

FY06 Vendor Contracts

Contract#	Vendor	Term	Amount
62700015	Hart, Southworth & Witsman	7/1/05 – 12/4/05	\$19,999
62700026	Capitol Blueprint, Inc.	7/1/05 – 6/30/06	\$10,000
62000028	Eastwood Stein Deposition Services	7/1/05 – 6/30/08	\$25,000*
62000029	T.J. Bowman Court Reporting	7/1/05 – 6/30/08	\$25,000*
62000030	Golembeck Reporting Service	7/1/05 – 6/30/08	\$25,000*
62700042	Governors State University	2/27/06 – 6/30/07	\$249,800
62700048	Hart, Southworth & Witsman	12/5/05 – 6/30/06	\$40,000

*The court reporter contracts are multi-year master contracts used by the entire agency. Only those services provided for the Illinois Health Facilities Planning Board are paid for out of Health Facilities Planning funds.

**STATE OF ILLINOIS
DEPARTMENT OF PUBLIC HEALTH**

Contract for Services, Individual Contractor

The Illinois Department of Public Health, Office of Policy, Planning and Statistics, 525 West Jefferson Street, Springfield, Illinois 62761, or its successor, hereinafter referred to as the "Department", and Richard E. Hart, Hart, Southworth and Witsman, One North Old State Capitol Plaza, Springfield, Illinois 62701, hereinafter referred to as the "Contractor", hereby agree as follows:

1. **Services:**

1.1 The Contractor agrees to comply with all Illinois, federal laws and administrative rules applicable to the provision of services under this contract. The Contractor will provide the following services to the Department in conformance with Department policies: Under the direction of the Assistant Deputy Director of the Office of Health Policy and Planning, serve as an Administrative Law Judge for the purpose of hearing appeals of the decisions of the Health Facilities Planning Board made pursuant to the Health Facilities Planning Act, including but not limited to, the following:

1.1.1 Serve as an administrative law judge (hearing officer) in administrative hearings involving contested decisions of the Health Facilities Planning Board regarding, but not limited to, denials applications for permit, denials of certificates of recognition, revocation of permits, or imposition of fines.

1.1.2 Conduct administrative hearings in accordance with the requirements of 77 Illinois Administrative Code 1180 and the Administrative Procedures Act.

1.1.3 Cases shall be assigned by the Executive Secretary, Health Facilities Planning Board, as of the effective date of this contract, and as needed thereafter throughout the term of the contract. No guarantees are made regarding the number or timing of cases assigned.

1.1.4 Hearings must be held and reports and recommendations submitted in sufficient time for the Department to meet statutory and regulatory mandates.

1.1.5 Contractor shall consult with and keep the Department fully informed as to the progress of all matters covered by this contract. Where time permits and Contractor is not otherwise prohibited from so doing, Contractor shall off the Department the opportunity to review relevant documents prior to filing with any public body or adversarial party.

1.1.6 Contractor shall promptly furnish the Department with copies of all correspondence and all documents prepared in connection with the services

rendered under this contract. Upon request, Contractor shall arrange, index and deliver all correspondence and documents to the Department.

1.1.7 Any documents or information obtained by Contractor from the Department in connection with this contract shall be kept confidential and shall not be provided to any third party unless disclosure is approved in writing by the Department. All work product produced under this contract, including but not limited to, documents, reports, information, documentation of any sort and ideas, whether preliminary or final, shall become and remain the property of the State, including any patent, copyright or other intellectual property rights. To the extent that any portion of such work products is not a work made for hire, Contractor completely and without reservation assigns to the Department all right, title, and interest in and to such portion of the work products, as well as all related copyright, patent, trade secret, and other related proprietary rights therein. The Department shall exercise all rights of ownership in all such work product without restriction or limitation and without further compensation to Contractor. Contractor shall not acquire or have any right to use, disclose or reproduce the work product or any equipment, documents, information, media, software, or know-how obtained from the State except to perform this contract. Nothing herein shall be construed as precluding the use of any information independently acquired by the Contractor without such limitation.

1.2 In connection with the services described in 1.1, the Department will reimburse the actual costs of reasonable and necessary expenses, i.e., long distance telephone charges, facsimili and delivery services, reproduction (duplication) and travel.

2. **Term:** The period of this contract is July 1, 2005, through June 30, 2006; however, it may be terminated at any time during this period by either party upon giving written notice to the other party fifteen (15) calendar days prior to the actual termination date. Upon termination, the Contractor shall be paid for work satisfactorily completed prior to the date of termination.

3. **Compensation:**

3.1 The contract amount of payment for services is estimated to be \$18,525.

3.2 The Department will pay for actual and necessary travel expenses reasonably incurred in the performance of Contractor's duties under this contract. Such payment will be in accordance with the Travel Regulations promulgated by the Illinois Travel Regulation Council and the Rules of the Governor's Travel Control Board (80 Ill.Admin.Code 2800) in effect on the date of travel. The amount of payment for expenses is estimated to be \$1,000.

3.3 The Department will pay for actual ordinary and necessary direct non-labor costs incurred in fulfilling the terms of the Contract, including but not limited to the following:

A. Reasonable, actual ordinary and necessary expenses for communications, including telephone, telegraph, postage, parcel post and freight, and package express; and

B. Reasonable, actual ordinary expenses for other special materials required for and used solely in the fulfillment of the Contract.

Contractor shall retain all receipts and shall upon request of the Department provide any necessary documentation. The amount of payment for actual, ordinary and necessary direct non-labor costs is estimated to be \$474.

- 3.4 The amount of payment under this contract, including payment for services and for expenses may not exceed \$19,999.
- 3.5 Any and all obligations of the Department will cease immediately without penalty of further payment or any other penalty being required, if the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available sufficient funds for this contract.
- 3.6 The Department will compensate the Contractor on the following basis:
- A. The Contractor will be compensated at a rate of \$95.00 per hour for services (labor) and travel for an estimated 195 hours.
 - B. The Contractor will submit itemized invoices to the Assistant Deputy Director listing services performed by date and hours worked. All such invoices shall contain a statement which reads substantially as follows: "The Contractor hereby certifies that the services submitted and expenses incurred as stated in the attached invoice have met all of the required standards set forth in the Contract Agreement for Administrative Law Judge Services."
4. **Notices:** All legal notices required or desired to be made by either party to this contract shall be sent by certified mail return receipt requested to the following respective addresses, or to such other address as either party may from time to time designate by written notice to the other party.

to the Department: Illinois Department of Public Health
Office of Policy, Planning and Statistics
525 West Jefferson Street
Springfield, Illinois 62761
Attention: Jeffrey Mark

to the Contractor: Richard E. Hart
Hart, Southworth and Witsman
One North Old State Capitol Plaza
Springfield, Illinois 62701

5. **Federal Taxpayer Identification Number:** Under penalties of perjury, the Contractor certifies that 37-1205582 is the Contractor's Taxpayer Identification Number, and that the Contractor is doing business as a(n):

 X Individual

 Sole Proprietorship

6. **Basic Contract Terms:** The parties understand and agree that the attached Basic Contract Terms are fully incorporated herein by reference and are binding upon both parties hereto.

For the Contractor:

Richard E. Hart
Contractor Signature

Richard E. Hart
Typed Name

exempt
IDHR Number

Administrative Law Judge
Title

June 20, 2005
Date

For the Department:

[Signature]
Recommended by Jeffrey Mark

[Signature]
Eric Whitaker, M.D., M.P.H
Director

6/28/05
Execution Date

BASIC CONTRACT TERMS

1. **Applicable Law:** This Contract shall be governed in all respects by the laws of the State of Illinois and is subject to the limitations of the Department's appropriated funds. If any provision of this Contract is in conflict with any statute, law, rule, or regulation of any governmental entity, then the conflicting provision shall be deemed null and void only to the extent of the conflict and without invalidating the remaining provisions of the contract.
2. **Subcontractor:** The Contractor will not use the services of a subcontractor to fulfill any obligations under this Contract without the prior written consent of the Department. The Department reserves the right to review all subcontracts.
3. **Audit:** The Contractor shall maintain adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Department or the Auditor General. These records shall be maintained for a minimum of 3 years from the date of termination of this contract or until the completion of the audit. The Contractor agrees to cooperate fully with any audit conducted by the Department or the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the Department for the recovery of any funds paid by the Department under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.
4. **Work Product:** All work product generated under this Contract shall become and remain the exclusive property of the Department, and shall not be copyrighted, patented, or trademark registered by the Contractor except as authorized by the Department in a separate contract.
5. **Release of Information:** The Contractor shall not publish, disseminate, or otherwise release any information acquired or produced pursuant to this Contract without adhering to the procedures outlined in this paragraph. A copy of the proposed complete documents, manuscript or other media for publication or distribution shall be submitted to the Department a minimum of 60 days before the desired publication or distribution. This 60-day period shall be called the review period. At any time during the review period, the Department may make written comments on the proposed release.
6. **Health Insurance Portability and Accountability Act Compliance:** Contractor shall comply with the applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA), including, but not limited to statute, 42 USC 132d, and applicable regulations, 45 CFR 160, 162, and 164, as may be promulgated or amended over time.

7. **Confidentiality:**

- 7.1 The Contractor agrees to protect from any and all disclosure all information which identifies or which could lead to the identity of recipients of services provided pursuant to this Contract. If the Contractor receives a request for information that may identify an individual, the Contractor shall notify the Department immediately. A request for information includes a subpoena, court order, Freedom of Information Act request or a request from a researcher. Any issue whether information is or may be identifiable shall be resolved by the Department.
- 7.2 The parties agree to maintain the confidentiality of all information and documentation disclosed by one to the other when designated as confidential or proprietary ("Proprietary Information"). In order to ensure such confidentiality and to protect the Proprietary Information, the parties agree: (i) to refrain from disclosing the Proprietary Information to any person, other than those employees who need to know in order to perform and receive, respectively, the services hereunder, (ii) to return all Proprietary Information upon termination of this Contract, and (iii) to refrain from disclosing or using the Proprietary Information after termination of this Contract provided, however, that this prohibition shall not apply to any information which is publicly available by other than unauthorized disclosure.

8. **Certifications:**

- 8.1 The Contractor certifies under Section 50-5 of the Illinois Procurement Code that the Contractor (i) has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois; (ii) has not made an admission of guilt of such conduct which is a matter of record; and (iii) has not had an official, agent, or employee of the Contractor who committed bribery or attempted bribery on behalf of the Contractor and pursuant to the direction or authorization of a responsible official of the Contractor, 30 ILCS 500/50-5.
- 8.2 If the Contractor is a charitable organization subject to the Charitable Trust Act, 760 ILCS 55/Act, or the Solicitation for Charity Act, 225 ILCS 460/Act, the Contractor certifies that all information required by these Acts has been filed with the Illinois Attorney General.
- 8.3 The Contractor certifies that the Contractor has not been barred from contracting with a unit of state or local government as a result of violation of bid-rigging or bid-rotating provisions in Sections 33E-3, 33E-4, and 33E0-11 of the Criminal Code of 1961, 720

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ILCS 5/33E-3, 5/33E-4, and 5/33E-11.

- 8.4 The Contractor certifies under the Discriminatory Club Act that the Contractor is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them. for payment of their dues or fees to any club which unlawfully discriminates. 775 ILCS 25/Act.
- 8.5 The Contractor certifies that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, Contract, loan, or cooperative agreement.
- 8.6 The Contractor certifies that no funds provided pursuant to this Contract will be used for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before Congress or the Illinois General Assembly, and further certifies that no funds provided pursuant to this Contract shall be used to pay the salary or expenses of any person which are related to any activity designed to influence legislation or appropriations pending before Congress or the Illinois General Assembly.
- 8.7 The Contractor certifies compliance with all provisions of the Drug Free Workplace Act, 30 ILCS 580/Act.
- 8.8 The Contractor certifies compliance with the Davis-Bacon Act in construction and modification of buildings (40 USC 276a).
- 8.9 The Contractor certifies that neither it 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.
- 8.10 The Contractor certifies that he/she has informed the Department in writing if he/she was formerly employed by that Department and has received an early retirement incentive

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under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 16-133.3. The Contractor acknowledges and agrees that if such early retirement incentive was received, this contract is not valid unless the official executing the contract has made the appropriate filing with the Auditor General prior to execution.

- 8.11 a. The Contractor certifies compliance with Section 50-10 of the Illinois Procurement Code, that no person or business convicted of a felony shall do business with the State from the date of conviction until five years after the date of completion of the sentence for that felony, unless no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with the business.
- b. The Contractor certifies in accordance with 30 ILCS 500/50-10.5 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 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five years prior to the date of the bid or contract. The Contractor acknowledges that the contracting agency shall declare the contract void if this certification is false.
- 8.12 If the amount of the contract exceeds \$250,000.00, or an amendment makes the contract amount greater than \$250,000.00, the Contractor certifies compliance with Section 9.02 of the State Finance Act, 30 ILCS 105/9.02.
- 8.13 The Contractor certifies that he/she is not barred from contracting with the Department because of inducements to bid on a contract or from inducement to withhold bid on a contract pursuant to Section 50-25 of the Illinois Procurement Code, 30 ILCS 500/50-25.
- 8.14 When, for any reason, the Contractor who is involved in a bid with the Department suspects collusion, or other anti-competitive practices, he/she must provide adequate notice of relevant facts to the Department and the Illinois Attorney General and comply with Sections 50-40, 50-45, and 50-50 of the Illinois Procurement Code, 30 ILCS 500/50-40, 50-45, and 50-50.
- 8.15 The Contractor certifies that he/she meets the requirements of Article 2 of the Illinois Human Rights Act, 775 ILCS 5/Art. 2, and that he/she refrains from unlawful discrimination based on citizenship status in employment and undertakes affirmative action to assure equality of employment opportunity, and has written sexual harassment policies.

