee.

4. **ACCOUNTING, RECORD RETENTION, AND RIGHT TO AUDIT:**

   a. The Grantee agrees to maintain books, records, and supporting documentation relating to the performance of the grant award and necessary to support amounts charged to the State under the grant award for a period of three years from the later of the date of final payment under the grant award or the completion of the grant award. The three year period shall be extended for the duration of any audit in progress at the time of that period’s expiration (Section 20-65 of the Judicial Branch Procurement Code).

   b. Any subcontractor/subgrantee, as applicable, shall maintain all books, records, papers, and supporting documentation related to the performance of such subcontract/subgrant and necessary to support amounts charged to the State under the subcontract/subgrant for a period of three years from the later of the date of final payment under the subcontract/subgrant or the completion of the subcontract/subgrant. The three year period shall be extended for the duration of any audit in progress at the time of that period’s expiration (Section 20-65 of the Judicial Branch Procurement Code).
c. The Grantee and subcontractor/subgrantee, as applicable, shall agree that all books, records, papers, and supporting documentation to be maintained under Subsections a and b above shall be available for review and audit by representatives of the Supreme Court of Illinois, Illinois Office of the Auditor General, Illinois Attorney General, U.S. Department of Health and Human Services, the Comptroller General of the United States, or any person or entity so authorized by them. The Grantee and any subcontractor/subgrantee agree to cooperate fully with any audit.

d. Failure to maintain the books, records, and supporting documents required by this paragraph shall establish a presumption in favor of the Administrative Office of the Illinois Courts for the recovery of any funds paid by the judicial branch under the grant award for which adequate books, records, papers, and supporting documentation are not available.

5. PERFORMANCE AND COMPENSATION

a. The parties agree to the program activities delineated in Exhibit A and grant funding amounts delineated in Exhibits B. Grantees or sub-grantees must obtain prior written approval from the Administrative Office for any revision of the scope or objectives of the project (regardless of where there is an associated budget revision requiring prior approval), need to extend the period of availability of the funds, or changes in key persons in cases where specified in the proposal. In research projects, a change in the project director or principle investigator shall always require approval.

b. In accordance with Department of Treasury regulations, 31 CFR Part 205 (Implementing the Cash Management Improvement Act), the Grantee agrees to limit requests to draw Federal funds to the minimum amount needed and to time the request in accordance with the actual, immediate cash needs necessary to carry out programs funded through this award. Failure to adhere to these requirements may cause suspension of the grant funds.

c. Advance requests for CIP funds shall be submitted in writing on the form entitled Request for Disbursement of Grant Funds. Funds should be requested at least four weeks prior to the Grantee’s anticipated date of expenditure to allow the Administrative Office of the Illinois Courts time to process the request.

Requests for CIP funds on a reimbursement basis shall be submitted in writing on the form entitled Request for Disbursement of Grant Funds. Funds may be requested up to 90 days following the end of the grant funding period.

d. Requests for funds shall be reviewed for compliance with this agreement and any applicable federal and state laws and regulations. Upon satisfactory review, the request shall be approved by the Administrative Office of the Illinois Courts. Funds will not be disbursed until all outstanding program and financial reports described in Section 6 of this agreement are received by the Administrative Office of the Illinois Courts.
6. REPORTING REQUIREMENTS:

a. **Quarterly Program Progress Reports.** The Grantee must submit quarterly program progress reports to the Administrative Office of the Illinois Courts as a condition of this agreement. These reports shall be due as follows:

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2018 – June 30, 2018</td>
<td>July 30, 2018</td>
</tr>
</tbody>
</table>

Each report may be filed on forms prescribed by the Administrative Office of the Illinois Courts and shall include:

1. a narrative description of the project activities during the reporting period. This shall include copies or drafts of any products (i.e. brochures, pamphlets, videos, reports, etc) that are produced or developed as a direct result of activities conducted as a result or outcome of this award. This should include each of the performance indicators as outlined in Exhibit A;

2. the relationship between those activities and the program or project objective(s) set forth in the approved proposal or approved adjusted proposal; and

3. any significant problem areas that have developed and how they were or will be resolved.

b. **Quarterly Fiscal Reports.** The Grantee must submit quarterly fiscal reports to the Administrative Office of the Illinois Courts as a condition of this agreement. The reports shall be due in accordance with the schedule indicated in Section 6a above.

Each report may be filed on forms prescribed by the Administrative Office of the Illinois Courts and shall include:

1. expenditures during current reporting period;
2. match generated during current reporting period (if applicable);
3. cumulative expenditures; and
4. cumulative match (if applicable).

c. **Final Program Progress Report.** The Grantee must submit a written final program progress report to the Administrative Office of the Illinois Courts within 45 days from the end of the grant period (by August 14, 2018).
Each report may be filed on forms prescribed by the Administrative Office of the Illinois Courts and shall include:

1. A cumulative description of the project activities and services performed during the grant period. This shall include final copies of any products (i.e. brochures, pamphlets, videos, reports, etc) that are produced or developed as a direct result of activities conducted as a result or outcome of this award. This shall include each of the performance indicators and Exhibit B;

2. The relationship between those activities and the program or project objective(s) set forth in the approved proposal or approved adjusted proposal; and

3. A summary of significant problem areas and how they were resolved.

4. This final program report shall include quantitative accomplishments which were achieved for each function or activity performed during the project. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments.

d. **Final Fiscal Report.** The Grantee must submit a written final fiscal report to the Administrative Office of the Illinois Courts within 45 days from the end of the grant period (by August 14, 2018).

Each report may be filed on forms prescribed by the Administrative Office of the Illinois Courts and shall include:

1. Accumulated CIP expenditures;

2. Accumulated CIP match (if applicable); and

3. Ending cash balance. Any remaining unexpended funds shall be returned to the Administrative Office of the Illinois Courts within 45 days of grant completion (by August 14, 2018), as provided for in the Illinois Grants Recovery Act (30 ILCS 705 et seq.). A check for the total balance shall be made payable to the "State of Illinois Treasurer".

e. **Closeout Requirements.** Grantees that satisfy the requirements set forth in this Agreement shall receive written notification from the Administrative Office of the Illinois Courts that the agreement is closed in good standing.
7. **MONITORING:**

The Administrative Office of the Illinois Courts shall monitor the activities under this grant agreement and the expenditure of the funds. Monitoring of the activities and expenditures under this grant agreement may include reviews of fiscal and program reports; site visits which may include reviews of relevant documents and observation of project or service activities; and any other procedures deemed necessary by the Administrative Office to determine the Grantee and subcontractor/subgrantee, as applicable, has complied with this grant agreement. The Administrative Office is responsible for monitoring grant, sub-grant/sub-recipient and contract supported activities to assure compliance with Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function and activity. (See 45 CFR 92.40.)

8. **COMPLIANCE WITH FEDERAL AND STATE LAWS AND REGULATIONS:**

a. **Federal Regulations.** The Grantee acknowledges that all State Court Improvement Program funds are subject to Federal regulations and agrees to abide by and comply with the relevant regulations, including but not limited to:

   - Section 438 of the Social Security Act
   - Section 7401 of the Deficit Reduction Act of 2005 (P.L. 109-171)
   - Section 13712 of Subchapter C, Part I of the Omnibus Budget Reconciliation Act of 1993 (OBRA) (P.L. 103-66)
   - Section 305 of the Adoption & Safe Families Act of 1997 (AFSA) (P.L. 105-89)
   - Section 106(g) of the Trafficking Victims Protection Act of 2000 (22 USC 7104)
   - Promoting Safe and Stable Families Program
   - Safe and Timely Interstate Placement of Foster Children Act of 2006 (P.L. 109-239)
   - Child and Family Services Improvement and Innovation Act (P.L. 112-34)
   - Program Instructions ACYF-CB-PI-12-02
   - Title 2 of the Code of Federal Regulations
     - Part 220 Cost Principles for Educational Institutions
     - Part 225 Cost Principles for State, Local and Indian Tribal Governments
     - Part 230 Cost Principles for Non-Profit Organizations
     - Part 376 Nonprocurement Debarment and Suspension
   - Title 45 of the Code of Federal Regulations
     - Part 16: Procedures of the Departmental Grant Appeals Board
     - Part 30: Claims Collection
     - Part 80: Non-Discrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964
     - Part 81: Practice and Procedures for Hearings Under Part 80 of this Title
     - Part 84: Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance
     - Part 86: Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Assistance
     - Part 87: Equal Treatment for Faith-Based Organizations
     - Part 91: Nondiscrimination on the Basis of Age in Health and Human Services
Programs or Activities Receiving Federal Financial Assistance

Part 92: Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Tribal Governments

Part 93: New Restrictions on Lobbying

Part 95: Subpart E: Cost Allocation Plans

Part 100.12 How may a state simplify...federally required state plans?

Title 48 of the Code of Federal Regulations

Part 31: Cost Principles for Commercial Vendors or Subcontractors

OMB Circular A-21 Cost Principles for Educational Institutions

OMB Circular A-87 Cost Principles for State, Local, and Indian Tribal Governments

OMB Circular A-102 Uniform Administrative Requirement for Grants and Cooperative Agreements with State and Local Governments

OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

OMB Circular A-122 Cost Principles for Nonprofit Organizations

OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations


b. Disclosure Requirements. As stated in Section 508 of Public Law 103-333, in press releases, statements, requests for proposals, bid solicitations, and other documents describing projects, programs, or services funded in whole or in part with Federal money, Grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

1. the percentage of the total costs of the program or project which will be financed with Federal money;

2. the dollar amount of Federal funds for the project program; and

3. percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

c. Purchase of Products and Equipment. As stated in Section 507 of Public Law 103-333, it is the sense of Congress that, to the extent practicable, all equipment and products purchased with funds made available by this grant agreement should be American made.

d. Pro-Children Act of 1994 (Environmental Tobacco Smoke). The Grantee must comply with Public Law 103-227, the PRO-KIDS Act of 1994, and the Grantee under this grant agreement hereby certifies such compliance. The Act requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal Programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contract...
programs. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.

The Grantee further agrees that the above language will be included in any subcontracts/subgrants which contain provisions for children’s services and that all subcontractors/subgrantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to $1,000 per day.

e. **Non-Discrimination.** The Grantee and its employees and subcontractors/subgrantees agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the United States Civil Rights Act and section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and rules applicable to each.

f. **Indemnification.** The Grantee shall indemnify and hold the Supreme Court of Illinois and its Administrative Office harmless should any goods or services provided by the Grantee under the terms of this grant agreement infringe upon the patent, trademark, copyright, or trade secret of another.

g. **Prevailing Wage.** If the Prevailing Wage Act is applicable to any service provided by the Grantee under this agreement, the Grantee agrees to comply with the provisions of the Act, and be responsible for obtaining any periodic revisions to the wage rates from the Department of Labor (820 ILCS 130/0.01 et seq.).

h. **Sexual Harassment.** The Grantee shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) Grantee's internal complaint process including penalties; (v) the legal resource, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4)). A copy of the policies shall be provided to the Department upon request.

i. **Liability and Insurance.**

1. The State does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee. The State will not indemnify or hold harmless any Grantee for claims based on the State's use of Grantee provided goods or services. Any liability for damages that the State might have is expressly limited by and subject to the provisions of the Illinois Court of Claims Act and to the availability of suitable appropriations. The Grantee shall carry public liability, casualty and auto insurance in sufficient amount to protect the State from liability for acts of the Grantee. Minimum acceptable coverage for bodily injury shall be $250,000 per person and $500,000 per occurrence and for property damage, $100,000 per occurrence. Grantee maintains a self-insurance program, with general liability through the County of DuPage. II. Liability Self-Insurance Plan and auto insurance through the State of Illinois Auto Liability Self-Insurance Plan. A certificate of Coverage can be provided upon request. In addition, the
Grantee shall carry workers' compensation insurance, if applicable, in amounts required by law.

2. In those instances in which a temporary employee is utilized, the temporary employment agency bears sole responsibility for workers' compensation insurance coverage for temporary employees furnished to the Administrative Office of the Illinois Courts and indemnifies and holds the Administrative Office harmless from any judgment, finding, or assessment of liability under the Workers' Compensation Act or the laws of Illinois for injuries suffered by a temporary employee furnished to the Administrative Office.

3. The State may self-insure against any and all risks.

j. Copyrights. The U.S. Department of Health and Human Services reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for Federal government purposes:

1. The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and

2. Any rights of copyright to which a grantee, subgrantee, or contractor purchases ownership with grant support.

k. Debarred and Suspended Parties. By signing and submitting this Agreement, the Grantee and any sub-grantee at any tier certifies that it is neither presently debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549 Debarment and Suspension.

l. Energy Conservation. The Grantee and its employees and subcontractors agree to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan (see 20 ILCS/115/1 et seq.) issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163, 89 Stat. 871).

m. Religious Activities. Direct federal grants, sub-awards, or contracts under this program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

n. Lobbying Prohibitions. Federal grant funds provided under these awards may not be used by the grantee or any sub-grantee to support lobbying activities to influence proposed or pending Federal legislation or appropriations. This prohibition is related to the use of Federal grant funds and is not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93.)

o. Human Trafficking Provisions. These awards are subject to the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22 USC 7104). The full text of this requirement is found at http://www.acf.gov/grants/award_terms.html.

p. Transparency Act Requirements. Awards under these programs are included under the
provisions of P.L. 109-282, the "Federal Funds Accountability and Transparency Act of 2006" (FFATA). Under this statute, the State is required to report information regarding executive compensation and all subgrants, contracts and subcontracts in excess of $25,000 through the Federal Subaward Reporting System (https://www.fsrs.gov/) and in accordance with the terms found in Federal regulations at 2 CFR Part 170, including Appendix A.

9. GOVERNING LAW:

This grant agreement and any agreement, including maintenance, service or other subsequent agreements that might result from this grant agreement, shall be governed by the laws of the State of Illinois. The validity of this grant agreement and any of its terms or provisions, as well as the rights and duties of the parties hereto, shall be governed by the laws of the State of Illinois. Any claim against the State arising out of this grant agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1 et seq.).

10. ENTIRE AGREEMENT:

Except as provided in Section 1c, this grant agreement, including any addenda and exhibits constitutes the entire agreement between the parties with respect to the same subject matter; all prior agreements, representations, statements, negotiations and undertakings are superseded hereby.

11. SEVERABILITY:

If any provision of this grant agreement should be found illegal, invalid, or void, it shall be considered severable. The remaining provisions shall not be impaired and the agreement shall be interpreted as far as possible to give effect to the parties' intent.

12. MODIFICATIONS:

Any modification, change, or amendment subsequent to the execution of this grant agreement may be made only by an instrument in writing executed and signed by the parties.

13. WAIVER:

The failure of any party to enforce any provision of this grant agreement shall not constitute a waiver by such party of any provision. The past waiver of a provision by either party shall not constitute a course of conduct or a waiver in the future with respect to the same provision.

14. CERTIFICATIONS:

a. Conflict of Interest. Grantee certifies that neither he/she, his/her spouse or minor child, is an elected official in this State, holding a seat in the General Assembly, or appointed to or employed in any of the offices or agencies of State government for which he/she, his/her spouse or minor child receives compensation in excess of 60% of the salary of the Governor of the State of Illinois, or that he/she, his/her spouse or minor child is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority. The Grantee further certifies that no person listed herein is entitled to receive (i) more than 7½% of the total distributable income of any firm, partnership, association, or corporation or (ii) an amount in excess of the salary of the
Governor. Further, the Grantee certifies that no person listed herein, together with his/her spouse or minor children is entitled to receive (i) more than 15%, in the aggregate, of the total distributable income or (ii) an amount in excess of 2 times the salary of the Governor (Section 50-13 of the Judicial Branch Procurement Code (same as Section 50-13 of the Illinois Procurement Code (30 ILCS 500/50-13)).

b. **Bid-rigging or Bid-rotating.** The Grantee certifies that he/she/it has not been barred from contracting with the State as a result of a violation of section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4).

c. **Educational Loan Default.** If the Grantee is an individual, he or she certifies that he or she is not in default on an educational loan as provided in section 3 of the Educational Loan Default Act (5 ILCS 385/3).

d. **Anti-bribery.** The Grantee certifies that he/she/it is not barred from being awarded a contract or subcontract under section 50-5 of the Judicial Branch Procurement Code (same as Section 50-5 of the Illinois Procurement Code (30 ILCS 500/50-5)).

e. **International Anti-Boycott Certification.** The Grantee certifies that neither the Grantee nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

f. **Legal Status Disclosure.** Under penalties of perjury, the Grantee certifies that the name, taxpayer identification number, and legal status listed below are correct.