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- 8.16 The Contractor 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.
- 8.17 This agreement is in compliance with the requirements of the Corporate Accountability for Tax Expenditure Act (PA 93-0552).
9. **Conflict of Interest:** The Contractor agrees to comply with Section 50-13 of the Illinois Procurement Code prohibiting conflict of interest, 30 ILCS 500/50-13.
10. **Unlawful Discrimination:**
- 10.1 The Contractor agrees to act in conformity with Article 2 of the Illinois Human Rights Act, 775 ILCS 5/Art. 2 and with Appendix A of the Procedures Applicable to All Agencies, 44 Ill.Admin.Code 750. APP. A.
- 10.2 The Contractor agrees to comply with the Federal Civil Rights Act of 1964, the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.* and Rules 28 CFR 35.130 and all other federal and State of Illinois laws, regulations or orders which prohibit discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, or physical or mental handicap. The Contractor certifies that he/she will provide to the Department prior to executing the contract the most recent Equal Employment Opportunity Policy Statement, Annual Affirmative Action Plan and Workforce Analysis Summary as required to ensure compliance with Federal and State civil rights and the Americans with Disabilities Act of 1990.
11. **Civil Law Suits:** This Contract is not subject to the State Employees Indemnification Act, 5 ILCS 350/Act.
12. **Fiscal Responsibility:**
- 12.1 The Department may use the Comptroller's Offset System to determine if any State Agency is attempting to collect debt from a contractor, bidder, or other proposed contracting party according to Section 5 of the Illinois State Collection Act of 1986, 30 ILCS 210/5.
- 12.2 The Contractor or bidder certifies that it, or any affiliate, is not barred from being

awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with a State agency if 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. The Contractor further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of the contract.

13. **Indemnification:** Contractor agrees to indemnify, defend and hold harmless the Department, its employees, agents and representatives from and against all claims, liabilities, losses, expenses and damages by whomever sustained arising or which may arise out of Contractor's breach of any term, condition, or provision of this contract or any representation or warranty contained in this contract or Contractor's failure to provide services under this agreement or errors, omissions, or defects in such services. These indemnities shall continue in full force and effect subsequent to and notwithstanding the termination of this contract. Contractor shall not prejudice the Department's right to recover against third parties for any loss, or damage to Department property, and shall at the Department's request and expense furnish reasonable assistance, including assistance in the prosecution of suit to obtain recovery. The Contractor shall, at its expense, pay the costs of defense of the Department against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret, or other intellectual property right and shall, without limitation pay the costs, damages and attorney's fees awarded against the Department in any such action, or pay any settlement of such action or claim. The Department assumes no liability for actions of Contractor and is unable to indemnify Contractor for claims based on this contract. Any liability for damages that the Department might have is expressly limited by and subject to the Illinois Court of Claims Act, 705 ILCS 505/Act, and the availability of suitable appropriations.

14. **Insurance:** If the Contractor's cost of property and casualty insurance increases by 25% or more or if new state regulations impose additional costs to the Contractor during the term of this Contract, then the Contractor may request the Department to review this Contract and adjust the compensation or reimbursement provisions of the Contract according to any agreement reached, all of which shall be subject to the limitations of the Department's appropriated funds. The Contractor agrees to comply with the requirements of the Department of Central Management Services rules adopted in Government Contracts, Procurement, and Property Management of Title 44 of the Illinois Administrative Code.

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15. **Waiver**: No delay or omission by any party in exercising any right, power, or privilege under this agreement shall impair such right, power or privilege, nor shall any single or partial exercise of any such right, power or privilege preclude any further exercise of that right, power, or privilege or the exercise of any other right, power or privilege.
16. **Amendments**: This Contract may not be amended without prior written approval of both the Contractor and the Department.
17. **Assignment**: The Contractor understands and agrees that this Contract may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer without the prior written approval of the Department shall render this Contract null, void, and of no further effect.
18. **Default**: If the Contractor breaches any material term, condition, or provision of this Contract, the Department may, upon 15 days prior written notice to the Contractor, cancel this Contract. In the event of any wrongdoing or illegal act by the Contractor, the Contract is immediately terminable by the Department. This remedy shall be in addition to any other remedies available to the Department in law or in equity. Contractor agrees to pay all reasonable expenses incurred by the Department, including attorney fees, if the Department prevails in an action to enforce or defend this Contract.
19. **Further Assurances**: Each party to this agreement agrees to do such further acts and things, and to execute and deliver such additional agreements and instruments, as any party may reasonably request of the other to carry out the provisions and purposes of this Contract or any agreements related to the contract.
20. **Solicitation and Employment**: The Contractor shall not employ any person employed by the Department at any time during the term of this contract to perform work required by the terms of this contract. As a condition of this contract, the Contractor shall give written notice immediately to the Department's Director if Contractor solicits or intends to solicit for employment any of the Department's employees during the term of this contract.
21. **Controlling Terms**: In the event of any conflict between the agreement, Basic Terms, and terms of any appendix or exhibit or other attachment or matter incorporated in this agreement or referenced in this agreement, the Basic Terms Form B shall be controlling.
22. **Headings**: The headings of the sections and paragraphs are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Contract.

Basic Terms Form B (2/04)

Contract for Services, Corporation or Partnership

23. **Entire Agreement**: The Contractor and the Department understand and agree that this Contract constitutes the entire agreement between them and that no promises, terms, or conditions not recited or incorporated within this agreement, including prior or oral discussions not referenced in this agreement, shall be binding upon either the Contractor or the Department.

.End.

AMENDMENT

The undersigned AGENCY and VENDOR (the PARTIES) agree that the following shall amend the CONTRACT referenced below. In the event of conflict, the terms of this amendment shall prevail.

1. CONTRACT DESCRIPTION: Contract# 62700026
The Illinois Department of Public Health, Office of Policy, Planning and Statistics, Division of Health Systems Development has contracted with Capitol Blueprint to provide copying services, including copying, stapling collating materials in preparation for mailing to the Illinois Health Facilities Planning Board.

EFFECTIVE DATE OF AMENDMENT: This amendment shall cover the period of July 1, 2005, through June 30, 2006. The change in the contract involves decreasing the total amount of the contract.

2. DESCRIPTION OF AMENDMENT: This amendment shall cover work done during the period of July 1, 2005, through June 30, 2006. The total amount for the contract will decrease from \$24,999 to \$10,000. There are no changes to the remaining portions of the contract.

Compensation:

2.1 The contract amount of payment for services shall not exceed \$10,000.

There are no changes to the remaining portions of the original contract.

Attachment: Original Contract

IN WITNESS WHEREOF, the AGENCY and VENDOR have caused this AMENDMENT to be executed on the dates shown below by representatives authorized to bind the respective PARTIES.

VENDOR

Name Capitol Blueprint

Signature John F. Reed

Printed Name John F. Reed

Title Manager

Date June 20, 2006

Address Capitol Blueprint, Inc.

1313 S. First Street, Springfield, IL 62704

AGENCY

Name IL Dept of Public Health

Signature Eric E. Whitaker

Printed Name Eric E. Whitaker, M.D., M.P.H.

Title Director

Date 6/23/06

Address 525 West Jefferson Street

Springfield, IL 62761

STATE USE ONLY

Source Selection: IFB (including Multi-step) _____ RFP _____ RFP/P&A _____ Small _____ Sole Source _____
Emergency _____ Exempt from Code X Other (describe) _____ **k-amend**

Contract Form B (1/04)

Contract # 62700026

Fiscal Year 2006

Appropriation 238-48220-1200-0000

**STATE OF ILLINOIS
DEPARTMENT OF PUBLIC HEALTH**

Contract for Services, Corporation or Partnership

The Illinois Department of Public Health, Office of Policy, Planning and Statistics, Division of Health Systems Development, or its successor, hereinafter referred to as the "Department", and Capitol Blueprint, Inc., 1313 South First Street, Springfield, Illinois 62704, hereinafter referred to as the "Contractor", hereby agree as follows:

1. **Services:**

1.1 The Contractor agrees to comply with all Illinois, federal laws and administrative rules applicable to the provision of services under this contract. The Contractor will provide the following services to the Department:

- a. When requested, the Contractor will pick up materials to be copied at the Department's Springfield office.
- b. The Contractor will have the ability to accept requested copy material in a digitized format. Specifically per copy request, the Contractor will receive one or more CD-ROM discs. These discs will contain files that will be designated by the Department with project numbers. The files contained on these discs will constitute the material that is requested to be copied. These files will be created with Adobe Acrobat Professional software and be in a "pdf" format.
- c. At a minimum, the Contractor must provide seven (7) copies of all requested material.
- d. The Contractor will provide color slip sheets between various parts of a particular project.
- e. The Contractor will rubberband all copied material applicable to a particular project file.
- f. The Contractor will provide requested copy material on 20 lb. stock 8 ½ x 11 paper. The Contractor will produce either single-sided or two-sided, black and white copies as per the Department's instruction.

- g. The Contractor will place copied material in boxes suitable for the Department to mail. There should be a minimum of seven (7) boxes prepared since we will have a minimum of seven (7) copies of all requested material.
- h. The Contractor will deliver the material to the Department's Springfield office within 48 hours after receipt of a copy request.
- 1.2 In connection with the services described in 1.1, the Department will:
 - a. Provide notice to contractor when materials are ready for copying.
 - b. Provide either original hardcopy documents or compact discs containing pdf files for reproduction.
2. **Term:** The period of this contract is July 11, 2005, through June 30, 2006; however, it may be terminated at any time during this period by either party upon giving written notice to the other party thirty (30) calendar days prior to the actual termination date. Upon termination, the Contractor shall be paid for work satisfactorily completed prior to the date of termination.
3. **Compensation:**
 - 3.1 The contract amount of payment for services shall not exceed a maximum amount of \$24,999.
 - 3.2 Any and all obligations of the Department will cease immediately without penalty of further payment or any other penalty being required if the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available sufficient funds for this contract.
 - 3.3 The Department will compensate the Contractor on the following basis:
 - a. Single sided copies at \$0.02 per single-sided 8-1/2 by 11" sheet
 - b. Collating, rubber-banding and slip sheets will be included at no additional charge. Boxes and boxing of materials provided at no additional charge. Pick-up and delivery of materials will be provided at no additional charge.
4. **Notices:** All legal notices required or desired to be made by either party to this contract shall be sent by certified mail return receipt requested to the following respective addresses or to such other addresses as either party may from time to time designate by notice to the other party.

to the Department: Illinois Department of Public Health
Office of Policy, Planning and Statistics
Division of Health Systems Development
525 West Jefferson Street
Springfield, Illinois 62761
Attention: Jeffrey Mark

to the Contractor: Capitol Blueprint, Inc.
1313 South First Street
Springfield, IL 62704

5. **Federal Taxpayer Identification Number:** Under penalties of perjury, the Contractor certifies that 920197730 is Contractor's correct Federal Taxpayer Identification Number or Governmental Unit Code. Contractor is doing business as:

<input type="checkbox"/> Partnership	<input type="checkbox"/> Real Estate Agent
<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Governmental Entity
<input type="checkbox"/> Not-for-Profit Corp	<input type="checkbox"/> Tax Exempt Organization
<input type="checkbox"/> Medical and Health Care	(IRC 501[a] only)
<input type="checkbox"/> Services Provider Corp	<input type="checkbox"/> Trust or Estate

6. **Basic Contract Terms:** The parties understand and agree that the attached Basic Contract Terms are fully incorporated herein by reference and are binding upon both parties hereto.

For the Contractor:

Richard D. Reed
Contractor Signature

RICHARD D. REED
Typed Name

MGR.
Title

8/10/05
Date Signed

Exempt
Illinois Department of Human Rights
Number (if applicable)

For the Department:

[Signature]
Recommended by Jeffrey Mark
[Signature]
Eric E. Whitaker, M.D., M.P.H.
Director

9/12/05
Execution Date

BASIC CONTRACT TERMS

1. **Applicable Law:** This Contract shall be governed in all respects by the laws of the State of Illinois and is subject to the limitations of the Department's appropriated funds. If any provision of this Contract is in conflict with any statute, law, rule, or regulation of any governmental entity, then the conflicting provision shall be deemed null and void only to the extent of the conflict and without invalidating the remaining provisions of the contract.
2. **Subcontractor:** The Contractor will not use the services of a subcontractor to fulfill any obligations under this Contract without the prior written consent of the Department. The Department reserves the right to review all subcontracts.
3. **Audit:** The Contractor shall maintain adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Department or the Auditor General. These records shall be maintained for a minimum of 3 years from the date of termination of this contract or until the completion of the audit. The Contractor agrees to cooperate fully with any audit conducted by the Department or the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the Department for the recovery of any funds paid by the Department under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.
4. **Work Product:** All work product generated under this Contract shall become and remain the exclusive property of the Department, and shall not be copyrighted, patented, or trademark registered by the Contractor except as authorized by the Department in a separate contract.
5. **Release of Information:** The Contractor shall not publish, disseminate, or otherwise release any information acquired or produced pursuant to this Contract without adhering to the procedures outlined in this paragraph. A copy of the proposed complete documents, manuscript or other media for publication or distribution shall be submitted to the Department a minimum of 60 days before the desired publication or distribution. This 60-day period shall be called the review period. At any time during the review period, the Department may make written comments on the proposed release.
6. **Health Insurance Portability and Accountability Act Compliance:** Contractor shall comply with the applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA), including, but not limited to statute, 42 USC 132d, and applicable regulations, 45 CFR 160, 162, and 164, as may be promulgated or amended over time.

7. **Confidentiality:**

- 7.1 The Contractor agrees to protect from any and all disclosure all information which identifies or which could lead to the identity of recipients of services provided pursuant to this Contract. If the Contractor receives a request for information that may identify an individual, the Contractor shall notify the Department immediately. A request for information includes a subpoena, court order, Freedom of Information Act request or a request from a researcher. Any issue whether information is or may be identifiable shall be resolved by the Department.
- 7.2 The parties agree to maintain the confidentiality of all information and documentation disclosed by one to the other when designated as confidential or proprietary ("Proprietary Information"). In order to ensure such confidentiality and to protect the Proprietary Information, the parties agree: (i) to refrain from disclosing the Proprietary Information to any person, other than those employees who need to know in order to perform and receive, respectively, the services hereunder, (ii) to return all Proprietary Information upon termination of this Contract, and (iii) to refrain from disclosing or using the Proprietary Information after termination of this Contract provided, however, that this prohibition shall not apply to any information which is publicly available by other than unauthorized disclosure.

8. **Certifications:**

- 8.1 The Contractor certifies under Section 50-5 of the Illinois Procurement Code that the Contractor (i) has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois; (ii) has not made an admission of guilt of such conduct which is a matter of record; and (iii) has not had an official, agent, or employee of the Contractor who committed bribery or attempted bribery on behalf of the Contractor and pursuant to the direction or authorization of a responsible official of the Contractor, 30 ILCS 500/50-5.
- 8.2 If the Contractor is a charitable organization subject to the Charitable Trust Act, 760 ILCS 55/Act, or the Solicitation for Charity Act, 225 ILCS 460/Act, the Contractor certifies that all information required by these Acts has been filed with the Illinois Attorney General.
- 8.3 The Contractor certifies that the Contractor has not been barred from contracting with a unit of state or local government as a result of violation of bid-rigging or bid-rotating provisions in Sections 33E-3, 33E-4, and 33E0-11 of the Criminal Code of 1961, 720

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ILCS 5/33E-3, 5/33E-4, and 5/33E-11.

- 8.4 The Contractor certifies under the Discriminatory Club Act that the Contractor is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them, for payment of their dues or fees to any club which unlawfully discriminates. 775 ILCS 25/Act.
- 8.5 The Contractor certifies that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, Contract, loan, or cooperative agreement.
- 8.6 The Contractor certifies that no funds provided pursuant to this Contract will be used for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before Congress or the Illinois General Assembly, and further certifies that no funds provided pursuant to this Contract shall be used to pay the salary or expenses of any person which are related to any activity designed to influence legislation or appropriations pending before Congress or the Illinois General Assembly.
- 8.7 The Contractor certifies compliance with all provisions of the Drug Free Workplace Act, 30 ILCS 580/Act.
- 8.8 The Contractor certifies compliance with the Davis-Bacon Act in construction and modification of buildings (40 USC 276a).
- 8.9 The Contractor certifies that neither it 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.
- 8.10 The Contractor certifies that he/she has informed the Department in writing if he/she was formerly employed by that Department and has received an early retirement incentive

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under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. 40 ILCS 5/14-108.3 and 16-133.3. The Contractor acknowledges and agrees that if such early retirement incentive was received, this contract is not valid unless the official executing the contract has made the appropriate filing with the Auditor General prior to execution.

- 8.11 a. The Contractor certifies compliance with Section 50-10 of the Illinois Procurement Code, that no person or business convicted of a felony shall do business with the State from the date of conviction until five years after the date of completion of the sentence for that felony, unless no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with the business.
- b. The Contractor certifies in accordance with 30 ILCS 500/50-10.5 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 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five years prior to the date of the bid or contract. The Contractor acknowledges that the contracting agency shall declare the contract void if this certification is false.
- 8.12 If the amount of the contract exceeds \$250,000.00, or an amendment makes the contract amount greater than \$250,000.00, the Contractor certifies compliance with Section 9.02 of the State Finance Act, 30 ILCS 105/9.02.
- 8.13 The Contractor certifies that he/she is not barred from contracting with the Department because of inducements to bid on a contract or from inducement to withhold bid on a contract pursuant to Section 50-25 of the Illinois Procurement Code, 30 ILCS 500/50-25.
- 8.14 When, for any reason, the Contractor who is involved in a bid with the Department suspects collusion, or other anti-competitive practices, he/she must provide adequate notice of relevant facts to the Department and the Illinois Attorney General and comply with Sections 50-40, 50-45, and 50-50 of the Illinois Procurement Code, 30 ILCS 500/50-40, 50-45, and 50-50.
- 8.15 The Contractor certifies that he/she meets the requirements of Article 2 of the Illinois Human Rights Act, 775 ILCS 5/Art. 2, and that he/she refrains from unlawful discrimination based on citizenship status in employment and undertakes affirmative action to assure equality of employment opportunity, and has written sexual harassment policies.

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- 8.16 The Contractor 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.
- 8.17 This agreement is in compliance with the requirements of the Corporate Accountability for Tax Expenditure Act (PA 93-0552).
9. **Conflict of Interest:** The Contractor agrees to comply with Section 50-13 of the Illinois Procurement Code prohibiting conflict of interest, 30 ILCS 500/50-13.
10. **Unlawful Discrimination:**
- 10.1 The Contractor agrees to act in conformity with Article 2 of the Illinois Human Rights Act, 775 ILCS 5/Art. 2 and with Appendix A of the Procedures Applicable to All Agencies, 44 Ill.Admin.Code 750. APP. A.
- 10.2 The Contractor agrees to comply with the Federal Civil Rights Act of 1964, the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.* and Rules 28 CFR 35.130 and all other federal and State of Illinois laws, regulations or orders which prohibit discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, or physical or mental handicap. The Contractor certifies that he/she will provide to the Department prior to executing the contract the most recent Equal Employment Opportunity Policy Statement, Annual Affirmative Action Plan and Workforce Analysis Summary as required to ensure compliance with Federal and State civil rights and the Americans with Disabilities Act of 1990.
11. **Civil Law Suits:** This Contract is not subject to the State Employees Indemnification Act, 5 ILCS 350/Act.
12. **Fiscal Responsibility:**
- 12.1 The Department may use the Comptroller's Offset System to determine if any State Agency is attempting to collect debt from a contractor, bidder, or other proposed contracting party according to Section 5 of the Illinois State Collection Act of 1986, 30 ILCS 210/5.
- 12.2 The Contractor or bidder certifies that it, or any affiliate, is not barred from being

awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with a State agency if 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. The Contractor further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of the contract.

13. **Indemnification:** Contractor agrees to indemnify, defend and hold harmless the Department, its employees, agents and representatives from and against all claims, liabilities, losses, expenses and damages by whomever sustained arising or which may arise out of Contractor's breach of any term, condition, or provision of this contract or any representation or warranty contained in this contract or Contractor's failure to provide services under this agreement or errors, omissions, or defects in such services. These indemnities shall continue in full force and effect subsequent to and notwithstanding the termination of this contract. Contractor shall not prejudice the Department's right to recover against third parties for any loss, or damage to Department property, and shall at the Department's request and expense furnish reasonable assistance, including assistance in the prosecution of suit to obtain recovery. The Contractor shall, at its expense, pay the costs of defense of the Department against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret, or other intellectual property right and shall, without limitation pay the costs, damages and attorney's fees awarded against the Department in any such action, or pay any settlement of such action or claim. The Department assumes no liability for actions of Contractor and is unable to indemnify Contractor for claims based on this contract. Any liability for damages that the Department might have is expressly limited by and subject to the Illinois Court of Claims Act, 705 ILCS 505/Act, and the availability of suitable appropriations.

14. **Insurance:** If the Contractor's cost of property and casualty insurance increases by 25% or more or if new state regulations impose additional costs to the Contractor during the term of this Contract, then the Contractor may request the Department to review this Contract and adjust the compensation or reimbursement provisions of the Contract according to any agreement reached, all of which shall be subject to the limitations of the Department's appropriated funds. The Contractor agrees to comply with the requirements of the Department of Central Management Services rules adopted in Government Contracts, Procurement, and Property Management of Title 44 of the Illinois Administrative Code.

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15. **Waiver**: No delay or omission by any party in exercising any right, power, or privilege under this agreement shall impair such right, power or privilege, nor shall any single or partial exercise of any such right, power or privilege preclude any further exercise of that right, power, or privilege or the exercise of any other right, power or privilege.
16. **Amendments**: This Contract may not be amended without prior written approval of both the Contractor and the Department.
17. **Assignment**: The Contractor understands and agrees that this Contract may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer without the prior written approval of the Department shall render this Contract null, void, and of no further effect.
18. **Default**: If the Contractor breaches any material term, condition, or provision of this Contract, the Department may, upon 15 days prior written notice to the Contractor, cancel this Contract. In the event of any wrongdoing or illegal act by the Contractor, the Contract is immediately terminable by the Department. This remedy shall be in addition to any other remedies available to the Department in law or in equity. Contractor agrees to pay all reasonable expenses incurred by the Department, including attorney fees, if the Department prevails in an action to enforce or defend this Contract.
19. **Further Assurances**: Each party to this agreement agrees to do such further acts and things, and to execute and deliver such additional agreements and instruments, as any party may reasonably request of the other to carry out the provisions and purposes of this Contract or any agreements related to the contract.
20. **Solicitation and Employment**: The Contractor shall not employ any person employed by the Department at any time during the term of this contract to perform work required by the terms of this contract. As a condition of this contract, the Contractor shall give written notice immediately to the Department's Director if Contractor solicits or intends to solicit for employment any of the Department's employees during the term of this contract.
21. **Controlling Terms**: In the event of any conflict between the agreement, Basic Terms, and terms of any appendix or exhibit or other attachment or matter incorporated in this agreement or referenced in this agreement, the Basic Terms Form B shall be controlling.
22. **Headings**: The headings of the sections and paragraphs are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Contract.

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Contract for Services, Corporation or Partnership

23. **Entire Agreement:** The Contractor and the Department understand and agree that this Contract constitutes the entire agreement between them and that no promises, terms, or conditions not recited or incorporated within this agreement, including prior or oral discussions not referenced in this agreement, shall be binding upon either the Contractor or the Department.

.End.

STATE OF ILLINOIS
DEPARTMENT OF PUBLIC HEALTH

Contract for Services, Corporation or Partnership

The Illinois Department of Public Health, 535 West Jefferson Street, Springfield, IL 62761, or its successor, hereinafter referred to as the "Department", and B.E.S.C.R., Inc. d/b/a Eastwood-Stein Deposition Service, 11 South LaSalle Street, Suite 900, Chicago, IL 60603, hereinafter referred to as the "Contractor", hereby agree as follows:

1. Services:

- 1.1 The Contractor agrees to comply with all Illinois, federal laws and administrative rules applicable to the provision of services under this contract. The Contractor will provide on an, on call, as needed basis the following court reporting services to the Department and/or the Illinois Health Facilities Planning Board at advisory board and subcommittee meetings, public hearings, administrative hearings and proceedings:
 - a. Provide competent Certified Shorthand Reporters with adequate equipment and supplies as required to record verbatim testimony including questions, answers and objections at proceedings conducted by the Department and/or the Illinois Health Facilities Planning Board in connection with application of laws and regulations of the State of Illinois including advisory board and subcommittee meetings, public hearings, and administrative hearings and proceedings. Assigned court reporter should have sufficient experience with board meetings or other venues involving multiple speakers, debate and agenda items.
 - b. Certified Shorthand Reporters shall memorialize proceedings using multiple means of recording the proceedings. It is required that one of the means of recording the proceedings be an audio tape recording.
 - c. Provide Certified Shorthand Reporters to read proceedings from stenotype notes when requested.
 - d. Provide Certified Shorthand Reporters to prepare and certify complete typewritten transcriptions when requested. Transcripts shall be produced with each agenda item separated and starting on a new page.
 - e. Deliver to the Department transcripts of proceedings as requested by the Department and/or the Illinois Health Facilities Planning Board at the rates indicated in Section 3, Compensation. Transcripts must be delivered within 10 business days following the public hearing, advisory board or subcommittee meeting at rates agreed upon. Transcripts shall be conveyed in both paper and electronic media. The electronic copy will be identical to the paper copy and will be certified by the Shorthand Reporter.

- f. The Department and/or the Illinois Health Facilities Planning Board may request expedited delivery of transcripts. Expedited delivery to the Department and/or the Illinois Health Facilities Planning Board is to be within three (3) business days following the public hearing, advisory board or subcommittee meeting or within three (3) business days of the request for expedited delivery at rates agreed upon.
- g. Transcripts of advisory boards and subcommittee meetings cannot be reproduced or distributed by the Contractor until the transcript has been approved by the Board as its minutes of the meeting or explicit written permission has been received from the Department and/or the Illinois Health Facilities Planning Board.
- h. The Contractor shall retain the notes from which transcripts are or may be made for at least seven (7) years following the date of the proceeding at which the notes are made.
- i. Provide Certified Shorthand Reporters to travel occasionally; necessary and actual travel expenses, plus an hourly charge as specified in Section 3, Compensation, to be reimbursed in accordance with Travel Regulations of the Illinois Department of Central Management Services in effect on the date of travel.
- j. The Contractor shall indemnify, defend and hold harmless the Department and/or the Illinois Health Facilities Planning Board from and against all suits, actions, claim damages or cost (including reasonable legal expenses) arising out of injury to or death of any employee or other person or the loss of or damage to the property of any person arising out of or in connection with performance of service under this agreement.
- k. In connection with services to be performed, the Contractor shall procure, and keep in effect for the duration of the contract term, the following insurance with insurers acceptable to the Department, protecting itself, the Health Facilities Planning Board and the Department with respect to the service performed hereunder by the Contractor or any agent or sub contractor of the Contractor: blanket fidelity coverage in the amount of \$50,000.00.
- l. Pursuant to the attached basic terms, Contractor shall not subcontract without prior consent of the Department.

1.2 In connection with the services described in 1.1, the Department will:

- a. This contract must be accompanied by a photocopy of the Certificate issued by the Illinois Department of Professional Regulation pursuant to the Illinois Certified Shorthand Reporters Act of 1984 for each person whom the Contractor employs to perform services pursuant to the agreement.
- b. The Contractor hereby agrees to provide Certified Shorthand Reporters with current certifications at all times, and agrees to notify the Department in writing at any time such certification has lapsed, expired, been suspended or revoked, or becomes otherwise ineffective. Such notification shall be sent within five (5) days of such occurrence.