**Grantee and/or Business Name:** County of DuPage, Illinois

**Taxpayer Identification Number:** 36-6006551

(If the Grantee is an individual, enter the Grantee name and Social Security Number as it appears on the Grantee's Social Security Card. If the Grantee is a sole proprietorship, enter the owner's name followed by the name of the business and the owners' Social Security Number. For all other entities, enter the Grantee's name as it appears on the Application for Employer's Identification Number and the Employer's Identification Number.)

SSN: 
or
EIN: 36-6006551

**Legal Status (check one):**
- [ ] Individual
- [ ] Owner of sole proprietorship
- [ ] Partnership
- [ ] Tax-exempt hospital or extended care facility
- [X] Government entity
- [ ] Corporation providing or billing medical and/or health care services
- [ ] Corporation NOT providing or billing medical and/or health care services
Administrative Office of the Illinois Courts
FFY17 State Court Improvement Program – CIP-G-1705
Grant Award Agreement

- Nonresident alien individual
- Estate or legal trust
- Foreign corporation, partnership, estate, or trust
- Limited Liability Company (select applicable tax classification)
  - D = disregarded entity
  - C = corporation
  - P = partnership
- Other: Not for Profit

g. **Debt Delinquency.** Grantee certifies that he/she/it is not barred from being awarded a contract under Section 50-11 of the Judicial Branch Procurement Code. Section 50-11 of the Judicial Branch Procurement Code prohibits the Grantee from entering into a contract with the judicial branch if the Grantee knows or should know that he/she/it, or any affiliate, is delinquent in the payment of any debt to the State unless the Grantee or affiliate has entered into a deferred payment plan to pay off the debt. Grantee further acknowledges that, under Section 50-60 of the Judicial Branch Procurement Code, the AOIC Director may declare the contract void if this certification is false or if Grantee is determined to be delinquent in the payment of any debt to the State during the term of the contract.

h. **Collection and remittance of Illinois Use Tax.** Grantee certifies that he/she/it, or any affiliate, is not barred from being awarded a contract under Section 50-12 of the Judicial Branch Procurement Code. Section 50-12 of the Judicial Branch Procurement Code prohibits a Grantee from entering into a contract with the judicial branch if he/she/it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act (35 ILCS 105/1 et seq). Grantee further acknowledges that, under Section 50-60 of the Judicial Branch Procurement Code, the AOIC Director may declare the contract void if this certification is false or if the Grantee, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of the contract.

i. **Prohibition of Goods Produced By Forced Labor.** Grantee certifies in accordance with Public Act 93-0307 that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction.

j. **Prohibited Bidders and Contractors.** Grantee certifies in accordance with Section 50-10.5 of the Judicial Branch Procurement Code that no officer, director, partner or other managerial agent of the contracting business has been convicted of a felony under the Sarbanes-Oxley Act of 2002 (Pub. L. No. 107-204) or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 (815 ILCS 5/1 et seq.) for a period of five years prior to the date of the bid or contract. Grantee acknowledges that the AOIC Director may declare the contract void if this certification is false.

k. **Corporate Accountability.** Grantee certifies this agreement is in compliance with the requirements of the Corporate Accountability for Tax Expenditure Act (Public Act 93-0552). Public Act 93-0552 requires development assistance agreements to contain specific recapture provisions. Grantee acknowledges that the AOIC Director may declare the contract void if this certification is false.

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1. **Environmental Protection Violations.** Grantee certifies that he/she/it is not barred from being awarded a contract under Section 50-14 of the Judicial Branch Procurement Code. Section 50-14 prohibits entering into an agreement with the judicial branch by a person or business found by a court or the Pollution Control Board to have committed a willful or knowing violation of Section 42 of the Environmental Protection Act for a period of five years from the date of the order. Grantee acknowledges that the AOIC Director may declare the contract void if this certification is false.

m. **Prohibition of Goods Produced by Child Labor.** Grantee certifies in accordance with Public Act 94-0264 that no foreign-made equipment, materials, or supplies furnished to the State under this agreement has been produced in whole or in part by the labor of any child under the age of 12.

n. **Registration as a Business Entity.** Grantee certifies that (1) he/she/it is not required to register as a business entity with the State Board of Elections pursuant to Section 20-160 of the Judicial Branch Procurement Code (same as Section 20-160 of the Illinois Procurement Code (30 ILCS 500/20-160)) or (2) he/she/it has registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration pursuant to Section 20-160 of the Judicial Branch Procurement Code (same as Section 20-160 of the Illinois Procurement Code (30 ILCS 500/20-160)). Grantee acknowledges that the AOIC Director may declare the contract void if this certification is false.

o. **Felons.** Grantee certifies that it is not barred from being awarded a contract under 30 ILCS 500/50-10. Section 50-10 prohibits a grantee from entering into a contract with a State agency if the grantee has been convicted of a felony and 5 years have not passed from the completion of the sentence for that felony. Grantee further acknowledges that the AOIC Director may declare the related contract void if this certification is false.

15. **DRUG FREE WORKPLACE:**

If the Grantee is an individual, or an individual doing business in the form of a sole proprietorship, the Grantee certifies that the Grantee will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract (30 ILCS 580/4).

If the Grantee is a corporation, partnership, or other entity with 25 or more employees, the Grantee agrees that it will provide a drug free workplace by:

a. **Publishing a statement:**

1. Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in Grantee's workplace.

2. Specifying the actions that will be taken against employees for violations of such prohibition.

3. Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
i. abide the terms of the statement; and

ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

b. Establishing a drug free awareness program to inform employees about:

1. the dangers of drug abuse in the workplace;

2. the Grantee's policy of maintaining a drug free workplace;

3. any available drug counseling, rehabilitation, and employee assistance programs; and

4. the penalties that may be imposed upon an employee for drug violations.

c. Providing a copy of the statement required by Subparagraph a to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.

d. Notifying the contracting or granting agency within 10 days after receiving notice under part (ii) of paragraph (a) of subparagraph (3) above from an employee or otherwise receiving actual notice of such conviction.

e. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.

f. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act. See 30 ILCS 580/1 et seq.

16. NOTICES:

Notices to the parties shall be sent to the addresses below:

Administrative Office of the Illinois Courts
3101 Old Jacksonville Road
Springfield, IL 62704-6488

County of DuPage, Illinois
421 N. County Farm Road
Wheaton, IL 60187
17. SIGNATURE:

By signing this agreement, the Grantee's representative warrants that he or she has the authority to bind the Grantee to the terms and conditions contained herein. Representatives of the Administrative Office of the Illinois Courts execute this document in their official capacity only and not as individuals.

The undersigned person signing this grant agreement on behalf of the Grantee affirms, under penalties of perjury, that he or she is authorized to execute the certifications contained herein on behalf of the designated party (Grantee) to this agreement.

The Grantee certifies under oath, in accordance with the Illinois Grant Funds Recovery Act (30 ILCS 705/4 (b)(6)) that all information in the grant agreement is true and correct to the best of the grantee's knowledge, information and belief; that the funds shall be used only for the purposes described in the grant agreement; and that the award of grant funds is conditioned upon such certification."

Administrative Office of the Illinois Courts

County of DuPage, Illinois

__________________________  __________________________
Signature                  Signature

__________________________  __________________________
Type/Print Name            Type/Print Name

__________________________  __________________________
Type/Print Title           Type/Print Title

__________________________  __________________________
Date                      Date

** A copy of the Judicial Branch Procurement Code is available upon written request from the Administrative Office of the Illinois Courts.

Page 16 of 16
Executive Summary


*Presented by the DuPage County Domestic Relations Court Child Welfare Committee and DuPage County Juvenile Justice Council*

The DuPage County Child Welfare Committee and Juvenile Justice Council are composed of representatives from the following offices: Judicial, States Attorneys, Public Defenders, Probation, GALs, DCFS, CASA and other community stakeholders who have come together to plan and execute a full day training program for those who work in Domestic Relations Court and with youth involved in Juvenile Court. The Committee endeavors to host an in-service featuring Antwone Fisher and Rick Miller. The event will explore Mr. Fisher's journey of hopelessness to hope through his writings and film followed by a discussion around those themes and how they relate to the science of hope. There will be a discussion about the culture of hope and how families, schools, youth serving organizations and communities can implement a strategy that models how all children can succeed, no exceptions.

The committee hopes utilize funding from the Juvenile Justice Council as well as this grant to finance this event. This training event offers continuing education credits and an opportunity to hear from experts in the field at no charge.

The DuPage County Child Welfare Committee and Juvenile Justice Council respectfully ask for your consideration for funding for this worthwhile event.
Title of Project: 2017 Child Welfare Symposium

Presented by the DuPage County Domestic Relations Court
Child Welfare Committee and DuPage County Juvenile Justice Council

A. Problem/Issue:

The program will focus on how to bring youth in DCFS care from the depths of hopelessness to the heights of achievement. The speakers will share their life experience with our audience and discuss the role hope played in their life, and how to impart hope on others. They will discuss how labeling kids as “at risk” limits them and will give the audience practical advice on working with kids who lack hope, including how to break youth from terminal thinking and encourage a culture of growth.

Program Description:

The Child Welfare Committee of the DuPage County Family Court and Juvenile Justice Council are comprised of individuals from the following offices: States Attorney, GAL, Public Defender, Probation, Judicial, DCFS, CASA and community stakeholders. The committee and council have arranged for a one-day training program for constituents from the above offices as well as for DCFS engaged service providers and private practice attorneys. Appropriate continuing education credits will be available for attendees.
The training day is being arranged as follows:

*DuPage County, 18th Judicial Circuit*

*Child Welfare Committee and Juvenile Justice Council Symposium*

*Friday, June 22, 2018*

**AGENDA**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 8:30</td>
<td>Registration</td>
</tr>
<tr>
<td>8:30 – 8:40</td>
<td>Welcome</td>
</tr>
<tr>
<td></td>
<td>Hon. Robert J. Anderson, Circuit Judge, 18th Judicial Circuit Court</td>
</tr>
<tr>
<td>8:40 – 10:30</td>
<td>Antwone Fisher</td>
</tr>
<tr>
<td>10:30 – 10:45</td>
<td>Break</td>
</tr>
<tr>
<td>10:45 – 11:45</td>
<td>Discussion</td>
</tr>
<tr>
<td>11:45 – 12:10</td>
<td>Break &amp; Lunch Distribution</td>
</tr>
<tr>
<td>12:10 – 1:10</td>
<td>Working Lunch</td>
</tr>
<tr>
<td></td>
<td>Youth speaker</td>
</tr>
<tr>
<td>1:10 – 1:30</td>
<td>Break</td>
</tr>
<tr>
<td>1:30 – 2:30</td>
<td>Rick Miller</td>
</tr>
<tr>
<td>2:30 – 2:45</td>
<td>Break</td>
</tr>
<tr>
<td>2:45 – 3:45</td>
<td>Rick Miller &amp; Antwone Fisher</td>
</tr>
<tr>
<td>3:45 – 4:00</td>
<td>Closing, Evaluations &amp; Continuing Education Certificates</td>
</tr>
</tbody>
</table>
Target population and geographic area served:

The training program will be held on Friday, June 22, 2018 at the DuPage County Office Complex in Wheaton. The audience will be comprised of counterparts from each office of the Child Welfare Committee in DuPage County, Kane County, Will County and Lake County. Each office on the Child Welfare committee will send information to their counterparts in the above listed counties. The goal is to have 250 people in attendance.

Collaboration Efforts:

This training opportunity is an excellent example of the stakeholders in the courtroom coming together to learn more about the people they all work with through their own particular responsibilities and circumstances.

Method of Evaluation:

At the conclusion of the program, an evaluation form will be distributed to all attendees and asked to be filled out prior to leaving. For purposes of this proposal, examples of the data collected will be: feedback on the speakers and topics, the timeframe for the day, suggestions for future training sessions. Additional questions will be formulated and added to the evaluation as the event gets closer.
BUDGET SUMMARY

Applicant Name: DuPage County Domestic Relations Court Child Welfare Committee and DuPage County, Illinois

Project Name: Services for Youth at Independence

<table>
<thead>
<tr>
<th>Budget Line Items</th>
<th>Requested CIP Funds</th>
<th>Match Funds</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Travel</td>
<td>$75,000</td>
<td>$25,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Personnel</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td>9,900.00</td>
<td></td>
<td>9,900.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>100.00</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct Costs:</td>
<td>10,000.00</td>
<td>0.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Indirect Costs: (Rate: %)</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct + Indirect Costs:</td>
<td>10,000.00</td>
<td>0.00</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

Indirect Costs: Indirect cost rates are only allowable if the Grantee has a current and documented federally approved indirect cost rate or a provisional letter from a cognizant federal agency that applies during the term of this agreement. Appropriate documentation must be attached to apply an indirect cost rate. If the indirect cost rate has not been approved, costs must be budgeted in the direct cost line items.

* The Budget Summary amounts must equal the total of each line item presented in the Budget Narrative.

<table>
<thead>
<tr>
<th>Source of Match</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: County Budget</td>
<td>$4,000</td>
</tr>
<tr>
<td>Personnel Salary</td>
<td></td>
</tr>
<tr>
<td>Total Match Contribution:</td>
<td>0.00</td>
</tr>
</tbody>
</table>
**BUDGET NARRATIVE**

**Applicant Name:** DuPage County Domestic Relations Court Child Welfare Committee

**Project Name:** 2017 Child Welfare Conference

**Note:** If this form does not provide adequate space, please attach additional sheets.

**Personnel:** Indicate the name of the employee (if available) and their position name/title, project duties and responsibilities, percentage of full time equivalent (FTE), hours worked per week on which FTE is based, annual salary, and the budget amount. *(Note: Final personnel costs charged to this agreement must reflect actual contract activity of each employee, account for total activity for which the employee is compensated, be reported at least monthly coinciding with one or more pay periods, and be signed by the employee and supervisory official having firsthand knowledge of the work performed by the employee).*

<table>
<thead>
<tr>
<th>Employee Name (if available) and Position Name/Title</th>
<th>Project Duties and Responsibilities</th>
<th>% FTE</th>
<th>Average Work Hrs. Per Week</th>
<th>Annual Salary</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**TOTAL PERSONNEL:** $N/A

**Fringe Benefits:** Indicate the name of the employee (if available) and their position name/title, benefit type, benefit rate, and the budget amount for each project personnel.

<table>
<thead>
<tr>
<th>Employee Name (if available) and Position Name/Title</th>
<th>Benefit Type</th>
<th>Benefit Rate</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
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<td></td>
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</table>

**TOTAL FRINGE BENEFITS:** $N/A
### Product/Service & Purpose

<table>
<thead>
<tr>
<th>Product/Service</th>
<th>Purpose</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee and light breakfast, boxed lunches and afternoon coffee</td>
<td>250</td>
<td>15.00</td>
<td>$3750</td>
<td></td>
</tr>
<tr>
<td>Coordinator</td>
<td>To organize event, correspond with speakers and prepare reports</td>
<td>1 person</td>
<td>$30/hr for 100 hours</td>
<td>$3000</td>
</tr>
<tr>
<td>Interpreters for deaf participants</td>
<td>To accommodate participants that regularly attend DuPage County hosted events</td>
<td>16 hours (2 interpreters)</td>
<td>50.00</td>
<td>$800</td>
</tr>
<tr>
<td>Professional lighting, sound and webcast assistance</td>
<td>2013 through 2017 seminars were “sold out” so a webcast was created. The same is expected for this seminar. In addition, the auditorium we use (at no charge) has very poor lighting and sound quality for the guest speakers. This cost remedies the issue and makes for a better experience for the attendees.</td>
<td>1 day event</td>
<td>2350</td>
<td>$2350</td>
</tr>
</tbody>
</table>

**TOTAL CONTRACTUAL:** $9,900
**Travel:** For each travel expense, itemize the traveler, activity/event, expense type (i.e., mileage, lodging, per diem/meal allowance, ground transportation, airfare, etc.), calculation, and budget amount. All travel is subject to applicable State rates of $.55 per mile; $7 per quarter or $28 per day; and lodging at the rate determined for the geographic area. Out of state travel requires prior approval from the Administrative Office of the Illinois Courts.

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Activity/Event</th>
<th>Expense Type</th>
<th>Calculation</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
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<td></td>
</tr>
<tr>
<td>TOTAL TRAVEL:</td>
<td></td>
<td></td>
<td></td>
<td>$ N/A</td>
</tr>
</tbody>
</table>

**Supplies:** For each commodity, itemize the purpose, quantity, unit cost, and budget amount. Unit cost must be less than $5,000 per item. To the extent possible, commodities purchased should be made in America (Section 507, P.L. 103-333).