- c. In the event of cancellation of a scheduled proceeding, the Contractor shall not be entitled to payment and the Department and/or the Illinois Health Facilities Planning Board shall not be obligated to pay any appearance fee if the Department and/or the Illinois Health Facilities Planning Board has notified the Contractor of such cancellation by telephone at least two (2) hours prior to any advisory board or subcommittee meeting, public hearing or proceeding.
 - d. The Department shall be entitled to make photocopies of transcripts prepared by the Contractor for use by the Department and/or the Illinois Health Facilities Planning Board, including responding to requests made pursuant to the Freedom of Information Act, 5 ILCS 140, or any other agency or unit of local, state, or federal government, and the Contractor shall not be entitled to payment and the Department and/or the Illinois Health Facilities Planning Board shall not be obligated to pay any fee for photocopies.
2. **Term:** The period of this contract is upon execution or July 1, 2005, whichever is later, through June 30, 2008; however, it may be terminated at any time during this period by either party upon giving written notice to the other party thirty (30) calendar days prior to the actual termination date. Upon termination, the Contractor shall be paid for work satisfactorily completed prior to the date of termination.

3. **Compensation:**

- 3.1 The amount of payment for all court reporter contracts for services is estimated to be \$132,000.
- 3.2 Any and all obligations of the Department and/or the Illinois Health Facilities Planning Board will cease immediately without penalty of further payment or any other penalty being required if the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available sufficient funds for this contract.
- 3.3 The Department and/or the Illinois Health Facilities Planning Board will compensate the Contractor on the following basis:

Attendance at Administrative Hearings or Proceedings

2 hour minimum	\$100.00
Hourly Charge or portion thereof	\$ 40.00
Overtime Rate	Same as above

Transcript (per page)

Original – Regular Delivery (10 business days)	\$ 3.50/pg.
Original – Expedited Delivery (3 business days)	\$ 5.00/pg.
Copy – Regular Delivery (10 business days)	\$.95/pg.
Copy – Expedited Delivery (3 business days)	\$.95/pg.

Attendance at Advisory Board or Subcommittee Meetings or Public Hearings

2 hour minimum	\$130.00
Hourly Charge or portion thereof	\$ 65.00
Overtime Rate	Same as above

<u>Transcript (per page)</u>	
Original – Regular Delivery (10 business days)	\$ 8.25/pg.
Original – Expedited Delivery (3 business days)	\$ 10.25/pg.
Copy – Regular Delivery (10 business days)	\$.95/pg.
Copy – Expedited Delivery (3 business days)	\$.95/pg.

Additional Charges

ASCII Disk	No charge
E-Transcript	No charge
E-Mail	No charge
Exhibit copies (per page)	No charge
Audio tape copy	\$ 0.25/pg.
ASCII to CD	No charge
ASCII to CD w/exhibits encoded	\$25.00
Shipping (receipt required)	\$45.00 p/job
Travel Time (per hour)	At cost
Mileage	No charge
Parking (receipt required)	\$ 0.37 ½
Late Cancellation Charge (2 hours or less)	At cost
	No charge

4. **Notices:** All legal notices required or desired to be made by either party to this contract shall be sent by certified mail return receipt requested to the following respective addresses or to such other addresses as either party may from time to time designate by notice to the other party.

to the Department: Illinois Department of Public Health
535 West Jefferson Street
Springfield, Illinois 62761
Attention: David Anger

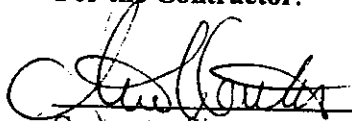
to the Contractor: B.E.S.C.R., Inc. d/b/a Eastwood-Stein Deposition Service
11 South LaSalle Street, Suite 900
Chicago, Illinois 60603
Attention: Steve Artstein

5. **Federal Taxpayer Identification Number:** Under penalties of perjury, the Contractor certifies that 36-4050822 is Contractor's correct Federal Taxpayer Identification Number or Governmental Unit Code. Contractor is doing business as:

- | | |
|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Real Estate Agent |
| <input checked="" type="checkbox"/> Corporation | <input type="checkbox"/> Governmental Entity |
| <input type="checkbox"/> Not-for-Profit Corp | <input type="checkbox"/> Tax Exempt Organization |
| <input type="checkbox"/> Medical and Health Care | (IRC 501[a] only) |
| <input type="checkbox"/> Services Provider Corp | <input type="checkbox"/> Trust or Estate |

6. **Basic Contract Terms:** The parties understand and agree that the attached Basic Contract Terms are fully incorporated herein by reference and are binding upon both parties hereto.
7. **Contractor Certification:** The contractor certifies in accordance with Public Act 94-0264 that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

For the Contractor:



Contractor Signature

Steve Artstein

Typed Name

President

Title


8-27-05

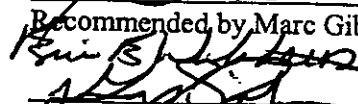
Date Signed

119514-00

Illinois Department of Human Rights
Number (if applicable)

For the Department:



Recommended by Marc Gibbs



Eric E. Whitaker, M.D., M.P.H.
Director

9/14/05

Execution Date

For Central Management Services:

CPO Notice #33



Letitia Dominici
Acting General Counsel

Date: 9-19-05

BASIC CONTRACT TERMS

1. **Applicable Law:** This Contract shall be governed in all respects by the laws of the State of Illinois and is subject to the limitations of the Department's appropriated funds. If any provision of this Contract is in conflict with any statute, law, rule, or regulation of any governmental entity, then the conflicting provision shall be deemed null and void only to the extent of the conflict and without invalidating the remaining provisions of the contract.
2. **Subcontractor:** The Contractor will not use the services of a subcontractor to fulfill any obligations under this Contract without the prior written consent of the Department. The Department reserves the right to review all subcontracts.
3. **Audit:** The Contractor shall maintain adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Department or the Auditor General. These records shall be maintained for a minimum of 3 years from the date of termination of this contract or until the completion of the audit. The Contractor agrees to cooperate fully with any audit conducted by the Department or the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the Department for the recovery of any funds paid by the Department under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.
4. **Work Product:** All work product generated under this Contract shall become and remain the exclusive property of the Department, and shall not be copyrighted, patented, or trademark registered by the Contractor except as authorized by the Department in a separate contract.
5. **Release of Information:** The Contractor shall not publish, disseminate, or otherwise release any information acquired or produced pursuant to this Contract without adhering to the procedures outlined in this paragraph. A copy of the proposed complete documents, manuscript or other media for publication or distribution shall be submitted to the Department a minimum of 60 days before the desired publication or distribution. This 60-day period shall be called the review period. At any time during the review period, the Department may make written comments on the proposed release.
6. **Health Insurance Portability and Accountability Act Compliance:** Contractor shall comply with the applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA), including, but not limited to statute, 42 USC 132d, and applicable regulations, 45 CFR 160, 162, and 164, as may be promulgated or amended over time.

7. **Confidentiality:**

- 7.1 The Contractor agrees to protect from any and all disclosure all information which identifies or which could lead to the identity of recipients of services provided pursuant to this Contract. If the Contractor receives a request for information that may identify an individual, the Contractor shall notify the Department immediately. A request for information includes a subpoena, court order, Freedom of Information Act request or a request from a researcher. Any issue whether information is or may be identifiable shall be resolved by the Department.
- 7.2 The parties agree to maintain the confidentiality of all information and documentation disclosed by one to the other when designated as confidential or proprietary ("Proprietary Information"). In order to ensure such confidentiality and to protect the Proprietary Information, the parties agree: (i) to refrain from disclosing the Proprietary Information to any person, other than those employees who need to know in order to perform and receive, respectively, the services hereunder, (ii) to return all Proprietary Information upon termination of this Contract, and (iii) to refrain from disclosing or using the Proprietary Information after termination of this Contract provided, however, that this prohibition shall not apply to any information which is publicly available by other than unauthorized disclosure.

8. **Certifications:**

- 8.1 The Contractor certifies under Section 50-5 of the Illinois Procurement Code that the Contractor (i) has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois; (ii) has not made an admission of guilt of such conduct which is a matter of record; and (iii) has not had an official, agent, or employee of the Contractor who committed bribery or attempted bribery on behalf of the Contractor and pursuant to the direction or authorization of a responsible official of the Contractor, 30 ILCS 500/50-5.
- 8.2 If the Contractor is a charitable organization subject to the Charitable Trust Act, 760 ILCS 55/Act, or the Solicitation for Charity Act, 225 ILCS 460/Act, the Contractor certifies that all information required by these Acts has been filed with the Illinois Attorney General.
- 8.3 The Contractor certifies that the Contractor has not been barred from contracting with a unit of state or local government as a result of violation of bid-rigging or bid-rotating provisions in Sections 33E-3, 33E-4, and 33E0-11 of the Criminal Code of 1961, 720 ILCS 5/33E-3, 5/33E-4, and 5/33E-11.

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- 8.4 The Contractor certifies under the Discriminatory Club Act that the Contractor is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them, for payment of their dues or fees to any club which unlawfully discriminates, 775 ILCS 25/Act.
- 8.5 The Contractor certifies that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, Contract, loan, or cooperative agreement.
- 8.6 The Contractor certifies that no funds provided pursuant to this Contract will be used for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before Congress or the Illinois General Assembly, and further certifies that no funds provided pursuant to this Contract shall be used to pay the salary or expenses of any person which are related to any activity designed to influence legislation or appropriations pending before Congress or the Illinois General Assembly.
- 8.7 The Contractor certifies compliance with all provisions of the Drug Free Workplace Act, 30 ILCS 580/Act.
- 8.8 The Contractor certifies compliance with the Davis-Bacon Act in construction and modification of buildings (40 USC 276a).
- 8.9 The Contractor certifies that neither it 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.
- 8.10 The Contractor certifies that he/she has informed the Department in writing if he/she was formerly employed by that Department and has received an early retirement incentive under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 16-133.3. The Contractor acknowledges and agrees that if such early retirement incentive was received, this contract is not valid unless the official executing the contract has made the appropriate filing with the Auditor General prior to execution.

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- 8.11 a. The Contractor certifies compliance with Section 50-10 of the Illinois Procurement Code, that no person or business convicted of a felony shall do business with the State from the date of conviction until five years after the date of completion of the sentence for that felony, unless no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with the business.
- b. The Contractor certifies in accordance with 30 ILCS 500/50-10.5 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 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five years prior to the date of the bid or contract. The Contractor acknowledges that the contracting agency shall declare the contract void if this certification is false.
- 8.12 If the amount of the contract exceeds \$250,000.00, or an amendment makes the contract amount greater than \$250,000.00, the Contractor certifies compliance with Section 9.02 of the State Finance Act, 30 ILCS 105/9.02.
- 8.13 The Contractor certifies that he/she is not barred from contracting with the Department because of inducements to bid on a contract or from inducement to withhold bid on a contract pursuant to Section 50-25 of the Illinois Procurement Code, 30 ILCS 500/50-25.
- 8.14 When, for any reason, the Contractor who is involved in a bid with the Department suspects collusion, or other anti-competitive practices, he/she must provide adequate notice of relevant facts to the Department and the Illinois Attorney General and comply with Sections 50-40, 50-45, and 50-50 of the Illinois Procurement Code, 30 ILCS 500/50-40, 50-45, and 50-50.
- 8.15 The Contractor certifies that he/she meets the requirements of Article 2 of the Illinois Human Rights Act, 775 ILCS 5/Art. 2, and that he/she refrains from unlawful discrimination based on citizenship status in employment and undertakes affirmative action to assure equality of employment opportunity, and has written sexual harassment policies.
- 8.16 The Contractor 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.
- 8.17 The contractor certifies in accordance with Public Act 94-0264 that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12

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8-17 8.18 This agreement is in compliance with the requirements of the Corporate Accountability for Tax Expenditure Act (PA 93-0552).

9. **Conflict of Interest:** The Contractor agrees to comply with Section 50-13 of the Illinois Procurement Code prohibiting conflict of interest, 30 ILCS 500/50-13.

10. **Unlawful Discrimination:**

10.1 The Contractor agrees to act in conformity with Article 2 of the Illinois Human Rights Act, 775 ILCS 5/Art. 2 and with Appendix A of the Procedures Applicable to All Agencies, 44 Ill.Admin.Code 750. APP. A.

10.2 The Contractor agrees to comply with the Federal Civil Rights Act of 1964, the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.* and Rules 28 CFR 35.130 and all other federal and State of Illinois laws, regulations or orders which prohibit discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, or physical or mental handicap. The Contractor certifies that he/she will provide to the Department prior to executing the contract the most recent Equal Employment Opportunity Policy Statement, Annual Affirmative Action Plan and Workforce Analysis Summary as required to ensure compliance with Federal and State civil rights and the Americans with Disabilities Act of 1990.

11. **Civil Law Suits:** This Contract is not subject to the State Employees Indemnification Act, 5 ILCS 350/Act.

12. **Fiscal Responsibility:**

12.1 The Department may use the Comptroller's Offset System to determine if any State Agency is attempting to collect debt from a contractor, bidder, or other proposed contracting party according to Section 5 of the Illinois State Collection Act of 1986, 30 ILCS 210/5.

12.2 The Contractor or bidder certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with a State agency if 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. The Contractor further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the contractor, or any affiliate, is determined to be delinquent in the

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payment of any debt to the State during the term of the contract.