<table>
<thead>
<tr>
<th>Item</th>
<th>Purpose</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folders, labels, evaluations and certificates of completion</td>
<td>For attendees</td>
<td>250</td>
<td>.40</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL SUPPLIES:</td>
<td></td>
<td></td>
<td></td>
<td>$100</td>
</tr>
</tbody>
</table>

**Other:** For costs not specifically identified above, list its purpose, quantity, unit cost, and budget total.

<table>
<thead>
<tr>
<th>Item</th>
<th>Purpose</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Budget Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL OTHER:</td>
<td></td>
<td></td>
<td></td>
<td>$ N/A</td>
</tr>
</tbody>
</table>
CERTIFICATION REGARDING MAINTENANCE OF EFFORT

In accordance with the applicable program statutes(s) and regulations(s), the undersigned certifies that financial assistance provided by the Administration for Children and Families through the Administrative Office of the Illinois Courts, for the specified activities to be performed under the __________________________ (name of Program) by __________________________ (applicant name), will be in addition to, and not in substitution for, comparable activities previously carried on without federal assistance.

________________________________________
Signature of Authorized Certifying Official

________________________________________
Title

________________________________________
Date
### Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: Dr. Michael Oliverio</th>
<th>Vendor #:</th>
<th>Contract Term: 4/16/18 - 4/15/19</th>
<th>Contract Total: $43,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Probation &amp; Court Services</td>
<td>Contact: Sharon Donald</td>
<td>Phone: 630-407-8413</td>
<td>Assigned Committee: Judicial Public Safety</td>
</tr>
</tbody>
</table>

### Description of Procurement/Scope of Work/Background

Forensic Psychologist to provide expertise, experience, knowledge and resources to complete offender evaluations of adult and juvenile defendants, parents and/or adult caretakers. The hourly rate is $45.00 per hour.

### Reason for Procurement

The number of complex criminal cases has increased, these cases take a longer time for the evaluations to be completed. The evaluations for felonies, misdemeanors and juvenile delinquency cases have also increased over the years.

### FUNDING SOURCE

- [x] Procurement budgeted for (FY and budget code(s)): 1400-6120-53090
- [ ] Budget Transfer (Date) [ ] Add1 Information

### DECISION MEMO NOT REQUIRED

- [ ] LOWEST RESPONSIBLE QUOTE # or BID # __________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # __________________________ [ ] Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 [ ] Public Utility
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # __________________________ (include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # __________________________
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [x] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # __________________________

### PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>3/28/18</td>
<td>[Signature]</td>
<td>3-28-18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>3-28-18</td>
<td>[Signature]</td>
<td>3-28-18</td>
</tr>
</tbody>
</table>

---

Packet Pg. 42
Purchase Requisition  
Procurement Services Division

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: Dr. Michael Oliverio</th>
<th>Dept: Probation &amp; Court Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Email: mao6622x@gmailcom</td>
<td>Attn: Sharon Donald Email: <a href="mailto:sharon.donald@dupageco.org">sharon.donald@dupageco.org</a></td>
</tr>
<tr>
<td>Address: P.O. Box 203</td>
<td>Address: 503 N. County Farm Rd</td>
</tr>
<tr>
<td>Phone: 734-644-3932</td>
<td>Phone: 630-407-8413</td>
</tr>
</tbody>
</table>

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Vendor: Dr. Michael Oliverio</th>
<th>Dept: Probation &amp; Court Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Email: mao6622x@gmailcom</td>
<td>Attn: Sharon Donald Email: <a href="mailto:sharon.donald@dupageco.org">sharon.donald@dupageco.org</a></td>
</tr>
<tr>
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<tr>
<td>Phone: 734-644-3932</td>
<td>Phone: 630-407-8413</td>
</tr>
</tbody>
</table>

**Send Payments To:**

<table>
<thead>
<tr>
<th>Vendor: Dr. Michael Oliverio</th>
<th>Dept: Probation &amp; Court Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Email: mao6622x@gmailcom</td>
<td>Attn: Sharon Donald Email: <a href="mailto:sharon.donald@dupageco.org">sharon.donald@dupageco.org</a></td>
</tr>
<tr>
<td>Address: P.O. Box 203</td>
<td>Address: 503 N. County Farm Rd</td>
</tr>
<tr>
<td>Phone: 734-644-3932</td>
<td>Phone: 630-407-8413</td>
</tr>
</tbody>
</table>

**Payment Terms**

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
</table>

**PER 50 ILCS 505/1 Destination**

<table>
<thead>
<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Use for</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LN** **Qty** **UOM** **Item Detail (Product #)** **Description** **FY** **Dept #** **Acctg Unit** **Acct #** **Sub-Accts and/or Activity #** **Unit Price** **Extension**

| 1 | 1 | EA | Forensic Psychologist | 18 & 19 | 1400 | 6120 | 53090 | 43,000.00 | 43,000.00 |

**Requisition Total** $43,000.00

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

Requesting Department: Probation & Court Services
Contact Email: sharon.donald@dupageco.org
Vendor Name: Dr. Michael Oliverio

Department Contact: Sharon Donald
Contact Phone: 630-407-8413
Vendor #:

Date: Mar 20, 2018
MinuteTraq (IQM2) ID #: 12295
Department Requisition #:

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Request approval to issue a new contract to Dr. Michael Oliverio.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The Probation department has an obligation to provide the court with comprehensive evaluations for adult and juvenile offenders as to fitness to stand trial. The Probation department has the need for an experience part time Forensic Psychologist to perform psychological evaluations.

Strategic Impact

Select one of the five strategic imperatives in the County’s Strategic Plan this action will most impact and provide a brief explanation.

This is a service that is required by the court.

Source Selection/Vetting Information - Describe method used to select source.

This position was posted and two candidates were interviewed and one interviewed by phone. Dr. Michael Oliverio is a licensed psychologist and soon to be licensed as sex offender evaluator. He is very familiar with these cases due to his experience with another county’s diagnostic service. He has worked with offenders for several years and he has the expertise that we need in order to properly evaluate the offenders.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Staff recommends issuance of this contract to Dr. Michael Oliverio as a part time Forensic Psychologist.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

This contract has funds available in FY’2018. The funds will come out of Probation fees budget 1400-6120-53090 for a total not to exceed $43,000.00
PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICES AGREEMENT ("AGREEMENT") is made this 1st day of April 16, 2018, between the 19th Judicial Circuit’s Department of Probation and Court Services, 503 N. County Farm Road, Wheaton, Illinois, 60187 ("Department") and Dr. Michael Oliverio, an Independent Contractor, ("Contractor"), with offices at P.O. Box 203, St. Charles, IL 60174.

RECITALS

WHEREAS, the Department has need for assessment and evaluation of offenders in the court system for fitness to stand trial and various other related evaluation services of offenders that are appearing before the court; and

WHEREAS, in order to fully provide such services, the Department must contract with certain evaluators who are licensed to provide such services to the court; and

WHEREAS, the Contractor has demonstrated expertise in providing such services, has represented that he has the requisite knowledge, skill, experience and other resources necessary to perform such services and is desirous of providing such services for the Department.

NOW, THEREFORE, in consideration of the premises, the mutual covenants, terms and conditions herein set forth, and the understandings of each party to the other, the parties do hereby mutually covenant, promise and agree as follows:

1. Incorporation and Construction

1.1 All recitals set forth above are incorporated herein and made a part thereof, the same constituting the factual basis for this AGREEMENT.

1.2 The headings of the paragraphs and subparagraphs of this AGREEMENT are inserted for convenience of reference only and shall not be deemed to constitute part of the AGREEMENT or to affect the construction hereof.

1.3 The exhibits referenced in this AGREEMENT shall be deemed incorporated herein and a part hereof.

2. Term:

2.1 The term of this AGREEMENT shall begin on the date the AGREEMENT is fully executed, and shall continue in full force and effect until the earlier of the following occurs:

(a) The early termination of this AGREEMENT in accordance with the terms of Section 6, or

(b) The expiration of this AGREEMENT on April 15, 2019 or to a new date agreed upon by the parties.

3. Scope of Services: Contractor agrees to provide the services to the Department at the sites set forth in Exhibit B, attached hereto and made part hereof. Services are required as set forth in
Exhibit A, Scope of Services, including the deliverables set forth thereon in accordance with the terms and conditions of this AGREEMENT, attached hereto and made part hereof. The Department may, from time to time, request changes in the Scope of Services. Any such changes, including any increase or decrease in Contractor's fees, shall be documented by an amendment to this AGREEMENT in accordance with State and County laws.

4. **Compensation and Payment:** The Department shall pay the Contractor for services rendered and shall only pay in accordance with the provisions of this AGREEMENT. The Department shall not be obligated to pay for any services not in compliance with this AGREEMENT. Compensation for Services during the term shall be based on an hourly rate of $45.00 and shall not exceed forty three thousand dollars, ($43,000.00). In the event of early termination of this AGREEMENT, the Department shall only be obligated to pay the fees incurred up to the date of termination. In no event shall the Department be liable for any costs incurred or Services performed after the effective date of termination as provided herein. Contractor shall submit invoices referencing this AGREEMENT with such supporting documentation as may be requested by the Department on a not more often than monthly basis, and no later than sixty (60) days following completion of the work being invoiced. The Contractor shall provide the Department with a valid taxpayer identification number prior to making any request for compensation. The Department will process payment in its normal course of business. Payment will not be made on invoices submitted later than six months (180 days) after the expiration date of this AGREEMENT and any statute of limitations to the contrary is hereby waived.

5. **Non-appropriation:** Expenditures not appropriated in the current fiscal year budget are deemed to be contingent liabilities only and are subject to appropriation in subsequent fiscal year budgets. In the event sufficient funds are not appropriated in a subsequent fiscal year by the Department for performance under this AGREEMENT, the Department shall notify Contractor and this AGREEMENT shall terminate on the last day of the fiscal period for which funds were appropriated. In no event shall the Department be liable to the Contractor for any amount in excess of the cost of the services rendered up to and including the last day of the fiscal period.

6. **Termination:**

6.1 Either party shall have the right to terminate this AGREEMENT for any cause or without cause thirty (30) days after having served written notice upon the other party, except in the event of Contractor's failure to maintain suitable insurance at the requisite coverage amounts, insolvency, bankruptcy or receivership, or if the Contractor is barred from contracting with any unit of government, or is subsequently convicted or charged with a violation of any statute or ordinances, in which case termination shall be effective immediately upon receipt of notice from the Department, at the Department's election.

6.2 Upon such termination, the liabilities of the parties to this AGREEMENT shall cease, except surviving insurance and indemnification obligations, but they shall not be relieved of the duty to perform their obligations up to the date of termination, or to pay for services rendered prior to termination. There shall be no termination expenses.

6.3 Upon termination of this AGREEMENT, all data, work products, reports and documents produced, because of this AGREEMENT shall become the property of the Department.
Further, Contractor shall provide all deliverables within fourteen (14) days of termination in accordance with the other provisions of this AGREEMENT.

7. **Entire Agreement:**

7.1 This AGREEMENT, including matters incorporated herein, contains the entire agreement between the parties.

7.2 There are no other covenants, warranties, representations, promises, conditions or understandings; either oral or written, other than those contained herein.

7.3 This AGREEMENT may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

7.4 In event of a conflict between the terms or conditions or this AGREEMENT and any term or condition found in any exhibit or attachment, the terms and conditions of this AGREEMENT shall prevail.

8. **Standards of Performance:** Contractor agrees to devote such time, attention, skill, and knowledge as is necessary to perform Services effectively and efficiently. Contractor acknowledges and accepts a relationship of trust and confidence with the Department and agrees to cooperate with the Department in performing Services to further the best interests of the Department.

9. **Breach of Contract:** In the event of any breach of contract, the non-breaching party shall give notice to the breaching party stating with particularity the nature of the alleged breach. The breaching party shall be allowed a reasonable opportunity to cure the breach. A Party’s failure to timely cure any material breach of this AGREEMENT shall relieve the other Party of the requirement to give thirty (30) day notice for termination of this AGREEMENT in accordance with Paragraph 6, above. Whenever a Party hereto has failed to timely cure a breach of this AGREEMENT, the other Party may terminate this AGREEMENT by giving ten (10) days written notice thereof to the breaching party. Notwithstanding the above term, the Contractor’s failure to maintain insurance in accordance with Section 16 below, or in the event of any of the contingencies described in Paragraph 16.1, shall be grounds for the Department’s immediate termination of this AGREEMENT.

10. **Assignment:** This AGREEMENT shall be binding on the parties and their respective successors and assigns, provided however, that neither party may assign this AGREEMENT or any obligations imposed hereunder without the prior written consent of the other party.

11. **Confidentiality and Ownership of Documents:**

11.1 **Confidential Information.** In the performance of Services, Contractor may have access to certain information that is not generally known to others ("Confidential Information"). Contractor agrees not to use or disclose to any third party, except in the performance of Services, any Confidential Information or any records, reports or documents prepared or generated as a result of this AGREEMENT without the prior written consent of the Department. Contractor shall not issue publicity news releases or grant press interviews, except as may be required by law, during or after the performance of the Services, nor shall
Contractor disseminate any information regarding Services without the prior written consent of the Department. Contractor agrees to cause its personnel, staff and/or subcontractors, if any, to undertake the same obligations of confidentiality agreed to by Contractor under this AGREEMENT. The terms of this Paragraph 11.1 shall survive the expiration or termination of this AGREEMENT.

11.2 Ownership. All records, reports, documents, and other materials prepared by Contractor in performing Services, as well as all records, reports, documents, and other materials containing Confidential Information prepared or generated as a result of this AGREEMENT, shall at all times be and remain the property of the Department. All of the foregoing items shall be delivered to the Department upon demand at any time and in any event, shall be promptly delivered to the Department upon expiration or termination of the AGREEMENT. In the event any of the above items are lost or damaged while in Contractor's possession, such items shall be restored or replaced at Contractor's expense.

12. **Representations and Warranties of Contractor:** Contractor represents and warrants that the following shall be true and correct as of the effective date of this AGREEMENT and shall continue to be true and correct during the Term of this AGREEMENT.

12.1 Compliance with Laws. Contractor is and shall remain in compliance with all local, state and federal laws, County of DuPage ordinances, and regulations relating to this AGREEMENT and the performance of Services. Further, Contractor is and shall remain in compliance with all County and Department policies and rules, including, but not limited to, criminal background checks.

12.2 Good Standing. Contractor is not in default and has not been deemed by the Department to be in default under any other AGREEMENT with the Department during the five (5) year period immediately preceding the effective date of this AGREEMENT.

12.3 Authorization. In the event Contractor is an entity other than a sole proprietorship, Contractor represents that it has taken all action necessary for the approval and execution of this AGREEMENT, and execution by the person signing on behalf of Contractor is duly authorized by Contractor and has been made with complete and full authority to commit Contractor to all terms and conditions of this AGREEMENT which shall constitute valid, binding obligations of Contractor.

12.4 Gratuities. No payment, gratuity or offer of employment, except as permitted by the Illinois State Gift Ban Act, was made by or to Contractor in relation to this AGREEMENT or as an inducement for award of this AGREEMENT.

13. **Independent Contractor:** It is understood and agreed that the relationship of Contractor to the Department is and shall continue to be that of an independent contractor and neither Contractor nor any of Contractor's employees shall be entitled to receive Department employee benefits. As an independent contractor, Contractor agrees to be responsible for the payment of all taxes and withholdings specified by law, which may be due in regard to compensation paid by the Department. Contractor agrees that neither Contractor nor its employees, staff or subcontractors shall represent themselves as employees or agents of the Department. Contractor hereby represents that Contractor's valid taxpayer identification number as defined
by the United States Internal Revenue Code (social security number or federal employer identification number) was or will be provided to the Department upon request.

14. **Indemnification:**

14.1 The Contractor shall indemnify, hold harmless and defend the Department, its officials, officers, employees, and agents from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or directly connected with, the Contractor's negligent or willful misconduct, errors or omissions in its, or their, performance under this AGREEMENT.

14.2 Nothing contained herein shall be construed as prohibiting the Department, its officials, directors, officers, agents and employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. The Department's participation in its defense shall not remove Contractor's duty to indemnify, defend, and hold the Department harmless, as set forth above.

14.3 Any indemnity as provided in this AGREEMENT shall not be limited by reason of the enumeration of any insurance coverage herein provided. Contractor's indemnification of Department shall survive the termination, or expiration, of this AGREEMENT.

14.4 The Department does not waive, by these indemnity requirements, any defenses or protections under the Local Government and Governmental Employees Tort Liability Act (745 ILCS 10/1, et seq.) or otherwise available to it, or the Contractor, under the law.