13. **Indemnification:** Contractor agrees to indemnify, defend and hold harmless the Department, its employees, agents and representatives from and against all claims, liabilities, losses, expenses and damages by whomever sustained arising or which may arise out of Contractor's breach of any term, condition, or provision of this contract or any representation or warranty contained in this contract or Contractor's failure to provide services under this agreement or errors, omissions, or defects in such services. These indemnities shall continue in full force and effect subsequent to and notwithstanding the termination of this contract. Contractor shall not prejudice the Department's right to recover against third parties for any loss, or damage to Department property, and shall at the Department's request and expense furnish reasonable assistance, including assistance in the prosecution of suit to obtain recovery. The Contractor shall, at its expense, pay the costs of defense of the Department against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret, or other intellectual property right and shall, without limitation pay the costs, damages and attorney's fees awarded against the Department in any such action, or pay any settlement of such action or claim. The Department assumes no liability for actions of Contractor and is unable to indemnify Contractor for claims based on this contract. Any liability for damages that the Department might have is expressly limited by and subject to the Illinois Court of Claims Act, 705 ILCS 505/Act, and the availability of suitable appropriations.
14. **Insurance:** If the Contractor's cost of property and casualty insurance increases by 25% or more or if new state regulations impose additional costs to the Contractor during the term of this Contract, then the Contractor may request the Department to review this Contract and adjust the compensation or reimbursement provisions of the Contract according to any agreement reached, all of which shall be subject to the limitations of the Department's appropriated funds. The Contractor agrees to comply with the requirements of the Department of Central Management Services rules adopted in Government Contracts, Procurement, and Property Management of Title 44 of the Illinois Administrative Code.
15. **Waiver:** No delay or omission by any party in exercising any right, power, or privilege under this agreement shall impair such right, power or privilege, nor shall any single or partial exercise of any such right, power or privilege preclude any further exercise of that right, power, or privilege or the exercise of any other right, power or privilege.
16. **Amendments:** This Contract may not be amended without prior written approval of both the Contractor and the Department.
17. **Assignment:** The Contractor understands and agrees that this Contract may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer without the prior written approval of the Department shall render this Contract null,

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void, and of no further effect.

18. **Default:** If the Contractor breaches any material term, condition, or provision of this Contract, the Department may, upon 15 days prior written notice to the Contractor, cancel this Contract. In the event of any wrongdoing or illegal act by the Contractor, the Contract is immediately terminable by the Department. This remedy shall be in addition to any other remedies available to the Department in law or in equity. Contractor agrees to pay all reasonable expenses incurred by the Department, including attorney fees, if the Department prevails in an action to enforce or defend this Contract.
19. **Further Assurances:** Each party to this agreement agrees to do such further acts and things, and to execute and deliver such additional agreements and instruments, as any party may reasonably request of the other to carry out the provisions and purposes of this Contract or any agreements related to the contract.
20. **Solicitation and Employment:** The Contractor shall not employ any person employed by the Department at any time during the term of this contract to perform work required by the terms of this contract. As a condition of this contract, the Contractor shall give written notice immediately to the Department's Director if Contractor solicits or intends to solicit for employment any of the Department's employees during the term of this contract.
21. **Controlling Terms:** In the event of any conflict between the agreement, Basic Terms, and terms of any appendix or exhibit or other attachment or matter incorporated in this agreement or referenced in this agreement, the Basic Terms Form B shall be controlling.
22. **Headings:** The headings of the sections and paragraphs are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Contract.
23. **Entire Agreement:** The Contractor and the Department understand and agree that this Contract constitutes the entire agreement between them and that no promises, terms, or conditions not recited or incorporated within this agreement, including prior or oral discussions not referenced in this agreement, shall be binding upon either the Contractor or the Department.

.End.

STATE OF ILLINOIS
DEPARTMENT OF PUBLIC HEALTH

Contract for Services, Corporation or Partnership

The Illinois Department of Public Health, 535 West Jefferson Street, Springfield, IL 62761, or its successor, hereinafter referred to as the "Department", and T. J. Bowman Court Reporting Service, Inc., 79 West Monroe, #1314, Chicago, Illinois, hereinafter referred to as the "Contractor", hereby agree as follows:

1. Services:

- 1.1 The Contractor agrees to comply with all Illinois, federal laws and administrative rules applicable to the provision of services under this contract. The Contractor will provide on an, on call, as needed basis the following court reporting services to the Department and/or the Illinois Health Facilities Planning Board at advisory board and subcommittee meetings, public hearings, administrative hearings and proceedings:
 - a. Provide competent Certified Shorthand Reporters with adequate equipment and supplies as required to record verbatim testimony including questions, answers and objections at proceedings conducted by the Department and/or the Illinois Health Facilities Planning Board in connection with application of laws and regulations of the State of Illinois including advisory board and subcommittee meetings, public hearings, and administrative hearings and proceedings. Assigned court reporter should have sufficient experience with board meetings or other venues involving multiple speakers, debate and agenda items.
 - b. Certified Shorthand Reporters shall memorialize proceedings using multiple means of recording the proceedings. It is required that one of the means of recording the proceedings be an audio tape recording.
 - c. Provide Certified Shorthand Reporters to read proceedings from stenotype notes when requested.
 - d. Provide Certified Shorthand Reporters to prepare and certify complete typewritten transcriptions when requested. Transcripts shall be produced with each agenda item separated and starting on a new page.
 - e. Deliver to the Department transcripts of proceedings as requested by the Department and/or the Illinois Health Facilities Planning Board at the rates indicated in Section 3, Compensation. Transcripts must be delivered within 10 business days following the public hearing, advisory board or subcommittee meeting at rates agreed upon. Transcripts shall be conveyed in both paper and electronic media. The electronic copy will be identical to the paper copy and will be certified by the Shorthand Reporter.

- f. The Department and/or the Illinois Health Facilities Planning Board may request expedited delivery of transcripts. Expedited delivery to the Department and/or the Illinois Health Facilities Planning Board is to be within three (3) business days following the public hearing, advisory board or subcommittee meeting or within three (3) business days of the request for expedited delivery at rates agreed upon.
 - g. Transcripts of advisory boards and subcommittee meetings cannot be reproduced or distributed by the Contractor until the transcript has been approved by the Board as its minutes of the meeting or explicit written permission has been received from the Department and/or the Illinois Health Facilities Planning Board.
 - h. The Contractor shall retain the notes from which transcripts are or may be made for at least seven (7) years following the date of the proceeding at which the notes are made.
 - i. Provide Certified Shorthand Reporters to travel occasionally; necessary and actual travel expenses, plus an hourly charge as specified in Section 3, Compensation, to be reimbursed in accordance with Travel Regulations of the Illinois Department of Central Management Services in effect on the date of travel.
 - j. The Contractor shall indemnify, defend and hold harmless the Department and/or the Illinois Health Facilities Planning Board from and against all suits, actions, claim damages or cost (including reasonable legal expenses) arising out of injury to or death of any employee or other person or the loss of or damage to the property of any person arising out of or in connection with performance of service under this agreement.
 - k. In connection with services to be performed, the Contractor shall procure, and keep in effect for the duration of the contract term, the following insurance with insurers acceptable to the Department, protecting itself, the Health Facilities Planning Board and the Department with respect to the service performed hereunder by the Contractor or any agent or sub contractor of the Contractor: blanket fidelity coverage in the amount of \$50,000.00.
 - l. Pursuant to the attached basic terms, Contractor shall not subcontract without prior consent of the Department.
- 1.2 In connection with the services described in 1.1, the Department will:
- a. This contract must be accompanied by a photocopy of the Certificate issued by the Illinois Department of Professional Regulation pursuant to the Illinois Certified Shorthand Reporters Act of 1984 for each person whom the Contractor employs to perform services pursuant to the agreement.
 - b. The Contractor hereby agrees to provide Certified Shorthand Reporters with current certifications at all times, and agrees to notify the Department in writing at any time such certification has lapsed, expired, been suspended or revoked, or becomes otherwise ineffective. Such notification shall be sent within five (5) days of such occurrence.

- c. In the event of cancellation of a scheduled proceeding, the Contractor shall not be entitled to payment and the Department and/or the Illinois Health Facilities Planning Board shall not be obligated to pay any appearance fee if the Department and/or the Illinois Health Facilities Planning Board has notified the Contractor of such cancellation by telephone at least two (2) hours prior to any advisory board or subcommittee meeting, public hearing or proceeding.
 - d. The Department shall be entitled to make photocopies of transcripts prepared by the Contractor for use by the Department and/or the Illinois Health Facilities Planning Board, including responding to requests made pursuant to the Freedom of Information Act, 5 ILCS 140, or any other agency or unit of local, state, or federal government, and the Contractor shall not be entitled to payment and the Department and/or the Illinois Health Facilities Planning Board shall not be obligated to pay any fee for photocopies.
2. **Term:** The period of this contract is upon execution or July 1, 2005, whichever is later, through June 30, 2008; however, it may be terminated at any time during this period by either party upon giving written notice to the other party thirty (30) calendar days prior to the actual termination date. Upon termination, the Contractor shall be paid for work satisfactorily completed prior to the date of termination.

3. **Compensation:**

- 3.1 The amount of payment for all court reporter contracts for services is estimated to be \$132,000.
- 3.2 Any and all obligations of the Department and/or the Illinois Health Facilities Planning Board will cease immediately without penalty of further payment or any other penalty being required if the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available sufficient funds for this contract.
- 3.3 The Department and/or the Illinois Health Facilities Planning Board will compensate the Contractor on the following basis:

Attendance at Administrative Hearings or Proceedings

2 Hour Minimum	\$ 95.00
Each additional half hour or portion thereof	\$ 20.00
Overtime Rate (after 5:30 p.m.)	\$ 30.00/hr.

Late Cancellation Charge (2 Hours or less)	\$ 95.00
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Transcript (per page)

Original –Regular Delivery (10 business days)	\$ 3.25/pg.
Original – Expedited Delivery (3 business days)	\$ 3.85/pg.

Copy –Regular Delivery (10 business days)	\$ 2.25/pg.
Copy – Expedited Delivery (3 business days)	\$ 2.85/pg.

Attendance at Advisory Board or Subcommittee Meetings or Public Hearings

2 Hour Minimum	\$125.00
Each additional half hour or portion thereof	\$ 25.00
Overtime Rate (after 5:30 p.m.)	\$ 37.50/hr.

Late Cancellation Charge (2 Hours or less)	\$125.00
<u>Transcript (per page)</u>	
Original –Regular Delivery (10 business days)	\$ 6.25/pg.
Original – Expedited Delivery (3 business days)	\$ 7.00/pg.
Copy –Regular Delivery (10 business days)	\$ 5.25/pg.
Copy – Expedited Delivery (3 business days)	\$ 6.00/pg.
<u>Additional Charges</u>	
ASCII Disk	\$ 30.00
E-Transcript (not currently available)	\$ 30.00
E-Mail	No charge
Exhibit copies (per page)	\$ 0.10/pg.
Audio tape copy	\$ 5.00
ASCII to CD	\$ 30.00
Shipping (receipt required)	At cost
Travel Time (per hour)	\$ 15.00
Mileage	\$ 0.37 ½
Parking (receipt required)	At cost

4. **Notices:** All legal notices required or desired to be made by either party to this contract shall be sent by certified mail return receipt requested to the following respective addresses or to such other addresses as either party may from time to time designate by notice to the other party.

to the Department: Illinois Department of Public Health
535 West Jefferson Street
Springfield, Illinois 62761
Attention: David Anger

to the Contractor: T. J. Bowman Court Reporting Service, Inc.
79 W. Monroe, #1314
Chicago, Illinois
Attention: Tonja Bowman

5. **Federal Taxpayer Identification Number:** Under penalties of perjury, the Contractor certifies that _____ is Contractor's correct Federal Taxpayer Identification Number or Governmental Unit Code. Contractor is doing business as:

- | | |
|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Real Estate Agent |
| <input checked="" type="checkbox"/> Corporation | <input type="checkbox"/> Governmental Entity |
| <input type="checkbox"/> Not-for-Profit Corp | <input type="checkbox"/> Tax Exempt Organization |
| <input type="checkbox"/> Medical and Health Care | (IRC 501[a] only) |
| <input type="checkbox"/> Services Provider Corp | <input type="checkbox"/> Trust or Estate |

6. **Basic Contract Terms:** The parties understand and agree that the attached Basic Contract Terms are fully incorporated herein by reference and are binding upon both parties hereto.
7. **Contractor Certification:** The contractor certifies in accordance with Public Act 94-0264 that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

For the Contractor:

Tonja A. Bowman
Contractor Signature

Tonja Bowman
Typed Name

President/owner
Title

8-31-05
Date Signed

Illinois Department of Human Rights
Number (if applicable)

For the Department:

[Signature]
Recommended by Marc Gibbs
[Signature]
Eric E. Whitaker, M.D., M.P.H.
Director

9/14/05
Execution Date

For Central Management Services:

CPO Notice #33
Letitia Dominici
] Letitia Dominici
[Acting General Counsel
Date: 9-19-05

BASIC CONTRACT TERMS

1. **Applicable Law:** This Contract shall be governed in all respects by the laws of the State of Illinois and is subject to the limitations of the Department's appropriated funds. If any provision of this Contract is in conflict with any statute, law, rule, or regulation of any governmental entity, then the conflicting provision shall be deemed null and void only to the extent of the conflict and without invalidating the remaining provisions of the contract.
2. **Subcontractor:** The Contractor will not use the services of a subcontractor to fulfill any obligations under this Contract without the prior written consent of the Department. The Department reserves the right to review all subcontracts.
3. **Audit:** The Contractor shall maintain adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Department or the Auditor General. These records shall be maintained for a minimum of 3 years from the date of termination of this contract or until the completion of the audit. The Contractor agrees to cooperate fully with any audit conducted by the Department or the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the Department for the recovery of any funds paid by the Department under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.
4. **Work Product:** All work product generated under this Contract shall become and remain the exclusive property of the Department, and shall not be copyrighted, patented, or trademark registered by the Contractor except as authorized by the Department in a separate contract.
5. **Release of Information:** The Contractor shall not publish, disseminate, or otherwise release any information acquired or produced pursuant to this Contract without adhering to the procedures outlined in this paragraph. A copy of the proposed complete documents, manuscript or other media for publication or distribution shall be submitted to the Department a minimum of 60 days before the desired publication or distribution. This 60-day period shall be called the review period. At any time during the review period, the Department may make written comments on the proposed release.
6. **Health Insurance Portability and Accountability Act Compliance:** Contractor shall comply with the applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA), including, but not limited to statute, 42 USC 132d, and applicable regulations, 45 CFR 160, 162, and 164, as may be promulgated or amended over time.

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7. **Confidentiality:**

- 7.1 The Contractor agrees to protect from any and all disclosure all information which identifies or which could lead to the identity of recipients of services provided pursuant to this Contract. If the Contractor receives a request for information that may identify an individual, the Contractor shall notify the Department immediately. A request for information includes a subpoena, court order, Freedom of Information Act request or a request from a researcher. Any issue whether information is or may be identifiable shall be resolved by the Department.
- 7.2 The parties agree to maintain the confidentiality of all information and documentation disclosed by one to the other when designated as confidential or proprietary ("Proprietary Information"). In order to ensure such confidentiality and to protect the Proprietary Information, the parties agree: (i) to refrain from disclosing the Proprietary Information to any person, other than those employees who need to know in order to perform and receive, respectively, the services hereunder, (ii) to return all Proprietary Information upon termination of this Contract, and (iii) to refrain from disclosing or using the Proprietary Information after termination of this Contract provided, however, that this prohibition shall not apply to any information which is publicly available by other than unauthorized disclosure.

8. **Certifications:**

- 8.1 The Contractor certifies under Section 50-5 of the Illinois Procurement Code that the Contractor (i) has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois; (ii) has not made an admission of guilt of such conduct which is a matter of record; and (iii) has not had an official, agent, or employee of the Contractor who committed bribery or attempted bribery on behalf of the Contractor and pursuant to the direction or authorization of a responsible official of the Contractor, 30 ILCS 500/50-5.
- 8.2 If the Contractor is a charitable organization subject to the Charitable Trust Act, 760 ILCS 55/Act, or the Solicitation for Charity Act, 225 ILCS 460/Act, the Contractor certifies that all information required by these Acts has been filed with the Illinois Attorney General.
- 8.3 The Contractor certifies that the Contractor has not been barred from contracting with a unit of state or local government as a result of violation of bid-rigging or bid-rotating provisions in Sections 33E-3, 33E-4, and 33E0-11 of the Criminal Code of 1961, 720 ILCS 5/33E-3, 5/33E-4, and 5/33E-11.

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Contract for Services, Corporation or Partnership

- 8.4 The Contractor certifies under the Discriminatory Club Act that the Contractor is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them, for payment of their dues or fees to any club which unlawfully discriminates, 775 ILCS 25/Act.
- 8.5 The Contractor certifies that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, Contract, loan, or cooperative agreement.
- 8.6 The Contractor certifies that no funds provided pursuant to this Contract will be used for publicity or propoganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before Congress or the Illinois General Assembly, and further certifies that no funds provided pursuant to this Contract shall be used to pay the salary or expenses of any person which are related to any activity designed to influence legislation or appropriations pending before Congress or the Illinois General Assembly.
- 8.7 The Contractor certifies compliance with all provisions of the Drug Free Workplace Act, 30 ILCS 580/Act.
- 8.8 The Contractor certifies compliance with the Davis-Bacon Act in construction and modification of buildings (40 USC 276a).
- 8.9 The Contractor certifies that neither it 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.
- 8.10 The Contractor certifies that he/she has informed the Department in writing if he/she was formerly employed by that Department and has received an early retirement incentive under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 16-133.3. The Contractor acknowledges and agrees that if such early retirement incentive was received, this contract is not valid unless the official executing the contract has made the appropriate filing with the Auditor General prior to execution.

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- 8.11 a. The Contractor certifies compliance with Section 50-10 of the Illinois Procurement Code, that no person or business convicted of a felony shall do business with the State from the date of conviction until five years after the date of completion of the sentence for that felony, unless no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with the business.
- b. The Contractor certifies in accordance with 30 ILCS 500/50-10.5 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 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five years prior to the date of the bid or contract. The Contractor acknowledges that the contracting agency shall declare the contract void if this certification is false.
- 8.12 If the amount of the contract exceeds \$250,000.00, or an amendment makes the contract amount greater than \$250,000.00, the Contractor certifies compliance with Section 9.02 of the State Finance Act, 30 ILCS 105/9.02.
- 8.13 The Contractor certifies that he/she is not barred from contracting with the Department because of inducements to bid on a contract or from inducement to withhold bid on a contract pursuant to Section 50-25 of the Illinois Procurement Code, 30 ILCS 500/50-25.
- 8.14 When, for any reason, the Contractor who is involved in a bid with the Department suspects collusion, or other anti-competitive practices, he/she must provide adequate notice of relevant facts to the Department and the Illinois Attorney General and comply with Sections 50-40, 50-45, and 50-50 of the Illinois Procurement Code, 30 ILCS 500/50-40, 50-45, and 50-50.
- 8.15 The Contractor certifies that he/she meets the requirements of Article 2 of the Illinois Human Rights Act, 775 ILCS 5/Art. 2, and that he/she refrains from unlawful discrimination based on citizenship status in employment and undertakes affirmative action to assure equality of employment opportunity, and has written sexual harassment policies.
- 8.16 The Contractor 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.
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10. **Unlawful Discrimination:**
- 10.1 The Contractor agrees to act in conformity with Article 2 of the Illinois Human Rights Act, 775 ILCS 5/Art. 2 and with Appendix A of the Procedures Applicable to All Agencies, 44 Ill.Admin.Code 750. APP. A.
- 10.2 The Contractor agrees to comply with the Federal Civil Rights Act of 1964, the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.* and Rules 28 CFR 35.130 and all other federal and State of Illinois laws, regulations or orders which prohibit discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, or physical or mental handicap. The Contractor certifies that he/she will provide to the Department prior to executing the contract the most recent Equal Employment Opportunity Policy Statement, Annual Affirmative Action Plan and Workforce Analysis Summary as required to ensure compliance with Federal and State civil rights and the Americans with Disabilities Act of 1990.
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12. **Fiscal Responsibility:**
- 12.1 The Department may use the Comptroller's Offset System to determine if any State Agency is attempting to collect debt from a contractor, bidder, or other proposed contracting party according to Section 5 of the Illinois State Collection Act of 1986, 30 ILCS 210/5.
- 12.2 The Contractor or bidder certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with a State agency if 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. The Contractor further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the contractor, or any affiliate, is determined to be delinquent in the

payment of any debt to the State during the term of the contract.

13. **Indemnification:** Contractor agrees to indemnify, defend and hold harmless the Department, its employees, agents and representatives from and against all claims, liabilities, losses, expenses and damages by whomever sustained arising or which may arise out of Contractor's breach of any term, condition, or provision of this contract or any representation or warranty contained in this contract or Contractor's failure to provide services under this agreement or errors, omissions, or defects in such services. These indemnities shall continue in full force and effect subsequent to and notwithstanding the termination of this contract. Contractor shall not prejudice the Department's right to recover against third parties for any loss, or damage to Department property, and shall at the Department's request and expense furnish reasonable assistance, including assistance in the prosecution of suit to obtain recovery. The Contractor shall, at its expense, pay the costs of defense of the Department against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret, or other intellectual property right and shall, without limitation pay the costs, damages and attorney's fees awarded against the Department in any such action, or pay any settlement of such action or claim. The Department assumes no liability for actions of Contractor and is unable to indemnify Contractor for claims based on this contract. Any liability for damages that the Department might have is expressly limited by and subject to the Illinois Court of Claims Act, 705 ILCS 505/Act, and the availability of suitable appropriations.
14. **Insurance:** If the Contractor's cost of property and casualty insurance increases by 25% or more or if new state regulations impose additional costs to the Contractor during the term of this Contract, then the Contractor may request the Department to review this Contract and adjust the compensation or reimbursement provisions of the Contract according to any agreement reached, all of which shall be subject to the limitations of the Department's appropriated funds. The Contractor agrees to comply with the requirements of the Department of Central Management Services rules adopted in Government Contracts, Procurement, and Property Management of Title 44 of the Illinois Administrative Code.
15. **Waiver:** No delay or omission by any party in exercising any right, power, or privilege under this agreement shall impair such right, power or privilege, nor shall any single or partial exercise of any such right, power or privilege preclude any further exercise of that right, power, or privilege or the exercise of any other right, power or privilege.
16. **Amendments:** This Contract may not be amended without prior written approval of both the Contractor and the Department.
17. **Assignment:** The Contractor understands and agrees that this Contract may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer without the prior written approval of the Department shall render this Contract null,

Basic Terms Form B (2/04)

Contract for Services, Corporation or Partnership

void, and of no further effect.

18. **Default:** If the Contractor breaches any material term, condition, or provision of this Contract, the Department may, upon 15 days prior written notice to the Contractor, cancel this Contract. In the event of any wrongdoing or illegal act by the Contractor, the Contract is immediately terminable by the Department. This remedy shall be in addition to any other remedies available to the Department in law or in equity. Contractor agrees to pay all reasonable expenses incurred by the Department, including attorney fees, if the Department prevails in an action to enforce or defend this Contract.
19. **Further Assurances:** Each party to this agreement agrees to do such further acts and things, and to execute and deliver such additional agreements and instruments, as any party may reasonably request of the other to carry out the provisions and purposes of this Contract or any agreements related to the contract.
20. **Solicitation and Employment:** The Contractor shall not employ any person employed by the Department at any time during the term of this contract to perform work required by the terms of this contract. As a condition of this contract, the Contractor shall give written notice immediately to the Department's Director if Contractor solicits or intends to solicit for employment any of the Department's employees during the term of this contract.
21. **Controlling Terms:** In the event of any conflict between the agreement, Basic Terms, and terms of any appendix or exhibit or other attachment or matter incorporated in this agreement or referenced in this agreement, the Basic Terms Form B shall be controlling.
22. **Headings:** The headings of the sections and paragraphs are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Contract.
23. **Entire Agreement:** The Contractor and the Department understand and agree that this Contract constitutes the entire agreement between them and that no promises, terms, or conditions not recited or incorporated within this agreement, including prior or oral discussions not referenced in this agreement, shall be binding upon either the Contractor or the Department.

.End.

STATE OF ILLINOIS
DEPARTMENT OF PUBLIC HEALTH

Contract for Services, Corporation or Partnership

The Illinois Department of Public Health, 535 West Jefferson Street, Springfield, IL 62761, or its successor, hereinafter referred to as the "Department", and Golembeck Reporting Service, 217 E. Monroe, #101, Springfield, IL, 62701, hereinafter referred to as the "Contractor", hereby agree as follows:

1. Services:

- 1.1 The Contractor agrees to comply with all Illinois, federal laws and administrative rules applicable to the provision of services under this contract. The Contractor will provide the following court reporting services to the Department and/or the Illinois Health Facilities Planning Board at advisory board and subcommittee meetings, public hearings, administrative hearings and proceedings:
- a. Provide competent Certified Shorthand Reporters with adequate equipment and supplies as required to record verbatim testimony including questions, answers and objections at proceedings conducted by the Department and/or the Illinois Health Facilities Planning Board in connection with application of laws and regulations of the State of Illinois including advisory board and subcommittee meetings, public hearings, and administrative hearings and proceedings. Assigned court reporter should have sufficient experience with board meetings or other venues involving multiple speakers, debate and agenda items.
 - b. Certified Shorthand Reporters shall memorialize proceedings using multiple means of recording the proceedings. It is required that one of the means of recording the proceedings be an audio tape recording.
 - c. Provide Certified Shorthand Reporters to read proceedings from stenotype notes when requested.
 - d. Provide Certified Shorthand Reporters to prepare and certify complete typewritten transcriptions when requested. Transcripts shall be produced with each agenda item separated and starting on a new page.
 - e. Deliver to the Department transcripts of proceedings as requested by the Department and/or the Illinois Health Facilities Planning Board at the rates indicated in Section 3, Compensation. Transcripts must be delivered within 10 business days following the public hearing, advisory board or subcommittee meeting at rates agreed upon. Transcripts shall be conveyed in both paper and electronic media. The electronic copy will be identical to the paper copy and will be certified by the Shorthand Reporter.

- f. The Department and/or the Illinois Health Facilities Planning Board may request expedited delivery of transcripts. Expedited delivery to the Department and/or the Illinois Health Facilities Planning Board is to be within three (3) business days following the public hearing, advisory board or subcommittee meeting or within three (3) business days of the request for expedited delivery at rates agreed upon.
- g. Transcripts of advisory boards and subcommittee meetings cannot be reproduced or distributed by the Contractor until the transcript has been approved by the Board as its minutes of the meeting or explicit written permission has been received from the Department and/or the Illinois Health Facilities Planning Board.
- h. The Contractor shall retain the notes from which transcripts are or may be made for at least seven (7) years following the date of the proceeding at which the notes are made.
- i. Provide Certified Shorthand Reporters to travel occasionally outside of the Springfield area; necessary and actual travel expenses, plus an hourly charge as specified in Section 3, Compensation, to be reimbursed in accordance with Travel Regulations of the Illinois Department of Central Management Services in effect on the date of travel.
- j. The Contractor shall indemnify, defend and hold harmless the Department and/or the Illinois Health Facilities Planning Board from and against all suits, actions, claim damages or cost (including reasonable legal expenses) arising out of injury to or death of any employee or other person or the loss of or damage to the property of any person arising out of or in connection with performance of service under this agreement.
- k. In connection with services to be performed, the Contractor shall procure, and keep in effect for the duration of the contract term, the following insurance with insurers acceptable to the Department, protecting itself, the Health Facilities Planning Board and the Department with respect to the service performed hereunder by the Contractor or any agent or sub contractor of the Contractor: blanket fidelity coverage in the amount of \$50,000.00.
- l. Pursuant to the attached basic terms, Contractor shall not subcontract without prior consent of the Department.