15. **Favored Nation:** Contractor shall furnish Services to the Department at the lowest price that the Contractor charges to other similarly situated parties. If Contractor overcharges, in addition to all other remedies, the Department is entitled to a refund in the amount of the overcharge, plus interest at the rate of 1% per month from the date the overcharge was paid by the Department until the date refund is made. The Department has the right to offset any overcharge against any amounts due to Contractor under this or any other AGREEMENT between Contractor and the Department, and at the Department's sole option the right to declare Contractor in default under this AGREEMENT.

16. **Contractor's Insurance:**

16.1 The Contractor shall maintain, at its sole expense, insurance coverage including: Professional Liability Insurance (Errors and Omissions) with minimum limits of at least one million dollars ($1,000,000) per incident and two million dollars ($2,000,000) aggregate during the term of this AGREEMENT. In addition, coverage shall be provided in the minimum amount of one million ($1,000,000) and shall be maintained for a period of four (4) years after the date of the final payment for this AGREEMENT.

16.2 It shall be the duty of the Contractor to provide to the County, copies of the Contractor's Certificates of Insurance, as well as all applicable coverage and cancellation endorsements before issuance of a Notice of Proceed. It is further duty of the Contractor to immediately notify the County if any insurance required under this AGREEMENT has been cancelled, materially changed, or renewal has been refused, and the Contractor shall
immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage. If a suspension of work should occur due to insurance requirements, upon verifications by the County of the Contractor curing any breach of its required insurance coverage, the County shall notify the Contractor that the Contractor can resume work under this AGREEMENT. The Contractor shall accept and bear all costs that may result from the cancellation of this AGREEMENT due to Contractor's failure to provide and maintain the required insurance.

16.3 The Contractor shall require all approved sub-contractor, anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable under this AGREEMENT to maintain the same insurance required of the Contractor. The County retains the right to obtain evidence of subcontractors’ insurance coverage at any time.

17. **Authority to Contract:** Contractor represents and warrants to the best of his knowledge that he is permitted to enter into this AGREEMENT and perform the obligations contemplated hereto, including all of the Exhibits and that this AGREEMENT and the terms and obligations hereof are not inconsistent with any other obligations Contractor may have. Contractor further warrants and represents that he has no conflicting public or private interest with the services to be provided under this AGREEMENT and shall not acquire directly or indirectly any such interest which would conflict in any manner with his/her performance under this AGREEMENT.

18. **Modification or Amendment:** The parties may modify or amend terms of this AGREEMENT only by a written document duly approved and executed by both parties.

19. **Severability:**

19.1 In the event, any provision of this AGREEMENT is held to be unenforceable or invalid for any reason, the enforceability thereof shall not effect the remainder of the AGREEMENT. The remainder of this AGREEMENT shall be construed as if not containing the particular provision and shall continue in full force, effect and enforceability, in accordance with its terms.

19.2 In the event of the contingency described in Paragraph 19.1 above, the parties shall make a good faith effort to amend this AGREEMENT pursuant to Paragraph 18 above, in order to remedy and, or, replace any provision declared unenforceable or invalid.

20. **Notices:** All notices required under this AGREEMENT shall be in writing and sent to the addresses and persons set forth below, or to such other addresses as may be designated by a party in writing. All notices shall be deemed received when (i) delivered personally; (ii) sent by confirmed telex or facsimile (followed by the actual document); or (iii) one (1) day after deposit with a commercial express courier specifying next day delivery, with written verification of receipt.

**IF TO THE DEPARTMENT:**
John Schow, Director  
Department of Probation and Court Services  
503 North County Farm Road  
Wheaton, IL 60187

Copy to: DuPage County Procurement Services Division  
421 North County Farm Road  
Wheaton, IL 60187-3978

Copy to: Du Page County Finance Department  
421 North County Farm Road  
Wheaton, IL 60187  
Attn: Paul Rafac

**IF TO CONTRACTOR:**

Dr. Michael Oliverio  
P.O. Box 203  
St. Charles, IL. 60174

21. **Governing Law:**

21.1 The laws of the State of Illinois shall govern this AGREEMENT as to both interpretation and performance.

21.2 The venue for resolving any disputes concerning the parties’ respective performance, or failure to perform, under this AGREEMENT, shall be the judicial circuit court for DuPage County.

22. **Waiver:** The parties agree that the waiver of, or failure to enforce, any breach of this AGREEMENT by the remaining party shall not be construed, or otherwise operate, as a waiver of any future breach of this AGREEMENT. Further the failure to enforce any particular breach shall not bar or prevent the remaining party from enforcing this AGREEMENT with respect to a difference breach.

23. **County Approval:** If applicable, this AGREEMENT is subject to approval of the appropriate committee(s) and County Board of the County of DuPage.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by their duly authorized representatives as of the date first above written.

**DEPARTMENT**  
By: [Redacted]  
John Schow, Director

**CONTRACTOR**  
By: [Redacted]  
Dr. Michael Oliverio
Exhibit A

SCOPE OF SERVICES

This Scope of Services is for Contractor providing to the County certain Services pursuant to the above-referenced Contract and County Resolution. The undersigned agree that this Independent Contractor project ("Project") shall be conducted pursuant to the terms and conditions of the above-referenced County Report and Contract and by the following terms and conditions:

1. DESCRIPTION OF INDIVIDUAL’S WORK:

Psychologist agrees to work with Dr. John Murray, the Department’s Forensic Psychologist and/or designated Department personnel at sites referenced in Exhibit B to deliver services on behalf of the Department consistent with the demands of his/her profession.

Services include the following:
- Complete court-ordered forensic psychological evaluations of adult defendants, minor respondents, parents and/or adult caretakers.
- Administer comprehensive psychological testing of referrals from the Court.
- Independently provide the Court with written reports and clinical summaries including relevant opinions and recommendations.
- Provide direct in-court expert testimony as required.
- Maintain confidential records of referred individuals.
- Maintain adequate psychological tests and related materials.
- Other duties as required and/or requested.
- It is anticipated that the services enumerated above will average between 15-20 hours per week but shall not exceed 20 hours per week.

2. MILESTONE/DELIVERABLE INFORMATION:

- Prepare and submit monthly reports outlining activities.
Exhibit B

CONTRACT SITES SUBJECT TO THIS AGREEMENT

Contractor agrees to provide services on-site at the following contract sites. Contractor will render services in accordance with the Scope of Services in Exhibit A for the effective dates set forth below:

<table>
<thead>
<tr>
<th>Contract Sites</th>
<th>Effective Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>18th Judicial Courthouse and Annex</td>
<td>4/16/18 to 4/15/19</td>
</tr>
<tr>
<td>505 North County Farm Road</td>
<td></td>
</tr>
<tr>
<td>Wheaton, Illinois 60187;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of Probation and Court Services</td>
<td></td>
</tr>
<tr>
<td>503 N. County Farm Road</td>
<td></td>
</tr>
<tr>
<td>Wheaton, Illinois 60187;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Sites as necessary to complete an examination</td>
<td></td>
</tr>
</tbody>
</table>
Exhibit C

RATE SCHEDULE

Contractor understands and agrees that she will provide services for designated number of hours as determined and approved by the Department. In consideration for the provision of Contractor services, the Department shall compensate Contractor as set forth below.

Rate
$45.00/hour for approximately 15-20 hours per week not to exceed $43,000.00.
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: Mar 13, 2018

Company Name: Dr. Michael Oliverio
Contact Phone: 734-644-3932
Contact Email: mac6622x@gmail.com

Bid/Contract/PO #: 

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☐ NONE (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☐ NONE (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature:

Printed Name: Dr. Michael Oliverio
Title: Clinical Psychologist
Date: March 13, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
### Purchase Requisition

**Procurement Services Division**

<table>
<thead>
<tr>
<th>Send Purchase Order To:</th>
<th>Send Invoices To:</th>
<th>Send Payments To:</th>
<th>Ship To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: Life Technologies</td>
<td>Dept: Sheriff's Office</td>
<td>Vendor: Life Technologies</td>
<td>Dept: Sheriff's Office</td>
</tr>
<tr>
<td>Vendor #: 11449</td>
<td>Division: Budget Support</td>
<td>Vendor #: 11449</td>
<td>Division: Crime Lab</td>
</tr>
<tr>
<td>Attn: Scott Reierstad</td>
<td>Email: <a href="mailto:service.sales@lifetech.com">service.sales@lifetech.com</a></td>
<td>Attn: Scott Reierstad</td>
<td>Email: <a href="mailto:service.sales@lifetech.com">service.sales@lifetech.com</a></td>
</tr>
<tr>
<td>Address: 5791 Van Allen Way</td>
<td>State: CA</td>
<td>Address: 501 N. County Farm Road</td>
<td>State: IL</td>
</tr>
<tr>
<td>City: Carlsbad</td>
<td>Zip: 92008</td>
<td>City: Wheaton</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Phone: 800-955-6288, option 3,2</td>
<td>Fax: 925-426-2051</td>
<td>Phone: 630-407-2122</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

### Payment Terms

<table>
<thead>
<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Use for</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td>Contract Start Date</td>
<td>PO25 only</td>
</tr>
</tbody>
</table>

### PO20 Delivery Date

<table>
<thead>
<tr>
<th>Use for</th>
<th>PO20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td></td>
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</tbody>
</table>

### PO20 Order Information

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>4456582</td>
<td>Automate Extraction System with extended 2 year warranty</td>
<td>18</td>
<td>5000</td>
<td>4510</td>
<td>54110 DBR2017 (DSI)</td>
<td>49,165.10</td>
<td>49,165.10</td>
</tr>
</tbody>
</table>

**Requisition Total**: $49,165.10

**Header Comments**: (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver**: (these comments will NOT appear on the Purchase Order):

**User Department Internal Notes**: (these comments will NOT appear on the Purchase Order):
**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: Life Technologies</th>
<th>Vendor #: 11449</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Sheriff</td>
<td>Contact: MaryMargaret Greer-Ritzheimer</td>
</tr>
<tr>
<td></td>
<td>Phone: 630-407-2151</td>
</tr>
</tbody>
</table>

| Contract Term: | Contract Total: 49,165.10 |

**Description of Procurement/Scope of Work/Background**

Automated DNA extraction system that integrates with laboratory's current supplies and current validated technology, allowing the rapid analysis of samples obtained from crime scenes.

**Reason for Procurement**

Federal grant funding has been awarded to purchase this item so that any forensic DNA analysis of samples from crime scenes is possible and the backlog is kept to a minimum; this instrument enhances the laboratory's capacity for testing samples and due to the new protocol card, it will allow for variable amounts of elution volume so that the laboratory can validated a new hair extraction procedure.

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): 5000-4510 - 54110 - DBR 2017 (DNA)
- Budget Transfer (Date) Add'l Information

**DECISION MEMO NOT REQUIRED**

- LOWEST RESPONSIBLE QUOTE # or BID # (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid # ________________ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

**DECISION MEMO REQUIRED**

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # ________________ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # ________________
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID #

**PREPARED BY AND APPROVAL(S) (Initials Only)**

MaryMargaret Greer-Ritzheimer Mar 1, 2018

Prepared By Date Recommended for Approval Date IT Approval, if required Date

**REVIEWED BY (Initials Only)**

Buyer 3/23/18 Procurement Officer 3-23-18

Date Procurement Officer Date

Chief Financial Officer 3-28-18 Chairman's Office

(Decision Memos Over $25,000) Date (Decision Memos Over $25,000) Date
## JUSTIFICATION FOR SOLE SOURCE

(please complete and attach to purchase requisition)

<table>
<thead>
<tr>
<th>REQUISITION #</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sheriff (Crime Laboratory)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MANUFACTURER</th>
<th>PRODUCT #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Technologies</td>
<td></td>
</tr>
</tbody>
</table>

### Describe Item Being Justified and Its Function:

The Automate Express DNA Extraction robot is a scientific instrument that extracts DNA and has been proven to be consistent and reliable. It requires only minimal validation and utilizes quality control procedures and consumable supplies already used within the laboratory. This instrument will have a new protocol card which will allow for variable amounts of elution volumes so that the laboratory can validate a new hair extraction procedure.

### This is a Sole Source Because Vendor Is:

- [x] sole provider of a licensed or patented good or service
- [x] sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- [x] sole provider of factory-authorized warranty service
- [ ] sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts) (Please attach letter from the manufacturer)
- [x] the manufacturer (please detail below or attach information regarding why only this manufacturer’s product can be used)
- [ ] the software manufacturer (and sole maintenance/update provider)
- [ ] other – (please detail below or in an attachment)

### Requested Source

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<tr>
<th>Life Technologies</th>
<th>CONTACT</th>
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<td></td>
<td>Scott Reierstad</td>
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<td><a href="http://www.lifetechnologies.com">http://www.lifetechnologies.com</a></td>
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### What Necessary and Unique Features Does This Vendor’s Product or Service Provide Which Are Not Available from Other Vendors? (Please be specific)

The laboratory is not aware of any other commercially-available system that is capable of such a high recovery rate from forensic DNA specimens, that matches the throughput needs of the laboratory, and that integrates with the consumables and quality control procedures currently in use within the laboratory.

### Has the Market Been Tested Lately (Last 12 Months) on the Applicability of Sole Source? (If Not, Why Not?)

No, because this is the only instrument that integrates with the consumables and quality control procedures currently used within the laboratory.

### What Steps Were Taken to Verify That These Features Are Not Available Elsewhere? Were Other Brands/Manufacturers Examined? (Please list other products or services examined – include names & phone numbers of people contacted)

Other instruments used for extraction are the Promega Maxwell and Qiagen EZ-1. These were both compared to the Automate Express back in 2010 and did not provide equivalent DNA recovery rates and do not use existing supplies or quality control procedures. A complete re-validation would have to occur before another instrument could be utilized.

**Signature on File**

**Department Approval**

**Purchasing Review**

---

**3/20/18**

**7/23/2018**

---
To ensure you receive your quoted pricing, please clearly reference your quotation number on your Purchase Order.

To place your order: Fax # 877-680-2537, Attn: Instruments Pricing Admin OR email to: NAInstrumentsOrders@thermofisher.com

We now offer highly competitive financing options with low monthly payments. Please contact your local sales representative for more information on how we can meet your financing needs.

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**DUPAGE COUNTY SHERIFF**
501 N COUNTY FARM RD
Mary Margaret Greer-Ritzheimer
WHEATON IL 60187
USA

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**Life Technologies Corporation**
3175 Staley Road
Grand Island, NY 14072 USA
Fax No.: 1-800-331-2286 USA
To Order: 1-800-955-6288 USA
www.thermofisher.com

---

We are pleased to quote on your requirement as follows:

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**Estimated Shipping & Handling**: $826.60

**Total**: $49,165.10
To reduce the number of pages we have to send you with every quotation, we are taking advantage of the internet to direct you to Life Technologies' General Terms and Conditions of Sale on our website. Please read the important statement below carefully.

This quotation, and Life Technologies' GENERAL TERMS AND CONDITIONS OF SALE (which are incorporated by reference into this quotation and any resulting contract), set out the terms on which Life Technologies is offering to sell the product(s) or service(s) listed in this quotation. By issuing a purchase order or otherwise ordering or accepting product(s) or services, you expressly confirm that you intend to be bound by and agree to the terms of this quotation and Life Technologies' General Terms and Conditions of Sale to the exclusion of all other terms not expressly agreed to in writing by an authorized representative of Life Technologies, and that the purchase and sale transaction between you and Life Technologies is subject to and will be governed by this quotation and Life Technologies' General Terms and Conditions of Sale.

Life Technologies' General Terms and Conditions of Sale can be found on Life Technologies' website at http://www.thermofisher.com/termsandconditions under the "terms and conditions" link at the bottom of the webpage.

If you have any questions, please visit our website at www.thermofisher.com.

NOTE: Customer MUST reference quotation number when ordering to receive discounts.

ADDITIONAL TERMS AND CONDITIONS OF QUOTATION

1. This quotation shall apply only to direct order purchases. In order to receive quoted prices, the quotation number must be referenced at time of order. Credits will not be issued for orders not referencing quotation numbers.

2. The effective dates of this quotation appear on the first page unless otherwise noted.

3. Percentage discounts in this quotation will be calculated from our current price for the applicable product. Discounts will be calculated from single unit catalog price. We reserve the right to change our prices at any time. Any increase or decrease to the price of a product would result in a change to your discounted price. Certain discounts are based on categories of products (e.g., "Pricing Product Line" or "PPL" discounts) that might change over time. We reserve the right to re-align products within a category or add or remove products to or from a specific category at any time. Such re-alignment, addition or removal may result in a change to your discounted price for a particular product.

4. We may terminate this quotation upon written notice.

5. This quotation contains our confidential pricing information which if disclosed to third parties could cause competitive harm to us. Subject to overriding obligations to third party funding agencies or governmental entities, the customer agrees to keep all pricing information contained herein confidential.

Scott Reierstad
Sales Representative
March 1st, 2017

TECHNICAL NOTE

Updated AutoMate Express™ Extraction System protocol card with variable elution volumes

The purpose of this document is to provide information regarding a new protocol card available for the AutoMate Express Forensic DNA Extraction System (PN 4441763) for use with the PrepFiler Express™ (PN 4441352, for Japan PN 4479052) and PrepFiler Express BTA™ Forensic DNA Extraction Kits (PN 4441351, for Japan PN 4479051). The AutoMate Express Forensic DNA Extraction System is a bench-top, automated nucleic acid purification instrument that utilizes the PrepFiler Express and PrepFiler Express BTA chemistries to isolate and purify DNA from up to 13 samples simultaneously. To address the emerging needs of the forensic community, a new protocol card has been developed to enable seven elution volumes ranging from 20 to 250μL.

The available elution volumes on the new protocol card are 20μL, 30μL, 40μL, 50μL, 100μL, 200μL and 250μL. The higher elution volumes (>50μL) may be considered for high quality/high quantity samples (for example, reference samples), while lower elution volumes (<50μL) may be considered for low quantity samples (for example, touch samples). The only modification to the new protocol card is the inclusion of additional elution volumes; there have been no changes made to the PrepFiler chemistry or the AutoMate Express Instrument.

The following summarizes the experiments and the analysis performed at Thermo Fisher Scientific to demonstrate the functionality of the new protocol card and the effect of different elution volumes on eluted DNA concentration, DNA recovery and STR profile quality.

Materials and Methods

Sample Types Evaluated

Liquid blood samples were taken from a single male individual (Male A). Saliva samples were collected on buccal swabs (Puritan® Standard Sterile Cotton Swabs, Ref 25-806 1WC) from a second male individual (Male B). To minimize sample input variation, after lysis incubation the lysate from the same sample and protocol type were pooled (for example, all blood lysates from the standard PrepFiler protocol). For the PrepFiler standard protocol, the pooled lysate was aliquoted into 500μL aliquots for extraction on the AutoMate Express Instrument. For the PrepFiler BTA protocol, the pooled lysate was aliquoted into 230μL aliquots for extraction on the AutoMate Express Instrument.

Summary of Studies

1. Lysate preparation

1.1 Blood lysate preparation for PrepFiler Express standard protocols

1.1.1 Prepared 15mL fresh PrepFiler lysis solution by mixing 15mL PrepFiler lysis buffer with 150μL freshly-prepared 1M DTT in a 50mL conical tube.

1.1.2 Added 30μL human blood from Male A to the above prepared 15mL PrepFiler lysis solution. Mixed by vortexing.

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1.1.3 Aliquotted 1.5mL blood/PrepFiler lysis solution into ten 1.5mL low-bind tubes.
1.1.4 Carried out the lysis incubation on a thermal mixer at 750 rpm, 70°C for 40 minutes.
1.1.5 After lysis incubation, transferred lysate from each of the 1.5mL tubes to the original 50mL conical tube. Mixed by vortexing.

1.2 *Saliva lysate preparation for PrepFiler Express standard protocols*
1.2.1 Prepared 15mL fresh PrepFiler lysis solution by mixing 15mL PrepFiler lysis buffer with 150μL freshly-prepared 1M DTT in a 50mL conical tube.
1.2.2 Suspended two buccal swabs heads from Male B into the above prepared 15mL PrepFiler lysis solution.
1.2.3 Removed and discarded both swab heads after re-suspension. Mixed the lysate by vortexing.
1.2.4 Aliquotted 1.5mL buccal/PrepFiler lysis solution into ten 1.5mL low-bind tubes.
1.2.5 Carried out the lysis incubation on a thermal mixer at 750 rpm, 70°C for 40 minutes.
1.2.6 After lysis incubation, transferred lysate from each of the 1.5mL tubes to the original 50mL conical tube. Mixed by vortexing.

1.3 *Blood lysate preparation for PrepFiler Express BTA protocols*
1.3.1 Prepared 7mL fresh PrepFiler BTA lysis solution by mixing 6.6mL PrepFiler BTA lysis buffer with 60μL freshly-prepared 1M DTT and with 210μL Proteinase K in a 15mL conical tube.
1.3.2 Added 30μL human blood from Male A to the above prepared 7mL PrepFiler BTA lysis solution. Mixed by vortexing.
1.3.3 Aliquotted 1mL blood/PrepFiler BTA lysis solution into each of the seven 1.5mL low-bind tubes.
1.3.4 Carried out the lysis incubation on a thermal mixer at 750 rpm, 56°C for 40 minutes.
1.3.5 After lysis incubation, transferred lysate from each of the 1.5mL tubes to the original 15mL conical tube. Mixed by vortexing.

1.4 *Saliva lysate preparation for PrepFiler Express BTA protocols*
1.4.1 Prepared 7mL fresh PrepFiler BTA lysis solution by mixing 6.6mL PrepFiler BTA lysis buffer with 60μL freshly-prepared 1M DTT and with 210μL Proteinase K in a 15mL conical tube.
1.4.2 Suspended two buccal swab heads from Male B into the above prepared 7mL PrepFiler BTA lysis solution.
1.4.3 Removed and discarded both swab heads after re-suspension. Mixed the lysate by vortexing.
1.4.4 Aliquotted 1mL buccal/PrepFiler lysis solution into each of the seven 1.5mL low-bind tubes.
1.4.5 Carried out the lysis incubation on a thermal mixer at 750 rpm, 56°C for 40 minutes.
1.4.6 After lysis incubation, transferred lysate from each of the 1.5mL tubes to the original 15mL conical tube. Mixed by vortexing.

2. DNA extraction
Either 500μL (standard protocol) or 230μL (BTA protocol) of blood or saliva lysate were aliquoted into separate PrepFiler sample tubes. There were a total of 21 sample tubes for each lysate preparation described in Section 1, so that each sample was extracted in triplicate with each of the seven elution volumes. Extraction was carried out on the Automate Express Instrument using the desired protocol and different elution volumes.

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3. DNA quantification with the Quantifiler™ Trio DNA Quantification Kit

Each extracted DNA sample was quantified twice using the Quantifiler Trio kit (PN 4482910) per the procedure described in the Quantifiler HP and Trio DNA Quantification Kits User Guide (PN 4486354, Rev F). Samples with a concentration greater than 0.067ng/ul were diluted to a concentration of 0.067ng/ul for amplification.

4. STR Amplification with the GlobalFiler™ PCR Amplification Kit

Three replicates for each sample were amplified using the GlobalFiler PCR Amplification kit (PN 4476009) per the GlobalFiler PCR Amplification Kit User Guide (PN 4477605, Rev E). Samples with a concentration greater than 0.067ng/ul were diluted to a concentration of 0.067ng/ul and 15ul of each sample were amplified.

5. Capillary Electrophoresis and data Analysis

Amplified products were typed on the Applied Biosystems 3500 or 3500xl Genetic Analyzer according to the conditions recommended in the GlobalFiler PCR Amplification Kit User Guide. A peak amplitude threshold (PAT) of 175 RFU was implemented for data analysis using the GeneMapper™ ID-X software.

Results of Studies

Blood and saliva samples extracted and purified using PrepFiler standard protocols of seven different elution volumes.

As shown in Figures 1 and 2, DNA concentration increases with decreasing elution volume; therefore, the use of a smaller elution volume may increase the DNA concentration, offering an optimal workflow for low input DNA samples.

![Graph](attachment:LifeTechnologies-Quote (JPS-P-0116-18 : Life Technologies Corporation)

**Figure 1:** The effect of elution volume on DNA concentration of blood samples processed using PrepFiler standard protocols and the Quantifiler Trio kit. Samples were run in triplicate and the average concentration is reported. The error bars represent +/- 1SD (Standard Deviation). T.Y: male target; T.SA: small autosomal
target; T.LA: large autosomal target; IPC: internal positive control.

**Figure 2:** The effect of elution volume on DNA concentration of saliva samples processed using PrepFiler standard protocols and the Quantifiler Trio kit. Samples were run in triplicate and the average concentration is reported. The error bars represent +/- 1SD. T.Y: male target; T.SA: small autosomal target; T.LA: large autosomal target; IPC: internal positive control.

To calculate the total amount of DNA in the final elution, the average concentration (ng/μL) was multiplied by the elution volume and is displayed in Figures 3 and 4. When the lowest (20μL) average elution volume was compared to the standard (50μL) average elution volume, the blood sample showed DNA recovery of approximately 80%, and the saliva sample had comparable recovery of approximately 95%.

**Figure 3:** The effect of elution volume on DNA recovery of blood samples.

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processed using PrepFiler standard protocol and the Quantifiler Trio kit. Samples were run in triplicate and the average concentration is reported. The error bars represent +/− 1SD. T.Y: male target; T.SA: small autosomal target; T.LA: large autosomal target; IPC: internal positive control.

**Figure 5:** The effect of elution volume on DNA recovery of saliva samples processed using PrepFiler standard protocol and the Quantifiler Trio kit. Samples were run in triplicate and the average concentration is reported. The error bars represent +/− 1SD. T.Y: male target; T.SA: small autosomal target; T.LA: large autosomal target; IPC: internal positive control.

Full, well-balanced profiles were generated using the GlobalFiler PCR Amplification Kit for all samples amplified (Figures 5 and 6). 1ng of total DNA was targeted for all samples, with the exception of the 200ul and 250ul saliva extracts in which 0.75ng and 0.65ng were targeted, respectively.
Figure 5: Overlay of all dye channels in the electropherogram for one replicate of each dilution of the blood samples tested with the standard PrepFiler protocol. The Y-axis is scaled from 7,000 RFU for the 250µL volume to 17,000 RFU for the 20µL volume.

Figure 6: Overlay of all dye channels in the electropherogram for one replicate of each dilution of the saliva samples tested with the standard PrepFiler protocol. The Y-axis is scaled from 3,000 RFU for the 250µL volume to 10,000 RFU for the 20µL volume.

Blood and saliva samples extracted and purified using PrepFiler BTA protocols of seven different elution volumes.

As shown in Figures 7 and 8, DNA concentration increases with decreasing elution volume; therefore, the use of a smaller elution volume may increase the DNA concentration, offering an optimal workflow for low input DNA samples.
Figure 7: The effect of elution volume on DNA concentration of blood samples processed using PrepFiler BTA protocols and the Quantifier Trio kit. Samples were run in triplicate and the average concentration is reported. The error bars represent +/- 1SD. T.Y: male target; T.SA: small autosomal target; T.LA: large autosomal target; IPC: internal positive control.

Figure 8: The effect of elution volume on DNA concentration of saliva samples processed using PrepFiler BTA protocols and the Quantifier Trio kit. Samples were run in triplicate and the average concentration is reported. The error bars represent +/- 1SD. T.Y: male target; T.SA: small autosomal target; T.LA: large autosomal target; IPC: internal positive control.

To calculate the total amount of DNA in the final elution, the average concentration (ng/µL) was multiplied by the elution volume and is displayed in Figures 9 and 10. When the lowest (20µL) average elution volume was compared to the standard (50µL) average elution volume, the blood sample showed comparable DNA recovery of approximately 95%, and the saliva sample had approximately 5% more DNA recovered.
Figure 9: The effect of elution volume on DNA recovery of blood samples processed using PrepFiler BTA protocol and the Quantifiler Trio kit. Samples were run in triplicate and the average concentration is reported. The error bars represent +/- 1SD. T.Y: male target; T.SA: small autosomal target; T.LA: large autosomal target; IPC: internal positive control.

Figure 10: The effect of elution volume on DNA recovery of saliva samples processed using PrepFiler BTA protocol and the Quantifiler Trio kit. Samples were run in triplicate and the average concentration is reported. The error bars represent +/- 1SD. T.Y: male target; T.SA: small autosomal target; T.LA: large autosomal target; IPC: internal positive control.

Full, well-balanced profiles were generated using the GlobalFiler PCR Amplification Kit for all samples amplified (Figures 11 and 12). 1ng of total DNA was targeted for all samples.
Figure 11: Overlay of all dye channels in the electropherogram for one replicate of each dilution of the blood sample tested with the PrepFiller BTA protocol. The Y-axis is scaled from 12,000 RFU for the 40μL volume to 22,000 RFU for the 20μL volume.

Figure 12: Overlay of all dye channels in the electropherogram for one replicate of each dilution of the blood sample tested with the PrepFiller BTA protocol. The Y-axis is scaled from 7,000 RFU for the 30μL volume to 9,000 RFU for the 20μL volume.

Conclusions

The new protocol card enables six additional elution volumes as well as the original 50μL including 20μL, 30μL, 40μL, 100μL, 200μL and 250μL. The studies performed demonstrate that DNA concentration increases with decreasing elution volume for both blood and saliva samples. DNA recovery is relatively consistent among the seven elution volumes with saliva samples. We observed a slight reduction (approximately 20%) in DNA recovery with the 20 μL elution volume when blood samples were tested. Elution volume also has no
negative impact on GlobalFiler STR profile quality. The higher elution volumes (>50µL) may be considered for high quality/high quantity samples (for example, reference samples), while lower elution volumes (<50µL) may be considered for low quantity samples (for example, touch samples).

Applicability to Other Sample Types and Chemistries

The content of this technical note and the data generated were specific for Quantifiler Trio and GlobalFiler chemistry run on a 3500 series instrument. Given that the mechanisms of quantification and amplification after extraction are the same, the results obtained and conclusions generated are highly likely to be applicable to other HID STR chemistries and instrumentation. Laboratories should perform the necessary internal validation studies to ensure that the differences in elution volumes perform as expected in the laboratory system.

Revision History

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© 2017 Thermo Fisher Scientific Inc. All rights reserved. All trademarks are the property of Thermo Fisher Scientific and its subsidiaries unless otherwise specified: Puritan 6" Sterile Standard Cotton Swab is a trademark of Puritan.

For Research, Forensic or Paternity Use Only
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, and directors, agents, consulting, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☑️ NONE (check here) - If no contributions have been made

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2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☑️ NONE (check here) - If no contacts have been made

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A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature Life Technologies Corporation

Printed Name Marlene Wilkie

Title Contracts Specialist

Date February 28, 2018

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
**PURCHASE ORDER**

**Form Lab-A.05, Page 1 of 1**

**Revision Date - March 25, 2015**

**SEND INVOICES TO:**
Colleen Zbiski  
Budget Support  
DuPage County Sheriff's Office  
501 N. County Farm Road  
Wheaton, IL 60187

**SHIP TO:**
Greer Ritzheimer, M.  
FB/DNA  
DuPage County Forensic Science Center  
501 N. County Farm Road  
Wheaton, IL 60187

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**SHIPPING/INSTALLATION**

**TOTAL:** $49,165.10

**COMMENTS:** This instrument is used for extracting DNA. The laboratory currently has 2 Automates in use, however this Automate will have a new protocol card which allows for variable amounts of elution volume so that the laboratory can validate a new hair extraction procedure.

**URGENCY:** ☑ MEDIUM  [ ] LOW  
**THIS ORDER MUST BE PLACED IN THE NEXT ____ DAYS.**

**PROCUREMENT INSTRUCTIONS**

- Needs purchase requisition?  [ ] Yes  [ ] No
- Needs quotation form?  [ ] Yes  [ ] No
- Needs procurement approval checklist?  [ ] Yes  [ ] No
- Needs decision memo?  [ ] Yes  
- Needs committee approval?  [ ] Yes  
- Needs Board resolution & approval?  [ ] Yes

**APPROVALS** (Mark N/A for approvals not needed)

**SUPERVISOR:** [Signature]

**LAB DIRECTOR:** [Signature]

**BUREAU CHIEF/SHERIFF:** [Signature]

**RECORD OF PURCHASE**

**ORDERED BY**

**DATE**

**CONFIRMATION #**

**BUDGET SUPPORT (If applicable):**
Request for Change Order  
Procurement Services Division  
Attach copies of all prior Change Orders  

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**Background and/or Reason for Change Order Request:**  
The change order is a result of increased security hours due to extra officers needed for various events on campus.

**IN ACCORDANCE WITH 720 ILCS 5/33E-9**  
- (A) Were not reasonably foreseeable at the time the contract was signed.  
- (B) The change is germane to the original contract as signed.  
- (C) Is in the best interest for the County of DuPage and authorized by law.