1.2 In connection with the services described in 1.1, the Department will:

- a. This contract must be accompanied by a photocopy of the Certificate issued by the Illinois Department of Professional Regulation pursuant to the Illinois Certified Shorthand Reporters Act of 1984 for each person whom the Contractor employs to perform services pursuant to the agreement.
- b. The Contractor hereby agrees to provide Certified Shorthand Reporters with current certifications at all times, and agrees to notify the Department in writing at any time such certification has lapsed, expired, been suspended or revoked, or becomes otherwise ineffective. Such notification shall be sent within five (5) days of such occurrence.

- c. In the event of cancellation of a scheduled proceeding, the Contractor shall not be entitled to payment and the Department and/or the Illinois Health Facilities Planning Board shall not be obligated to pay any appearance fee if the Department and/or the Illinois Health Facilities Planning Board has notified the Contractor of such cancellation by telephone at least two (2) hours prior to any advisory board or subcommittee meeting, public hearing or proceeding.
- d. The Department shall be entitled to make photocopies of transcripts prepared by the Contractor for use by the Department and/or the Illinois Health Facilities Planning Board, including responding to requests made pursuant to the Freedom of Information Act, 5 ILCS 140, or any other agency or unit of local, state, or federal government, and the Contractor shall not be entitled to payment and the Department and/or the Illinois Health Facilities Planning Board shall not be obligated to pay any fee for photocopies.

2. **Term:** The period of this contract is upon execution or July 1, 2005, whichever is later, through June 30, 2008; however, it may be terminated at any time during this period by either party upon giving written notice to the other party thirty (30) calendar days prior to the actual termination date. Upon termination, the Contractor shall be paid for work satisfactorily completed prior to the date of termination.

3. **Compensation:**

- 3.1 The contract amount of payment for services is estimated to be \$67,500.
- 3.2 Any and all obligations of the Department and/or the Illinois Health Facilities Planning Board will cease immediately without penalty of further payment or any other penalty being required if the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available sufficient funds for this contract.
- 3.3 The Department and/or the Illinois Health Facilities Planning Board will compensate the Contractor on the following basis:

Attendance at Administrative Hearings or Proceedings

2 hour minimum	\$ 40.00
Hourly Charge or portion thereof	\$ 25.00
Overtime Rate (after 4:30 p.m.)	\$ 35.00/hr.

Transcript (per page)

Original –Regular Delivery (10 business days)	\$ 2.65/pg.
Original – Expedited Delivery (3 business days)	\$ 2.80/pg.
Copy –Regular Delivery (10 business days)	\$ 1.50/pg.
Copy – Expedited Delivery (3 business days)	\$ 2.00/pg.

Attendance at Advisory Board or Subcommittee Meetings or Public Hearings

2 hour minimum	\$100.00
Hourly Charge or portion thereof	\$ 50.00
Overtime Rate (after 4:30 p.m.)	\$ 75.00/hr.

<u>Transcript (per page)</u>	
Original –Regular Delivery (10 business days)	\$ 5.00/pg.
Original – Expedited Delivery (3 business days)	\$ 8.00/pg.
Copy –Regular Delivery (10 business days)	\$ 2.50/pg.
Copy – Expedited Delivery (3 business days)	\$ 4.00/pg.

Additional Charges

ASCII Disk	\$ 10.00
E-Transcript (not currently available)	\$ 10.00
E-Mail	\$ 10.00
Exhibit copies (per page)	\$ 0.25/pg.
Audio tape copy (minimum up to ½ day)	\$ 10.00
Audio tape copy (full day)	\$ 20.00
ASCII to CD	\$ 10.00
ASCII to CD w/exhibits encoded (market availability–Kinkos)	Cost +\$10.00
Shipping (receipt required)	At cost
Travel Time (per hour)	\$ 8.00
Mileage	\$ 0.37 ½
Parking (receipt required)	At cost
Late Cancellation Charge (2 Hours or less)	\$ 40.00

4. **Notices:** All legal notices required or desired to be made by either party to this contract shall be sent by certified mail return receipt requested to the following respective addresses or to such other addresses as either party may from time to time designate by notice to the other party.

to the Department: Illinois Department of Public Health
 535 West Jefferson Street
 Springfield, Illinois 62761
 Attention: David Anger

to the Contractor: Golembeck Court Reporting Service
 217 E. Monroe, #101
 Springfield, Illinois 62701
 Attention: Connie Golembeck

5. **Federal Taxpayer Identification Number:** Under penalties of perjury, the Contractor certifies that 326502501 is Contractor's correct Federal Taxpayer Identification Number or Social Security Number or Governmental Unit Code. Contractor is doing business as:

<input type="checkbox"/> Partnership	<input type="checkbox"/> Real Estate Agent
<input type="checkbox"/> Corporation	<input type="checkbox"/> Governmental Entity
<input type="checkbox"/> Not-for-Profit Corp	<input type="checkbox"/> Tax Exempt Organization
<input type="checkbox"/> Medical and Health Care	(IRC 501[a] only)
<input type="checkbox"/> Services Provider Corp	<input type="checkbox"/> Trust or Estate
<input checked="" type="checkbox"/> Sole Proprietorship	

- 6. **Basic Contract Terms:** The parties understand and agree that the attached Basic Contract Terms are fully incorporated herein by reference and are binding upon both parties hereto.
- 7. **Contractor Certification:** The contractor certifies in accordance with Public Act 94-0264 that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

For the Contractor:

Connie Golembeck
Contractor Signature

Connie Golembeck
Typed Name

Owner
Title

September 7, 2005
Date Signed

96888-00
Illinois Department of Human Rights
Number (if applicable)

For the Department:

[Signature]
Recommended by, Marc Gibbs
[Signature]
Eric E. Whitaker, M.D., M.P.H.
Director
9/14/05

Execution Date

For Central Management Services:

CPO Notice #33
Letitia Dominici
Letitia Dominici
Acting General Counsel
Date: 9-19-05

BASIC CONTRACT TERMS

1. **Applicable Law:** This Contract shall be governed in all respects by the laws of the State of Illinois and is subject to the limitations of the Department's appropriated funds. If any provision of this Contract is in conflict with any statute, law, rule or regulation of any governmental entity, then the conflicting provision shall be deemed null and void only to the extent of the conflict and without invalidating the remaining provisions of the contract.
2. **Independent Contractor:** It is expressly understood by and between the parties that this contract does not create a fiduciary relationship between them and the Contractor is an independent contractor and that no fringe benefits, including but not limited to holidays, vacation or sick leave, shall inure to the Contractor from the Department as a result of the performance of services under this contract. Nothing in this contract is intended to constitute either party an agent, legal representative, joint venture, partner, employee, servant, or surety of the other party for any purpose whatsoever.
3. **Subcontractor:** The Contractor will not utilize the services of a subcontractor to fulfill any obligations under this contract without prior written consent of the Department. The Department reserves the right to review and approve all subcontracts.
4. **Tax Status:** The Contractor will upon execution of this contract notify the Department of the Contractor's status under applicable federal and state tax laws regarding withholding, and will either submit to the Department a properly completed Contractual Services Questionnaire or will pay directly to any and all tax authorities any and all taxes which may be due and owing as a result of performance of services pursuant to this contract.
5. **Audit:** The Contractor shall maintain adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract. The contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Department or the Auditor General. These records shall be maintained for a minimum of 3 years from the date of termination of this contract or until the completion of the audit. The Contractor agrees to cooperate fully with any audit conducted by the Department or the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the Department for the recovery of any funds paid by the Department under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

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6. **Work Product:** All work product generated under this Contract shall become and remain the exclusive property of the Department, and shall not be copyrighted, patented, or trademark registered by the Contractor except as authorized by the Department in a separate contract.

7. **Release of Information:** The Contractor shall not publish, disseminate, or otherwise release any information acquired or produced pursuant to this Contract without adhering to the procedures outlined in this paragraph. A copy of the proposed complete documents, manuscript or other media for publication or distribution shall be submitted to the Department a minimum of 60 days before the desired publication or distribution. This 60-day period shall be called the review period. At any time during the review period, the Department may make written comments on the proposed release.

8. **Health Insurance Portability and Accountability Act Compliance:** Contractor shall comply with the applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA), including, but not limited to statute, 42 USC 132d, and applicable regulations, 45 CFR 160, 162, and 164, as may be promulgated or amended over time.

9. **Confidentiality:**
 - 9.1 The Contractor agrees to protect from any and all disclosure all information which identifies or which could lead to the identity of recipients of services provided pursuant to this Contract. If the Contractor receives a request for information that may identify an individual, the Contractor shall notify the Department immediately. A request for information includes a subpoena, court order, Freedom of Information Act request or a request from a researcher. Any issue whether information is or may be identifiable shall be resolved by the Department.

 - 9.2 The parties agree to maintain the confidentiality of all information and documentation disclosed by one to the other when designated as confidential or proprietary ("Proprietary Information"). In order to ensure such confidentiality and to protect the Proprietary Information, the parties agree: (i) to refrain from disclosing the Proprietary Information to any person, other than those employees who need to know in order to perform and receive, respectively, the services hereunder, (ii) to return all Proprietary Information upon termination of this Contract, and (iii) to refrain from disclosing or using the Proprietary Information after termination of this Contract provided, however, that this prohibition shall not apply to any information which is publicly available by other than unauthorized disclosure.

10. **Certifications:**

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- 10.1 The Contractor certifies under Section 50-5 of the Illinois Procurement Code that the Contractor (i) has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois; (ii) has not made an admission of guilt of such conduct which is a matter of record; and (iii) has not had an official, agent, or employee of the Contractor who committed bribery or attempted bribery on behalf of the Contractor and pursuant to the direction or authorization of a responsible official of the Contractor, 30 ILCS 500/50-5.
- 10.2 The Contractor certifies that the Contractor has not been barred from contracting with a unit of state or local government as a result of violation of bid-rigging or bid-rotating provisions in Sections 33E-3, 33E-4, and 33E0-11 of the Criminal Code of 1961, 720 ILCS 5/33E-3, 5/33E-4, and 5/33E-11.
- 10.3 The Contractor certifies under the Discriminatory Club Act that the Contractor is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them, for payment of their dues or fees to any club which unlawfully discriminates, 775 ILCS 25/Act.
- 10.4 The Contractor certifies that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, Contract, loan, or cooperative agreement.
- 10.5 The Contractor certifies that no funds provided pursuant to this Contract will be used for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before Congress or the Illinois General Assembly, and further certifies that no funds provided pursuant to this Contract shall be used to pay the salary or expenses of any person which are related to any activity designed to influence legislation or appropriations pending before Congress or the Illinois General Assembly.
- 10.6 The Contractor certifies compliance with all provisions of the Drug Free Workplace Act, 30 ILCS 580/Act.

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- 10.7 The Contractor certifies that neither it 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.
- 10.8 The Contractor certifies that he/she has informed the Department in writing if he/she was formerly employed by that Department and has received an early retirement incentive under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 16-133.3. The Contractor acknowledges and agrees that if such early retirement incentive was received, this contract is not valid unless the official executing the contract has made the appropriate filing with the Auditor General prior to execution.
- 10.9 a. The Contractor certifies compliance with Section 50-10 of the Illinois Procurement Code, that no person or business convicted of a felony shall do business with the State from the date of conviction until five years after the date of completion of the sentence for that felony, unless no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with the business.
- b. The Contractor certifies in accordance with 30 ILCS 500/50-10.5 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 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five years prior to the date of the bid or contract. The Contractor acknowledges that the contracting agency shall declare the contract void if this certification is false.
- 10.10 If the amount of the contract exceeds \$250,000.00, or an amendment makes the contract amount greater than \$250,000.00, the Contractor certifies compliance with Section 9.02 of the State Finance Act, 30 ILCS 105/9.02.
- 10.11 The Contractor certifies that he/she is not barred from contracting with the Department because of inducements to bid on a contract or from inducement to withhold bid on a contract pursuant to Section 50-25 of the Illinois Procurement Code, 30 ILCS 500/50-25.
- 10.12 The Contractor certifies that he/she is not barred under the Educational Loan Default Act, 5 ILCS 385/Act, from receiving State contracts as a result of default on an educational loan.
- 10.13 When, for any reason, the Contractor who is involved in a bid with the Department suspects collusion, or other anti-competitive practices, he/she must provide adequate

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notice of relevant facts to the Department and the Illinois Attorney General and comply with Sections 50-40, 50-45, and 50-50 of the Illinois Procurement Code, 30 ILCS 500/50-40, 50-45, and 50-50.

- 10.14 The Contractor certifies that he/she meets the requirements of Article 2 of the Illinois Human Rights Act, 775 ILCS 5/Art. 2, and that he/she refrains from unlawful discrimination based on citizenship status in employment and undertakes affirmative action to assure equality of employment opportunity, and has written sexual harassment policies.
- 10.15 The Contractor 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.
- 10.16 This agreement is in compliance with the requirements of the Corporate Accountability for Tax Expenditure Act (PA 93-0552).
11. **Conflict of Interest:** The Contractor agrees to comply with Section 50-13 of the Illinois Procurement Code prohibiting conflict of interest, 30 ILCS 500/50-13.
12. **Unlawful Discrimination:**
 - 12.1 The Contractor agrees to act in conformity with Article 2 of the Illinois Human Rights Act, 775 ILCS 5/Art. 2 and with Appendix A of the Procedures Applicable to All Agencies, 44 Ill.Admin.Code 750. APP. A.
 - 12.2 The Contractor agrees to comply with the Federal Civil Rights Act of 1964, the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.* and Rules 28 CFR 35.130 and all other federal and State of Illinois laws, regulations or orders which prohibit discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, or physical or mental handicap. The Contractor certifies that he/she will provide to the Department prior to executing the contract the most recent Equal Employment Opportunity Policy Statement, Annual Affirmative Action Plan and Workforce Analysis Summary as required to ensure compliance with Federal and State civil rights and the Americans with Disabilities Act of 1990.
13. **Civil Law Suits:** This Contract is not subject to the State Employees Indemnification Act, 5 ILCS 350/Act.