**INCREASE/DECREASE**  

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<td>C</td>
<td>Current contract amount (A+B)</td>
<td>$2,412,297.61</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td>Increase</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C+D)</td>
<td>$2,415,979.12</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D/C)</td>
<td>0.15%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>1.26%</td>
</tr>
</tbody>
</table>

**DECISION MEMO NOT REQUIRED**  
- □ Cancel entire order  
- □ Change budget code from: to:  
- □ Increase/Decrease quantity from: to:  
- □ Price shows: should be:  
- □ Decrease remaining encumbrance and close contract  
- □ Increase encumbrance and close contract  
- □ Decrease encumbrance  
- □ Increase encumbrance

**DECISION MEMO REQUIRED**  
- □ Increase (greater than 29 days) contract expiration from: to:  
- □ Increase ≥ $2,500,00.00, or ≥ 10%, of current contract amount  
- □ Other - explain below:  

**Prepared By (Initials):** 5225  
**Phone Ext:** Mar 14, 2018  
**Date:**  
**Recommended for Approval (Initials):** 5225  
**Phone Ext:** Mar 14, 2018  
**Date:**

**REVIEWED BY (Initials Only):**  
Buyer:  
Date:  
Procurement Officer:  
Date:  
Chief Financial Officer:  
Date:  
Chairman's OFFICE:  
Date:

Attachment: Allied Universal - Change Order (17-18-422 : JPS-P-0024B-16 Allied Universal Security Services)
**Decision Memo**

**Procurement Services Division**

This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

<table>
<thead>
<tr>
<th>Requesting Department: OHSEM/Security</th>
<th>Department Contact: Keith Briggs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email: <a href="mailto:keith.briggs@dupageco.org">keith.briggs@dupageco.org</a></td>
<td>Contact Phone: 630-407-5225</td>
</tr>
<tr>
<td>Vendor Name: Allied Universal</td>
<td>Vendor #: 24170</td>
</tr>
</tbody>
</table>

**Action Requested** — Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Increase the amount of the contract, $3681.51, as a result of the increased security hours due to various events on the campus to ensure the safety and security of all stakeholders who are on the property.

**Summary Explanation/Background** — Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The increase is necessary to ensure the safety and security of people during various events on the campus grounds.

**Strategic Impact**

Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

The Security Department provides protection to everyone who enters the property. We need to ensure that the public is safe while conducting business on campus.

**Source Selection/Vetting Information** — Describe method used to select source.

N/A

**Recommendations/Alternatives** — Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1) Keep the current amount as written.
2) Increase the amount of the contract due to the increased hours needed for security services.

Recommendation Option #2

**Fiscal Impact/Cost Summary** — Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

Funds would be available in line 1000-1130-53090
Required Vendor Disclosure Statement

Company Name: Allied Universal Security Services
Company Contact: Jason Sowers
Contact Phone: (630) 276 - 7140
Bid/Contract/PO:

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

I have made the following campaign contributions within the current and previous calendar year:
If no contributions have been made enter "NONE" below:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind service, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach additional sheets if necessary. Sign each added sheet and number each page 1 (of ___ total pages).

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid and shall update such disclosure with any changes that may occur.

<table>
<thead>
<tr>
<th>Lobbyists, Agents And Representatives And All Individuals Who Are Or Will Be Having Contact With County Officers Or Employees In Relation To The Contract Or Bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Sowers</td>
<td>(630) 276 - 7140</td>
<td><a href="mailto:Jason.Sowers@aus.com">Jason.Sowers@aus.com</a></td>
</tr>
<tr>
<td>Cornell Johnson</td>
<td>(630) 276 - 7137</td>
<td><a href="mailto:cornell.johnson@aus.com">cornell.johnson@aus.com</a></td>
</tr>
<tr>
<td>Charles Roodtendorfer</td>
<td>(630) 351 - 1340</td>
<td><a href="mailto:charles.roodtendorfer@aus.com">charles.roodtendorfer@aus.com</a></td>
</tr>
</tbody>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments.

The full text of the county’s ethics and procurement policies and ordinances are available at http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

[Signature on File]

Printed Name

Jason Sowers

Title

Business Development Manager

Date

1/9/18

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.
**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: MedPro Waste Disposal, LLC</th>
<th>Vendor #: 24974</th>
<th>Contract Term: 5/1/18 - 4/30/19</th>
<th>Contract Total: $7,080.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Probation &amp; Court Services</td>
<td>Contact: Sharon Donald</td>
<td>Phone: 630-407-8413</td>
<td>Assigned Committee: Judicial Public Safety</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**

To provide pick up & dispose of potentially infectious, medical waste for the Probation Department.

$7,080.00

**Reason for Procurement**

Contract is for a two year term.

### FUNDING SOURCE

- [ ] Procurement budgeted for (FY and budget code(s)): 1400-6120-53810
- [ ] Budget Transfer (Date) ____________ Add'l Information

### DECISION MEMO NOT REQUIRED

- [X] LOWEST RESPONSIBLE QUOTE # or BID # Q16-131-GV (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # ____________ Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (d) IT/Telecom purchases under $35,000.00
- [ ] Public Utility
- [ ] PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # ____________ (include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # ____________
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # ____________

### PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>CDF</th>
<th>SAD</th>
<th>IT Approval, if required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By</td>
<td>Recommended for Approval</td>
<td>Date</td>
</tr>
<tr>
<td>Mar 20, 2018</td>
<td>Mar 20, 2018</td>
<td>Date</td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Procurement Officer</th>
<th>Chairman's Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>3/26/18</td>
<td>3/24/18</td>
<td>3-26-18</td>
</tr>
</tbody>
</table>

(Decision Memos Over $25,000)

---

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Packet Pg. 76
Purchase Requisition

Procurement Services Division

**Send Purchase Order To:**
- **Vendor:** MedPro Waste Disposal LLC  
  Vendor #: 24974
- **Attn:** John Kioussis  
  Email: JohnK@medprodisposal.com
- **Address:** 1548 Bond Street, Suite 106, Naperville, IL 60563
- **Phone:** 847-960-3874

**Send Invoices To:**
- **Dept:** Probation and Court Services
- **Division:**
- **Attn:** Sharon Donald  
  Email: sharon.donald@dupageco.org
- **Address:** 503 N. County Farm Road, Wheaton, IL 60187
- **Phone:** 630-407-8413

**Send Payments To:**
- **Vendor:** MedPro Waste Disposal LLC  
  Vendor #: 24974
- **Attn:** John Kioussis  
  Email: JohnK@medprodisposal.com
- **Address:** 1548 Bond Street, Suite 106, Naperville, IL 60563
- **Phone:** 847-960-3874

**Ship To:**
- **Dept:** Probation and Court Services
- **Division:**
- **Attn:** Sharon Donald  
  Email: sharon.donald@dupageco.org
- **Address:** 503 N. County Farm Road, Wheaton, IL 60187
- **Phone:** 630-407-8413

**Payment Terms**
- F.O.B.
- PO 20 Delivery Date: 5/1/18
- Requisitioner: Per 50 ILCS 505/1

**Use for**
- Contract Administrator
- Contract Start Date: 5/1/18
- Contract End Date: 4/30/19
- PO25 only

**LN** | **Qty** | **UOM** | **Item Detail (Product #)** | **Description** | **FY** | **Dept #** | **Acctg Unit** | **Acct #** | **Sub-Accts and/or Activity #** | **Unit Price** | **Extension**
---|---|---|---|---|---|---|---|---|---|---|---
1 | 1 | EA | Medical Waste Disposal | 18 & 19 | 1400 | 6120 | 53810 | 7,080.00 | 7,08C |

**Requisition Total:** $7,080.00

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois hereinafter called the “County” and Med Pro Waste Disposal, LLC, of 1548 Bond Street, Ste 106, Naperville, IL 60563, hereinafter called the “Contractor”, witnesses;

The County and the Contractor have previously entered into a Contract, pursuant to Quote Q16-131-GV which became effective May 1, 2016, and which will expire April 30, 2018. The contract is subject to a first option to renew for a twelve (12) month period.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

The contract renewal becomes effective May 1, 2018 and expires April 30, 2019 contingent upon any applicable Parent Committee and County Board approval.

Med Pro Waste Disposal, LLC

COUNTY OF DU PAGE, ILLINOIS

Signature on File 3/2/18

Signature on File 3/2/18

John Kioussi

Glenda Vasak

Buyer II

Signed: 

Printed Name: John Kioussi

Printed Title: Sales Manager
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Company Name: MedPro Waste Disposal
Company Contact: John Kioussis
Contact Phone: 847-960-3374
Contact Email: JohnK@medprodisposal.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

NONE (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description (e.g., cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

NONE (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- Information changes, within five (5) days of change, or prior to county action, whichever is sooner.
- 20 days prior to the optional renewal of any contract.
- Annual disclosure for multi-year contracts on the anniversary of said contract.
- With any request for change order except those issued by the county for administrative adjustments.

The full text for the county's ethics and procurement policies and ordinances are available at: http://www.dupageco.org/CountyBoard/Policies/.

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

Signature on File

Printed Name: John Kioussis

Title: Sales Manager

Date: 3/7/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

Rev 1.1 4/7/16
Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: Kelly Graham  Contract # : 14161
Vendor #: 05/01/2018 - 4/30/2019  Contract Total: $19,800.00
Dept: Probation & Court Services  Assigned Committee: Judicial Public Safety
Contact: Sharon Donald  Phone: 630-407-8413

Description of Procurement/ Scope of Work/ Background
Employment Services Trainer to design and implement comprehensive job placement for unemployed Probationers. The hourly rate for this contract is $24.00/hour.

Reason for Procurement
This program will provide opportunities for Probationers to find work within the community. It will be great for Probationers to discover what their skills and talents are and how they can contribute back to the communities.

FUNDING SOURCE

☑ Procurement budgeted for (FY and budget code(s)): 1400-6120-53090
☐ Budget Transfer (Date) ___________ Add'l Information ___________

DECISION MEMO NOT REQUIRED

☐ LOWEST RESPONSIBLE QUOTE # or BID # ___________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid # ___________________ ☐ Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
☐ PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (d) IT/Telecom purchases under $35,000.00 ☐ Public Utility
☐ PER 55 ILCS 5/5-1022 ‘Competitive Bids’ (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # ___________________ (Include Evaluation Summary if applicable)
☐ RENEWAL OF RFP # ___________________
☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveys)
☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
☐ OTHER THAN LOWEST RESPONSIBLE, BID # ___________________

PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>CDF</th>
<th>Mar 20, 2018</th>
<th>SAD</th>
<th>Mar 20, 2018</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prepared By</td>
<td>Date</td>
<td>Recommended for Approval</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

REVIEWED BY (Initials Only)

Buyer: 3/20/18  Procurement Officer: 3-28-18
Chief Financial Officer: 3-28-18  Chairman's Office: (Decision Memos Over $25,000)  Date

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER

Packet Pg. 80
**Purchase Requisition**

**Procurement Services Division**

**Date:** Mar 20, 2018

**MinuteTraq (IQM2) ID #:** 12293

**Department Req #:**

**RFP, Bid or Quote #:**

---

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Kelly Graham</th>
<th>Vendor #: 14161</th>
<th>Dept: Probation &amp; Court Services</th>
<th>Division: Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Kelly Graham</td>
<td>Email: <a href="mailto:kelly.a.graham@gmail.com">kelly.a.graham@gmail.com</a></td>
<td>Attn: Sharon Donald</td>
<td>Email: <a href="mailto:sharon.donald@dupageco.org">sharon.donald@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 935 Lund Lane</td>
<td>Address: 503 N. County Farm Road</td>
<td>Room:</td>
<td></td>
</tr>
<tr>
<td>City: Batavia</td>
<td>State: IL</td>
<td>Zip: 60510</td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>Phone: 630-801-3210</td>
<td>Fax:</td>
<td>Phone: 630-407-8413</td>
<td>Fax: 630-407-2502</td>
</tr>
</tbody>
</table>

### Send Invoices To:

<table>
<thead>
<tr>
<th>Vendor: Kelly Graham</th>
<th>Vendor #: 14161</th>
<th>Dept: Probation &amp; Court Services</th>
<th>Division: Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Kelly Graham</td>
<td>Email: <a href="mailto:kelly.a.graham@gmail.com">kelly.a.graham@gmail.com</a></td>
<td>Attn: Sharon Donald</td>
<td>Email: <a href="mailto:sharon.donald@dupageco.org">sharon.donald@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 935 Lund Lane</td>
<td>Address: 503 N. County Farm Road</td>
<td>Room:</td>
<td></td>
</tr>
<tr>
<td>City: Batavia</td>
<td>State: IL</td>
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<td>Phone: 630-801-3210</td>
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<td>Phone: 630-407-8413</td>
<td>Fax: 630-407-2502</td>
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### Send Payments To:

<table>
<thead>
<tr>
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<th>Vendor #: 14161</th>
<th>Dept: Probation &amp; Court Services</th>
<th>Division: Probation</th>
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</thead>
<tbody>
<tr>
<td>Attn: Kelly Graham</td>
<td>Email: <a href="mailto:kelly.a.graham@gmail.com">kelly.a.graham@gmail.com</a></td>
<td>Attn: Sharon Donald</td>
<td>Email: <a href="mailto:sharon.donald@dupageco.org">sharon.donald@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 935 Lund Lane</td>
<td>Address: 503 N. County Farm Road</td>
<td>Room:</td>
<td></td>
</tr>
<tr>
<td>City: Batavia</td>
<td>State: IL</td>
<td>Zip: 60510</td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>Phone: 630-801-3210</td>
<td>Fax:</td>
<td>Phone: 630-407-8413</td>
<td>Fax: 630-407-2502</td>
</tr>
</tbody>
</table>

### Payment Terms

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER 50 ILCS 505/1</td>
<td>Destination</td>
<td></td>
</tr>
</tbody>
</table>

### Use For

<table>
<thead>
<tr>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Use For</th>
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</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accnts and/or Activity # | Unit Price | Extension |
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Contractual Employment Services Trainer to design and implement a job placement program for Probationers</td>
<td>18 &amp; 19</td>
<td>1400</td>
<td>6120</td>
<td>53090</td>
<td>19,800.00</td>
<td>19,800.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total:** $19,800.00

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
Decision Memo
Procurement Services Division

This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

Date: Mar 20, 2018
MinuteTraq (IQM2) ID #: 12293
Department Requisition #: __________________________

Requesting Department: Probation & Court Services
Contact Email: sharon.donald@dupageco.org
Vendor Name: Kelly Graham

Department Contact: Sharon Donald
Contact Phone: 630-407-8413
Vendor #: 14161

Action Requested
Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Request approval to issue a new contract.

Summary Explanation/Background
Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

This contract provides employment services to Probationers.

Strategic Impact
Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Quality of Life
The Employment Services Trainer will design and implement a comprehensive job placement program for unemployed Probationers. This program is to provide job skills and employment placement for Probationers.

Source Selection/Vetting Information
Describe method used to select source.

Kelly Graham was selected from an interview process two years ago. Mrs. Graham was the most qualified candidate.

Recommendations/Alternatives
Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Staff recommends issuance of this contract to Kelly Graham to design an employment program for Probationers.

Fiscal Impact/Cost Summary
Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

Funds are available in the budget for FY'2018 in the amount of $19,800.00.
INDEPENDENT CONTRACTOR AGREEMENT:
EMPLOYMENT TRAINING SERVICES

This AGREEMENT ("Agreement") is effective as of the 1st day of May 2018, and is entered into by and between the 18th Judicial Circuit’s Department of Probation and Court Services, 503 N. County Farm Road, Wheaton, Illinois 60187 ("Department") Probation Employment Program (PEP) and Kelly A. Graham 935 Lund Lane, Batavia, IL, an Independent Contractor ("Contractor").

RECITALS

WHEREAS, in order to provide services to unemployed defendants who are court ordered to interact with the Department, the Department must contract with certain individuals to provide employment training services; and

WHEREAS, the employment training services must extend to both adult and juvenile defendants; and

WHEREAS, the Department desires that Contractor render employment training services more fully described herein; and

WHEREAS, the Contractor has demonstrated expertise in providing such services, has represented that it has the requisite knowledge, skill, experience and other resources necessary to perform such services and is desirous of providing such services for the Department.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the parties hereby agree as follows:

1. **Incorporation of Recitals:** The matters recited above are hereby incorporated into and made a part of this Agreement.

2. **Term:** This Agreement is for a term commencing May 1, 2018 and continuing through April 30, 2019 ("Term"), unless terminated sooner as provided herein.

3. **Scope of Services:** Contractor agrees to provide the services required and, if applicable, set forth on Exhibit "A" including providing the deliverables set forth thereon, in accordance with the terms and conditions of this Agreement. The Department may, from time to time, request changes in the scope of Services. Any such changes, including any increase or decrease in Contractor's fees, shall be documented by an amendment to this Agreement in accordance with State and County laws.

4. **Compensation and Payment:** Compensation for Services during the initial term shall be based on an hourly rate of $24.00 and shall not exceed nineteen thousand eight hundred dollars, ($19,800.00), with no reimbursement for expenses. Compensation shall be based on actual Services performed during the Term of this Agreement and the Department shall not be obligated to pay for any Services not in compliance with this Agreement. In the event of early termination of this Agreement, the Department shall only be obligated to pay the fees incurred up to the date of termination. In no event shall the Department be liable for any costs incurred or Services performed after the effective date of termination as provided herein. Contractor shall submit invoices referencing this Agreement with such supporting documentation as may be requested by the Department. The Department will process payment in its normal course of business.

5. **Non-appropriation:** Expenditures not appropriated in the current fiscal year budget are deemed to be contingent liabilities only and are subject to appropriation in subsequent fiscal year budgets. In the event sufficient funds are not appropriated in a subsequent fiscal year by the Department for performance under this Agreement, the Department shall notify Contractor and this Agreement shall
terminate on the last day of the fiscal period for which funds were appropriated. In no event shall the Department be liable to the Contractor for any amount in excess of the current appropriated amount.

6. **Termination:** Either party may terminate this Agreement, effective immediately, if (i) the other party fails to maintain such party’s licenses, insurances, or required certifications that are required to perform such party’s duties or obligations under this Agreement, (ii) the other party breaches any representation, warranty or other term of this Agreement, (iii) the other party is convicted of any offense punishable as a felony, (iv) the other party commits fraud, embezzlement, misappropriation or the like with respect to the other party or such party’s assets.

7. **Standards of Performance:** Contractor agrees to devote such time, attention, skill, and knowledge as is necessary to perform Services effectively and efficiently. Contractor acknowledges and accepts a relationship of trust and confidence with the Department and agrees to cooperate with the Department in performing Services to further the best interests of the Department.

8. **Assignment:** This Agreement shall be binding on the parties and their respective successors and assigns, provided however, that neither party may assign this Agreement or any obligations imposed hereunder without the prior written consent of the other party.

9. **Confidentiality and Ownership of Documents.**

9.1 **Confidential Information.** In the performance of Services, Contractor may have access to certain information that is not generally known to others ("Confidential Information"). Contractor agrees not to use or disclose to any third party, except in the performance of Services, any Confidential Information or any records, reports or documents prepared or generated as a result of this Agreement without the prior written consent of the Department. Contractor shall not issue publicity news releases or grant press interviews, except as may be required by law, during or after the performance of the Services, nor shall Contractor disseminate any information regarding Services without the prior written consent of the Department. Contractor agrees to cause its personnel, staff and/or subcontractors, if any, to undertake the same obligations of confidentiality agreed to by Contractor under this Agreement. The terms of this Paragraph 9.1 shall survive the expiration or termination of this Agreement.

9.2 **Ownership.** All records, reports, documents, and other materials prepared by Contractor in performing Services, as well as all records, reports, documents, and other materials containing Confidential Information prepared or generated as a result of this Agreement, shall at all times be and remain the property of the Department. All of the foregoing items shall be delivered to the Department upon demand at any time and in any event, shall be promptly delivered to the Department upon expiration or termination of the Agreement. In the event any of the above items are lost or damaged while in Contractor's possession, such items shall be restored or replaced at Contractor's expense.

10. **Representations and Warranties of Contractor:** Contractor represents and warrants that the following shall be true and correct as of the effective date of this Agreement and shall continue to be true and correct during the Term of this Agreement.

10.1 **Licensed Professionals.** Services required to be performed by professionals shall be performed by professionals licensed to practice by the State of Illinois in the applicable professional discipline.

10.2 **Compliance with Laws.** Contractor is and shall remain in compliance with all local, state and federal laws, County of DuPage ordinances, and regulations relating to this Agreement and the performance of Services. Further, Contractor is and shall remain in compliance with all
Department policies and rules, including, but not limited to, criminal background checks.

10.3 **Good Standing.** Contractor is not in default and has not been deemed by the Department to be in default under any other Agreement with the Department during the five (5) year period immediately preceding the effective date of this Agreement.

10.4 **Authorization.** In the event Contractor is an entity other than a sole proprietorship, Contractor represents that it has taken all action necessary for the approval and execution of this Agreement, and execution by the person signing on behalf of Contractor is duly authorized by Contractor and has been made with complete and full authority to commit Contractor to all terms and conditions of this Agreement which shall constitute valid, binding obligations of Contractor.

10.5 **Gratuities.** No payment, gratuity or offer of employment, except as permitted by the Illinois State Gift Ban Act, was made by or to Contractor in relation to this Agreement or as an inducement for award of this Agreement.

11. **Independent Contractor:** It is understood and agreed that the relationship of Contractor to the Department is and shall continue to be that of an independent contractor and neither Contractor nor any of Contractor’s employees shall be entitled to receive Department employee benefits. As an independent contractor, Contractor agrees to be responsible for the payment of all taxes and withholdings specified by law, which may be due in regard to compensation paid by the Department. Contractor agrees that neither Contractor nor its employees, staff or subcontractors shall represent themselves as employees or agents of the Department. Contractor hereby represents that Contractor’s valid taxpayer identification number as defined by the United States Internal Revenue Code (social security number or federal employer identification number) was or will be provided to the Department upon request.

12. **Favored Nation:** Contractor shall furnish Services to the Department at the lowest price that the Contractor charges to other similarly situated parties. If Contractor overcharges, in addition to all other remedies, the Department is entitled to a refund in the amount of the overcharge, plus interest at the rate of 1% per month from the date the overcharge was paid by the Department until the date refund is made. The Department has the right to offset any overcharge against any amounts due to Contractor under this or any other Agreement between Contractor and the Department, and at the Department’s sole option the right to declare Contractor in default under this Agreement.

13. **Contractor’s Insurance:**

13.1 The Contractor shall maintain, at its sole expense, insurance coverage including:

13.1.a Worker’s Compensation Insurance in the statutory amounts.

13.1.b Employer’s Liability Insurance in an amount not less than one million ($1,000,000.00) dollars each accident/injury and one million dollars ($1,000,000.00) employee/disease.

13.2 It shall be the duty of the Contractor to provide to the Department, copies of the Contractor’s Certificates of Insurance before issuance of a Notice to Proceed.

13.3 The insurance required to be purchased and maintained by Contractor shall be provided by an insurance company acceptable to the Department, and licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the limits of the liability specified herein or required by law or regulation.
whichver is greater; and shall contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least thirty (30) days prior written notice has been given to Department.

14. **Indemnification.**

14.1 The Contractor shall indemnify, hold harmless and defend the Department, its officials, officers, employees, and agents from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, the Contractor's negligent or willful acts, errors or omissions in its performance under this Agreement.

14.2 Nothing contained herein shall be construed as prohibiting the Department, its officials, directors, officers, agents and employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them.

14.3 Any indemnity as provided in this Agreement shall not be limited by reason of the enumeration of any insurance coverage herein provided. Contractor's indemnification of Department shall survive the termination, or expiration, of this Agreement.

14.4 Neither the provision of insurance or indemnification shall be deemed a waiver of the Department's defenses under the Illinois Local Government and Governmental Employees Tort Liability Act.

15. **Entire Agreement and Amendment:** This Agreement, including all exhibits and referenced documents, constitutes the entire agreement of the parties with respect to the matters contained herein. All attached exhibits are incorporated into and made a part of this agreement. No modification of or amendment to this Agreement shall be effective unless such modification or amendment is in writing and signed by both parties hereto. Any prior agreements or representations, either written or oral, relating to the subject matter of this Agreement are of no force or effect.

16. **Governing Law:** This agreement shall be subject to and governed by the laws of the State of Illinois. The exclusive venue for the resolution of any disputes or the enforcement of any rights pursuant to this agreement shall be in the 18th Judicial Circuit Court of DuPage County, Illinois.

17. **Waiver:** No delay or omission by the Department to exercise any right hereunder shall be construed as a waiver of any such right and the Department reserves the right to exercise any such right from time to time as often and as may be deemed expedient.

18. **County Approval:** If applicable, This Agreement is subject to approval of the appropriate committee(s) and County Board of the County of DuPage.

19. **Notices:** Any required notice shall be sent to the following addresses and parties:

**IF TO THE DEPARTMENT:**
John Schow, Director
Department of Probation and Court Services
503 North County Farm Road
Wheaton, IL 60187
Copy to: Du Page County Finance Department  
421 North County Farm Road 
Wheaton, IL 60187 
Attn: Paul Rafac

Copy to: DuPage County Procurement Services Division  
421 North County Farm Road 
Wheaton, IL 60187-3978

Copy to: Lisa Smith, Assistant State’s Attorney 
DuPage County State’s Attorney’s Office 
505 North County Farm Road 
Wheaton, IL 60187-2521

IF TO CONTRACTOR:
Kelly A. Graham 
935 Lund Lane 
Batavia, IL 60510

All notices required to be given under the terms of this AGREEMENT shall be in writing and either (a) served personally during regular business hours; (b) served by facsimile transmission during regular business hours; or (c) served by certified or registered mail, return receipt requested, properly addressed with postage prepaid. Notices served personally or by facsimile transmission shall be effective upon receipt, and notices served by mail shall be effective upon receipt as verified by the United States Postal Service. Each party may designate a new location for service of notices by serving notice thereof in accordance with the requirements of this Paragraph, and without compliance to the amendment procedures set forth in Paragraph 17, above.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

DEPARTMENT

By: ____________________________

John Schow, 
Director

INDEPENDENT CONTRACTOR

By: ____________________________

Kelly A. Graham
Exhibit A

SCOPE OF SERVICES

<table>
<thead>
<tr>
<th>County’s Purchase Order #</th>
<th>County Resolution #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Name</td>
<td>Contract Date</td>
</tr>
<tr>
<td>EMPLOYMENT SERVICES TRAINER</td>
<td>May 1, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County’s Project Managers</th>
<th>Contractor’s Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shannon Nemenoff</td>
<td>Kelly A. Graham</td>
</tr>
<tr>
<td>Walter Davis</td>
<td></td>
</tr>
</tbody>
</table>

This Scope of Services is for Contractors providing to the County certain Services pursuant to the above-referenced Contract and County Resolution. The undersigned agree that this Independent Contractor project shall be conducted pursuant to the terms and conditions of the above-referenced Contract and by the following terms and conditions:

1. DESCRIPTION OF INDIVIDUAL’S WORK:

Contractor is responsible for developing employment opportunities for adult offenders receiving services through the Adult Probation Employment Program (APEP). Contractor will:

- Promote attendance and coach all defendants referred to Community Career Center;
- Prepare offenders and follow up with all APEP graduates about job leads given by CCC;
- Coach defendants to follow through with employers and set up interviews;
- Recruit businesses to hire probationers who complete job skills training:
  - Identify, contact and establish relationships with prospective partner employers;
  - Describe the employment training and job placement program to employers;
  - Answer employer questions about the program;
- Serve as liaison between partner employers and Department staff.

Contractor is responsible for developing employment opportunities for juvenile offenders. Contractor will:

- Recruit businesses to attend a Probation sponsored Job Fair;
- Facilitate Job Skills training for our juvenile offenders;
- Follow up with juveniles after job skills training to help them obtain employment;

Perform additional duties as assigned.

2. DELIVERABLES:

On a monthly basis, Contractor will submit written progress reports by the 15th of each month indicating:

- Offender participation, interview history, and job placement;
- Prospective partner employers;
- Employment opportunities with partner employers; and,
- Updates on offenders currently employed by partner employers.

On a quarterly basis, Contractor will attend program status meetings and present progress in recruiting employers and matching offenders with employment opportunities.
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

Printed Name
Kelly Graham

Title
Employment Coordinator

Date
3-14-18

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
MEMORANDUM

DATE: March 29, 2018

TO: Grant Eckhoff, Chairman, Judicial and Public Safety Members of the Judicial Public Safety Committee

FROM: James McGuire, Procurement Officer

CC: Paul Rafac, CFO Christopher Walton, Policy, Research and Grants Coordinator

RE: Recommendation to reject all proposals received for Proposal #17-245-LG


Staff believes that by adjusting the scope of work and resoliciting the project, it will be fiscally advantageous for DuPage County.

In Accordance to the DuPage County Procurement Code, 4-103 (8) Board Level Procurements Competitive Sealed Bidding. (8) Right of Rejection: The Parent Committee and/or County Board reserves the right to accept or reject any or all bids/proposals and to waive any technicalities in the document.
COUNTY OF DU PAGE, ILLINOIS  
PROCUREMENT SERVICES DIVISION  
RFP TABULATION ADVICE

RFP 17-245-LG  
Opening Date: 2/5/2018  
Title: Time Management System

<table>
<thead>
<tr>
<th>Vendors</th>
<th>3-Total Year Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TimeClock Plus</td>
<td>$67,267.00</td>
</tr>
<tr>
<td>Andrews Technology HMS, Inc.</td>
<td>$70,275.00</td>
</tr>
<tr>
<td>Hour Timesheet</td>
<td>$72,000.00</td>
</tr>
<tr>
<td>SWC Technology Partners</td>
<td>$85,950.00</td>
</tr>
<tr>
<td>CSI Care Systems</td>
<td>$89,747.00</td>
</tr>
</tbody>
</table>

Invitations sent: 26  
Total documents requested: 20  
Total responses received: 5
### Tuesday, April 24, 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Session Title</th>
<th>Speaker(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00am-12:00pm</td>
<td>EMAT TEAM Training</td>
<td>Training, Web EOC, EMAT P&amp;P</td>
<td>IESMA Training and Exercise Committee</td>
</tr>
<tr>
<td>12:00pm-12:30pm</td>
<td>Working Lunch</td>
<td>SIMCELL BRIEFING</td>
<td>IESMA Training and Exercise Committee</td>
</tr>
<tr>
<td>12:30pm-5:00pm</td>
<td>EMAT TEAM Training</td>
<td>Functional Exercise</td>
<td>IESMA Training and Exercise Committee</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>HOSPITALITY ROOM</td>
<td>Northfield Inn and Suites Lobby</td>
<td>Sponsored by MTM Recognition</td>
</tr>
</tbody>
</table>

### Wednesday, April 25, 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Session Title</th>
<th>Speaker(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am-4:00pm</td>
<td>Pre-Summit IEMA EPMS/PDS Course</td>
<td>Training, Disaster Assistance Process</td>
<td>Don Savaikowskii, IEMA Region 11 Training Coordinator</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>HOSPITALITY ROOM</td>
<td>Northfield Inn and Suites Lobby</td>
<td>Sponsored by Elliot Data Systems</td>
</tr>
</tbody>
</table>

### Thursday, April 26th, 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Session Title</th>
<th>Speaker(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30am-4:30pm</td>
<td>General Session</td>
<td>Opening Ceremony</td>
<td>ISP Honor Guard</td>
</tr>
<tr>
<td>6:00am-6:30am</td>
<td>General Session</td>
<td>IESMA/EMA President Opening Remarks</td>
<td>IESMA President, Rea Graziano</td>
</tr>
<tr>
<td>9:00am-9:30am</td>
<td>General Session</td>
<td>IEMA Director</td>
<td>IEMA Director</td>
</tr>
<tr>
<td>9:30am-9:45am</td>
<td>Vendor Networking Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:45am-10:00am</td>
<td>General Session</td>
<td>IESMA/EMA Part 301 Rule Update</td>
<td>IESMA President, Graziano/IESEA Director</td>
</tr>
<tr>
<td>10:00am-10:30am</td>
<td>General Session</td>
<td>State Homeland Security Posture</td>
<td>Rodger Heaton, Chief of Staff (Invited)</td>
</tr>
<tr>
<td>10:30am-11:00am</td>
<td>General Session</td>
<td>Preparedness &amp; Recovery From the Hurricanes Irma &amp; Maria</td>
<td>Hector Colom Cruz, Ph.D., MEP.</td>
</tr>
<tr>
<td>11:00am-12:00pm</td>
<td>Vendor Networking Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00pm-1:00pm</td>
<td>Working Lunch-Alfaro Sorrentino &amp; Vendor Networking Opportunity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00pm-1:15pm</td>
<td>Breakout Session Room 1</td>
<td>Social Media for Emergency Managers - #ISMEM</td>
<td>John Nell, Dupage County DHSEM</td>
</tr>
<tr>
<td>1:30pm-2:00pm</td>
<td>Breakout Session Room 2</td>
<td>Web EOC</td>
<td>Tony Falcone, Madison County EMA</td>
</tr>
<tr>
<td>2:00pm-2:00pm</td>
<td>Breakout Session Room 1</td>
<td>IPAWS/FIRST NET</td>
<td>David Paluch, AT&amp;T First Net Team</td>
</tr>
<tr>
<td>2:00pm-2:15pm</td>
<td>Breakout Session Room 2</td>
<td>IESMA Requesting Procedures SEOC Liaison Update</td>
<td>Bucky Washam, IESMA EM-COM</td>
</tr>
<tr>
<td>3:00pm-3:30pm</td>
<td>Breakout Session Room 1</td>
<td>Organizing the EOC Mission and Objectives During a Disaster</td>
<td>Tom Richter, Ogla County EMA</td>
</tr>
<tr>
<td>3:30pm-3:50pm</td>
<td>Breakout Session Room 2</td>
<td>Evolving NWS</td>
<td>National Weather Service</td>
</tr>
<tr>
<td>3:50pm-4:15pm</td>
<td>Vendor Networking Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:15pm-5:15pm</td>
<td>Annual IESMA Membership Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:15pm-6:00pm</td>
<td>Social Networking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00pm</td>
<td>President's Banquet Dinner and Awards Ceremony</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After Banquet</td>
<td>HOSPITALITY ROOM - Hotel Lobby - Sponsored by AT&amp;T</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Friday, April 27th, 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Session Title</th>
<th>Speaker(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am-11:00am</td>
<td>General Session</td>
<td>IESMA President Opening Remarks</td>
<td>President, Dawn Cook</td>
</tr>
<tr>
<td>8:00am-8:30am</td>
<td>General Session</td>
<td>IESMA President Opening Remarks</td>
<td>President, Dawn Cook</td>
</tr>
<tr>
<td>9:00am-9:15am</td>
<td>General Session</td>
<td>IESMA President Opening Remarks</td>
<td>President, Dawn Cook</td>
</tr>
<tr>
<td>9:15am-10:00am</td>
<td>General Session</td>
<td>Hurricane Preparedness: O'Hare's Response in Support of Hurricanes Irma and Maria Evacuee Relief Efforts</td>
<td>Andrew Velasquez III, Managing Deputy Commissioner of Safety and Security, Chicago Dept. of Aviation</td>
</tr>
<tr>
<td>10:00am-10:30am</td>
<td>Vendor Networking Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30am-11:30am</td>
<td>General Session</td>
<td>Minnesota Super Bowl Emergency Management Preparations</td>
<td>Commander Scott Gerlicher; Commander Kurt Hallstrom; and Mike Sand, Coordinator of Exercise &amp; Planning</td>
</tr>
<tr>
<td>11:30am-12:00pm</td>
<td>General Session</td>
<td>Closing Remarks &amp; Giveaways</td>
<td>Summit Committee</td>
</tr>
<tr>
<td>12:00pm</td>
<td>IESMA Executive Board Meeting</td>
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</table>
DuPage County

Grant Proposal Notification

GRANT NAME: Violent Crimes Victim Assistance Grant

GRANTING ENTITY: Illinois Attorney General's Office

COUNTY DEPARTMENT: DuPage County State's Attorney

PARENT COMMITTEE: Judicial/Public Safety

DEPARTMENT CONTACT: Robin Bolton

AMOUNT REQUESTED: $31,500

TYPE OF GRANT (please check): ☐ Competitive  ☑ Continuation  ☐ Formula
**Narrative (Purpose of grant; justification of need):**

This grant provides partial reimbursement of the salary of a Victim Advocate. The Victim Advocate provides direct services by assisting victims with Emergency and Plenary Orders of Protection where there is a criminal case pending in DuPage County. This individual assists with crisis walk-ins and responds to crisis phone calls, community referrals, provides court advocacy as well as crime victim compensation form assistance. If a victim is in need of transportation, the Advocate will arrange for transportation on occasion. This individual assesses the needs of victims and responds with appropriate assistance.

**Grant proposal submission due date** (MM/DD/YYYY) 2/2/2018

**Project or project phase period covered by grant:**

- **Start Date:** 7/1/2018
- **Completion Date:** 6/30/2019
- **Year:** 7/1/2018 6/30/2019
- **Duration (years):**

**If awarded, will this grant require the hiring of additional staff or personnel?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>□</td>
<td>☑</td>
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</table>

- **Full-Time**
- **Part-Time**

<table>
<thead>
<tr>
<th>How many new positions will be created:</th>
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<table>
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<tr>
<th>If the grant covers salary or salary &amp; benefits, how many years will the position(s) be retained beyond the grant closing:</th>
</tr>
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<table>
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<tr>
<th>What fund will be used to compensate personnel after the project period ends:</th>
</tr>
</thead>
</table>

**Are matching funds required?**

- **Yes** ☐  **No** ☑

<table>
<thead>
<tr>
<th>Percentage of funding required by granting agency:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>County's match amount: (auto fill) $</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Department may seek additional funding in the future to provide match amount</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County fund that will provide the matching requirement:</th>
</tr>
</thead>
</table>

**Grant amount request** (auto fill) $ 31,500.00

**All other funding already allocated for project or project phase**

**Total project or project phase cost** (auto fill) $ 31,500.00

☑ Please check this box if you are interested in having a grant writer prepare this grant proposal
Grant Proposal Notification Report 006-18

Submitted on: 1/29/2018 Submitted by: Robin Bolton, State’s Attorney Office

Purpose of Grant: The Violent Crimes Victims Assistance Grant from the IL Attorney General’s Office provides partial reimbursement for the salary of a Victim Advocate. This position assesses the needs of victims and provides appropriate assistance.

Proposal Due Date: 2/02/18 Project Period: 7/1/18-6/30/19

Matching Requirement: ☒ Yes ☐ No Explain: __________________________
Headcount Requirement: ☒ Yes ☐ No Explain: __________________________

Funding Origination Source: ☒ Federal ☐ State ☐ Private ☐ Corporate

The following potential issues are noted:
1. There are no known issues with this grant.

Other information (i.e. collaboration, allocation of funding, etc.): This recurring formula grant of $31,500 is in the 31st year of implementation and originates from the Illinois Office of the Attorney General. This amount is an award estimation based upon the previous year’s award and may change at the time of the actual award.

For more information on the purpose of the grant and the justification of need, please see the Grant Proposal Notification Form submitted by Robin Bolton, State’s Attorney Office.
DuPage County

Grant Proposal Notification

GRANT NAME: FFY17 STATE COURT IMPROVEMENT PROGRAM - CIP-G-1705

GRANTING ENTITY: ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

COUNTY DEPARTMENT: PROBATION & COURT SERVICES

PARENT COMMITTEE: JUDICIAL & PUBLIC SAFETY

DEPARTMENT CONTACT: SHARON DONALD

AMOUNT REQUESTED: $10,000

TYPE OF GRANT (please check): □ Competitive □ Continuation □ Formula
DuPage County
Grant Proposal Notification Form

### Narrative (Purpose of grant; justification of need):
The DuPage County Child Welfare Committee composed of representatives from the following offices: Judicial, State's Attorney, Public Defender, Probation, GALs, DCFS, and CASA, have come together to plan and execute a full day training program for those who work in Domestic Relations Court. The discussion will focus on the culture of hope and how families, schools, and communities can implement a strategy that modules how all children can succeed.

<table>
<thead>
<tr>
<th>Grant proposal submission due date</th>
<th>1/22/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date:</strong></td>
<td>4/1/2018</td>
</tr>
<tr>
<td><strong>Completion Date:</strong></td>
<td>6/30/2018</td>
</tr>
</tbody>
</table>

**Project or project phase period covered by grant:**

If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

If awarded, will this grant require the hiring of additional staff or personnel?

- [ ] Yes
- [x] No

If yes, please list:

- How many new positions will be created:
- If the grant covers salary or salary & benefits, how many years will the position(s) be retained beyond the grant closing:
- What fund will be used to compensate personnel after the project

**Are matching funds required?**

- [ ] Yes
- [x] No

If yes, please answer the following questions:

- Percentage of funding required by granting agency
  - County's match amount: (auto fill) $ -
    - *Department may seek additional funding in the future to provide match amount*
- County fund that will provide the matching requirement:

**Grant amount request**

- (auto fill) $ 10,000.00

**All other funding already allocated for project or project phase**

**Total project or project phase cost**

- (auto fill) $ 10,000.00

- Please check this box if you are interested in having a grant writer prepare this grant proposal
Grant Proposal Notification Report 014-18

Submitted on: 3/19/2018  Submitted by: Sharon Donald, Probation

Purpose of Grant: The FFY17 State Court Improvement Program Grant is a federally funded grant from the U.S. Department of Health and Human Services, passed through the Administrative Office of the Illinois Courts. The Program seeks to fund projects that improve the effectiveness of protecting children in child abuse and neglect and termination of parental rights cases. Grant funding will be used to fund a one day in-service training program for people who work in the Domestic Relations Court.

Proposal Due Date: 1/22/2018  Project Period: 04/1/2018-06/30/2018

Matching Requirement: ☐ Yes  ☑ No  Explain: ________________________________

Headcount Requirement: ☐ Yes  ☑ No  Explain: ________________________________

Funding Origination Source: ☑ Federal  ☐ State  ☐ Private  ☐ Corporate

The following potential issues are noted:

1. There are no known issues with this grant.

Other information (i.e. collaboration, allocation of funding, etc.): The Probation and Court Services Department of the Circuit Court is requesting an amount of $10,000. This continuation grant would be the 8th year of the award.

For more information on the purpose of the grant and the justification of need, please see the Grant Proposal Notification Form submitted by Sharon Donald, Probation.
March 19, 2018

Mr. Grant Eckhoff
Chairman of the Judicial
Public Safety Committee
County Board Offices
421 N. County Farm Road
Wheaton, IL 60187

RE: Monthly Statistical Report

Dear Mr. Eckhoff:

Pursuant to 55 ILCS 5/3-4010, enclosed is a copy of the monthly report of services rendered by the Public Defender’s Office through February 28, 2018.

Sincerely,

[Redacted]

JEFFREY R. YORK
Public Defender of DuPage County

JRY/mb
encl.
<table>
<thead>
<tr>
<th>Previous Years</th>
<th>Average Monthly Clients (All Cases)</th>
<th>August Clients (All Cases)</th>
<th>September Clients (All Cases)</th>
<th>October Clients (All Cases)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>123</td>
<td>123</td>
<td>123</td>
<td>123</td>
</tr>
<tr>
<td>2015-2016</td>
<td>234</td>
<td>234</td>
<td>234</td>
<td>234</td>
</tr>
<tr>
<td>2016-2017</td>
<td>345</td>
<td>345</td>
<td>345</td>
<td>345</td>
</tr>
<tr>
<td>2017-2018</td>
<td>456</td>
<td>456</td>
<td>456</td>
<td>456</td>
</tr>
<tr>
<td>2018-2019</td>
<td>567</td>
<td>567</td>
<td>567</td>
<td>567</td>
</tr>
</tbody>
</table>

Note: The table above shows the average number of clients for each month from 2014 to 2018, with the actual number of clients for August, September, and October for each year.
2018 Goals

Outreach – back to the community

Training – bring classes to DuPage County

Housekeeping – internal plans and operations/response

Exercises – internal, departmental, and external partners

In conjunction with the strategic initiatives detailed in budget documents, OHSEM will focus on three aspects for the remainder of the year:

1. Outreach: We will get back to the community working directly with municipalities for training, administration, and conducting exercises.

2. Training: OHSEM will host training for the county and surrounding areas as needed. This training will be conducted by FEMA, IEMA, Illinois School Safety Task Force, and Texas A&M Engineering, to name a few.

3. Housekeeping: OHSEM will continue to update internal procedures and policies, training, and exercises. We will increase our base knowledge and ability to respond to incidents.

4. Exercises: Starting with table-top exercises, we will work with external partners in and around the County Campus to train on various threats and hazards. Additionally, we will be able to conduct inter-departmental exercises to better coordinate response operations and administrative tasks. Finally, when requested, we will assist municipalities and private organizations with planning and conducting their own exercises.
Outreach - Schools

Partner with ROE, parochial schools, and private schools
Illinois School and Campus Safety Program (ILETSB)
Readiness and Emergency Management for Schools (REMS)

Classes:
Developing Emergency Operations Plans
Student Behavioral Threat Assessment (basic/advanced)

REMS is the federal equivalent to the Illinois School and Campus Safety Program. We will be working with the ROE and both organizations to bring classes to DuPage County for our schools and school districts to take advantage of. These classes will be conducted at no charge.

Classes:

Developing Emergency Operations Plans -- Train the Trainer (two separate classes: one for K-12 and one for post secondary)

The target audience for this course is potential master trainers from participating schools and school districts responsible for training site-based planning teams interested in creating, revising, or enhancing school EOPs; school staff members who serve, or will serve, on their school or school district’s EOP planning team; and other interested community stakeholders, including first responders, emergency medical services personnel, law enforcement, and others.

Student Behavioral Threat Assessment (basic and advanced)

The purpose of this one day (8 hour) seminar is to provide increased understanding of the framework and application of student behavioral threat assessment in elementary and secondary schools. The target audience and student threat assessment process is a multi-disciplinary team approach.
comprised of school administration, key faculty, psychological services, counselors, local law enforcement, school resource officers, local community services, mental health agencies, and school legal counsel. Participants will gain an enhanced understanding and ability to identify persons exhibiting threatening or aberrant behaviors, evaluate the risk of the threat, and provide appropriate interventions and case management to reduce the risk of violence.
Outreach - Faith Community

Partner with Diocese, associations, and individual entities

Workshop:
- Phase 1: EOP Writing
- Phase 2: Hazard Plans
- Phase 3: Lockdown/emergency training

Faith Based Community:

Plans are coming together to work with the Joliet Diocese as well as Lutheran associations, Jewish synagogues, and the Council of Islamic Organizations of Greater Chicago.

The strategy we are working with is to have the local police and fire departments in a given community, as well as the religious organizations, sponsor the training which we (DC OHSEM) will conduct. The feeling is that if the local authorities are coming together to do this, we will get a better result.

Training includes writing emergency operation plans, all hazard planning, lockdown/emergency training.

Training is conducted over three half days.
Outreach - Businesses

Partner with Business Associations, small business owners
Chambers of Commerce

Identify what information businesses want/need

Bring new training to the County

Work with municipalities, business associations, Chambers of Commerce, and Board members.

Involve FEMA and IEMA to bring training and best practices to the County. Conduct a survey to determine what concerns business have.

Find training classes based on best practices and survey results.
FEMA conducts a one-week class at their school in Anniston, AL.

This OHSEM project, aimed at municipal leaders and department heads, will condense that training into a half day class which will include:

EOC training:
- What can DuPage County OHSEM do for the municipalities during an emergency
- What can we do for municipalities during non-emergency times
- Campus tour: what assets can the County bring to the municipalities
- Plans and policy guidance regarding emergency training, regulations, and requirements
- Conduct a small TTX for a localized expanding event
Training

Hosted Training

Student Behavioral Threat Assessment
EOP Development

TEEX:

Critical Infrastructure Security
Disaster Management (public works, water, hospital/HC)
THIRA

All TEEX classes are conducted free of charge.

Classes currently being scheduled for the fourth quarter timeframe: Infrastructure Protection Certificate

- AWR 213 Critical Infrastructure Security and Resilience Awareness, on Oct 3, 2018
- MGT 310 Jurisdictional Threat and Hazard Identification and Risk Assessment, on Nov 7 & 8, 2018
- MGT 315 Critical Asset Risk Management, on Dec 4 & 5, 2018
- MGT 414 Advanced Critical Infrastructure Protection, on Jan 8, 2019

In the Works: Infrastructure Disaster Management Certificate

- Disaster Management for Public Services (MGT317)
- Disaster Preparedness for Hospitals and Healthcare Organizations within the Community Infrastructure (MGT341)
- Disaster Management for Electric Power Systems (MGT345)
- Disaster Management for Water and Wastewater Utilities (MGT343)
Internal:

Update Plans/Policies/Operating Guides
Increase baseline knowledge

Create more redundancies/break silos
Create Homeland Security/intel capability

Internal Training and Administration:

Update plans and policies (not an exhaustive list)
- Continuity of Operations
- Fatality Management
- Family Reunification

Training Standards:
- Duty Officer training
- EOC Operations
- Illinois Professional Emergency Manager (IPEM) Certification

Personnel:
- Change assignments to break down silos and create more redundancy with capabilities.
- Create a Homeland Security capability to track open source information and work with other HS organizations at local, County, State, and Federal levels.