14. **Fiscal Responsibility:**

14.1 The Department may use the Comptroller's Offset System to determine if any State Agency is attempting to collect debt from a contractor, bidder, or other proposed contracting party according to Section 5 of the Illinois State Collection Act of 1986, 30 ILCS 210/5.

14.2 The Contractor or bidder certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with a State agency if 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. The Contractor further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of the contract.

15. **Indemnification:** Contractor agrees to indemnify, defend and hold harmless the Department, its employees, agents and representatives from and against all claims, liabilities, losses, expenses and damages by whomever sustained arising or which may arise out of Contractor's breach of any term, condition, or provision of this contract or any representation or warranty contained in this contract or Contractor's failure to provide services under this agreement or errors, omissions, or defects in such services. These indemnities shall continue in full force and effect subsequent to and notwithstanding the termination of this contract. Contractor shall not prejudice the Department's right to recover against third parties for any loss, or damage to Department property, and shall at the Department's request and expense furnish reasonable assistance, including assistance in the prosecution of suit to obtain recovery. The Contractor shall, at its expense, pay the costs of defense of the Department against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret, or other intellectual property right and shall, without limitation pay the costs, damages and attorney's fees awarded against the Department in any such action, or pay any settlement of such action or claim. The Department assumes no liability for actions of Contractor and is unable to indemnify Contractor for claims based on this contract. Any liability for damages that the Department might have is expressly limited by and subject to the provisions of the Illinois Court of Claims Act, 705 ILCS 505/Act, and the availability of suitable appropriations.

16. **Insurance:** If the Contractor's cost of property and casualty insurance increases by 25% or

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more or if new state regulations impose additional costs to the Contractor during the term of this Contract, then the Contractor may request the Department to review this Contract and adjust the compensation or reimbursement provisions of the Contract according to any agreement reached, all of which shall be subject to the limitations of the Department's appropriated funds. The Contractor agrees to comply with the requirements of the Department of Central Management Services rules adopted in Government Contracts, Procurement, and Property Management of Title 44 of the Illinois Administrative Code.

17. **Waiver:** No delay or omission by any party in exercising any right, power, or privilege under this agreement shall impair such right, power or privilege, nor shall any single or partial exercise of any such right, power or privilege preclude any further exercise of that right, power, or privilege or the exercise of any other right, power or privilege.
18. **Amendments:** This Contract may not be amended without prior written approval of both the Contractor and the Department.
19. **Assignment:** The Contractor understands and agrees that this Contract may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer without the prior written approval of the Department shall render this Contract null, void, and of no further effect.
20. **Default:** If the Contractor breaches any material term, condition, or provision of this Contract, the Department may, upon 15 days prior written notice to the Contractor, cancel this Contract. In the event of any wrongdoing or illegal act by the Contractor, the Contract is immediately terminable by the Department. This remedy shall be in addition to any other remedies available to the Department in law or in equity. Contractor agrees to pay all reasonable expenses incurred by the Department, including attorney fees, if the Department prevails in an action to enforce or defend this Contract.
21. **Further Assurances:** Each party to this agreement agrees to do such further acts and things, and to execute and deliver such additional agreements and instruments, as any party may reasonably request of the other to carry out the provisions and purposes of this Contract or any agreements related to the contract.
22. **Solicitation and Employment:** The Contractor shall not employ any person employed by the Department at any time during the term of this contract to perform work required by the terms of this contract. As a condition of this contract, the Contractor shall give written notice immediately to the Department's Director if Contractor solicits or intends to solicit for employment any of the Department's employees during the term of this contract.

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23. **Controlling Terms**: In the event of any conflict between the agreement, Basic Terms, and terms of any appendix or exhibit or other attachment or matter incorporated in this agreement or referenced in this agreement, the Basic Terms Form A shall be controlling.
24. **Headings**: The headings of the sections and paragraphs are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Contract.
25. **Entire Agreement**: The Contractor and the Department understand and agree that this Contract constitutes the entire agreement between them and that no promises, terms, or conditions not recited or incorporated within this agreement, including prior or oral discussions not referenced in this agreement, shall be binding upon either the Contractor or the Department.

. End .

AMENDMENT

The undersigned AGENCY and VENDOR (the PARTIES) agree that the following shall amend the CONTRACT referenced below. In the event of conflict, the terms of this amendment shall prevail.

1. **CONTRACT DESCRIPTION:** Contract# 62700042
The Illinois Department of Public Health, Office of Policy, Planning and Statistics, Division of Health Systems Development has contracted with Governor's State University to review, revise, and promulgate the criteria, standards, and rules used to evaluate applications for permit. It requires the following be taken into account for revision: 1) Whether the criteria and standards reflect current industry standards and anticipated trends; 2) Whether the criteria and standards can be reduced or eliminated; 3) Whether criteria and standards can be developed to authorize the construction of unfinished space for future use when the ultimate need for such space can be reasonably projected; 4) Whether the criteria and standards take into account issues related to population growth and changing demographics in a community; and 5) Whether facility defined service and planning areas should be recognized.

EFFECTIVE DATE OF AMENDMENT: This amendment shall cover the period of February 27, 2006, through June 30, 2007.

DESCRIPTION OF AMENDMENT: This amendment shall cover work done during the period of February 27, 2006, through June 30, 2007. The change in the contract involves additional scope of work for modeling and testing of revised bed methodologies. The Contractor will assess, examine and review the revised variables in the mathematical models and their components and test their impact as used by the State Board for the determination of need for its categories of service. The following scope of work has been added to the contract. The total amount of the contract will increase from \$190,000 to \$249,800.

BED NEED – MODELING AND TESTING OF REVISED METHODOLOGIES

Under this work, the Contractor will assess, review and test the revised variables in the mathematical models and their components and test their impact as used by the State Board for the determination of need for its categories of service. The primary variables to be modeled are:

- (1) Revisions of current migration adjustment factors.
- (2) Take into account interstate migration patterns.
- (3) Expand the extent to which age is adjusted for by increasing the number of age categories.
- (4) Model various occupancy target rate scenarios.

SCOPE OF WORK:

- A. Develop new models for bed need methodologies for the Medical/Surgical, Pediatrics and Obstetrics/Gynecology categories of service.
- B. Develop a new Planning Area to take into account interstate migration, including non-Illinois resident discharges from all Illinois hospitals. Obtain data on Illinois residents discharged from hospitals in bordering states (Wisconsin, Indiana, Missouri, Iowa, Michigan and Kentucky) for a specific calendar year.
- C. By Planning Area, examine out-migration, in-migration and net migration for a specific calendar year.
- D. Increase the number of age group categories to adjust for changing demographics in age in calculating the use rate for the Planning Area of residence. Increase from three to five categories by following New York's age categories.
- E. Examine the extent to which the resulting bed needs differ from projected needs available for the most updated State Health Plan. Test various target occupancy rate scenarios as to their impact on bed need.
- F. Provide deliverables of working computer models including the training of current Division staff in their use.
- G. Prepare bed need methodology models for other categories of service: Acute Mental Illness, Rehabilitation, Intensive Care, Neonatal Care, long term care and ESRD. Such services utilize bed need projection methodology different from M/S/P methodology.

FINAL DELIVERABLES:

Final deliverables include a final report, two sets of computer programs and a training session for the use of the programs. Based upon the work detailed in the scope of work for the project, the Contractor is expected to complete the major tasks within five months. The first set of the programs includes SQL programs that are written to create data from Inpatient database that are needed for implementing new need methodology. These programs should allow IDPH staff to create ready-to-use data that can be imported to MS Access, the primary software currently used to report the HFPB's Bed Need Inventory. The second set of programs should include an MS Access Database. The Access Database should include all necessary components for producing the inventory document based on new bed methodology. This Database should consist of tables, relationships and queries with subforms that will produce reports that will be similar to the current inventory document. The final report shall include technical descriptions of the bed need projection methodology behind the programs.

COMPENSATION:

- 2.1 The contract amount of payment for services listed under the Bed Need – Modeling and Testing of Revised Methodologies section is estimated to be \$60,800. Payment for these services is to be itemized separately on the monthly invoices.
- 2.2 The Department will pay for actual and necessary travel expenses reasonably incurred in the performance of Contractors' duties under this contract. Such payment will be in accordance with the Travel Regulations promulgated by the Illinois Travel Regulation Council and the Rules of the Governor's Travel Control Board (80 Ill.Admin.Code 2800) in effect on the date of travel. The amount of payment for travel expenses is decreased from \$6,000 to \$5,000. The amount of payment for travel expenses is estimated to be \$5,000.

All other compensation remains the same as stated in the previous amendment. The total amount of payment under this contract, including payment for services and for expenses is estimated to be \$249,800.

There are no changes to the remaining portions of the original contract.

Attachment: Original Contract

IN WITNESS WHEREOF, the AGENCY and VENDOR have caused this AMENDMENT to be executed on the dates shown below by representatives authorized to bind the respective PARTIES.

VENDOR

Name Governor State University
 Signature Stuart I. Fagan
 Printed Name STUART I. FAGAN
 Title President
 Date 12/20/06
 Address Governor's State University
University Park, IL 60466

AGENCY Eric E. Whitaker M.D.
 Name Illinois Dept. of Public Health
 Signature Eric E. Whitaker M.D.
 Printed Name Eric E. Whitaker, M.D., M.P.H.
 Title Director
 Date 1/9/07
 Address 525 West Jefferson Street
Springfield, IL 62761

STATE USE ONLY	
Source Selection: IFB (including Multi-step) _____ RFP _____ RFP/P&A _____ Small _____ Sole Source _____	
Emergency _____ Exempt from Code <u>X</u> Other (describe) _____ Govt entity _____	**k-amend**

AMENDMENT

The undersigned AGENCY and VENDOR (the PARTIES) agree that the following shall amend the CONTRACT referenced below. In the event of conflict, the terms of this amendment shall prevail.

1. CONTRACT DESCRIPTION: Contract# 62700042
The Illinois Department of Public Health, Office of Policy, Planning and Statistics, Division of Health Systems Development has contracted with Governor's State University to review, revise, and promulgate the criteria, standards, and rules used to evaluate applications for permit. It requires the following be taken into account for revision: 1) Whether the criteria and standards reflect current industry standards and anticipated trends; 2) Whether the criteria and standards can be reduced or eliminated; 3) Whether criteria and standards can be developed to authorize the construction of unfinished space for future use when the ultimate need for such space can be reasonably projected; 4) Whether the criteria and standards take into account issues related to population growth and changing demographics in a community; and 5) Whether facility defined service and planning areas should be recognized.

EFFECTIVE DATE OF AMENDMENT: This amendment shall cover the period of February 27, 2006, through June 30, 2007. The change in the contract involves extending the term and increasing the hours in sections 2 and 3.

2. DESCRIPTION OF AMENDMENT: This amendment shall cover work done during the period of February 27, 2006, through June 30, 2007. The term has been extended to allow for additional hours required for researching assessment of issues as well as the mining of existing data bases. There are no changes to the deliverables in the contract. The total amount for the contract will increase from \$96,250 to \$190,000.

Compensation:

- 2.1 The contract amount of payment for services listed under Section 1 is \$49,750. Payment for these services is to be invoiced in 1/3 increments upon completion of the Interim and Final Reports outlined in Section 1.
- 2.2 The contract amount of payment for services listed under Section 2 is estimated to be \$63,900 based upon a total of 710 hours (approximately 10 hours per week) at \$90.00 per hour. Payment for these services is to be invoiced monthly based upon actual hours expended.
- 2.3 The contract amount of payment for services listed under Section 3 is estimated to be \$64,350 based upon 2,340 hours (approximately 30 hours per week) at a rate of \$27.50 per hour. Payment for these services is to be invoiced monthly based upon actual hours expended.
- 2.4 The Department will pay for actual and necessary travel expenses reasonably incurred in the performance of Contractors' duties under this contract. Such payment will be in accordance with the Travel Regulations promulgated by the Illinois Travel Regulation Council and the Rules of the Governor's Travel Control Board (80 Ill.Admin.Code 2800) in effect on the date of travel. The amount of payment for expenses is estimated to be \$6,000.
- 2.5 The Department will provide work space for the Research Assistant at the Department's office location in Chicago.
- 2.6 The Department will pay for actual ordinary and necessary direct non-labor costs incurred in fulfilling the terms of the Contract, including but not limited to the following:
 - 2.6.1 Reasonable, actual ordinary and necessary expenses for communications, including telephone, telegraph, postage, parcel post and freight, and package express; and
 - 2.6.2 Reasonable, actual ordinary expenses for other special materials required for and used solely in the fulfillment of the Contract; and required travel expenses outside of normal commuting;

2.6.3 Contractor shall retain all receipts and shall upon request of the Department provide any necessary documentation. The amount of payment for actual, ordinary and necessary direct non-labor costs is estimated to be \$6,000.

2.7 The amount of payment under this contract, including payment for services and for expenses is estimated to be \$190,000.

There are no changes to the remaining portions of the original contract.

Attachment: Original Contract

IN WITNESS WHEREOF, the AGENCY and VENDOR have caused this AMENDMENT to be executed on the dates shown below by representatives authorized to bind the respective PARTIES.

VENDOR

Name Governor's State University

Signature

Stuart I. Fagan

Printed Name Stuart I. Fagan

Title President

Date

6/28/06

Address Governor's State University

University Park, IL 60466

AGENCY

Name Illinois Dept. of Public Health

Signature

Eric E. Whitaker

Printed Name Eric E. Whitaker, M.D., M.P.H.

Title Director

Date

6/28/06

Address 525 West Jefferson Street

Springfield, IL 62761

STATE USE ONLY

Source Selection: IFB (including Multi-step) _____ RFP _____ RFP/P&A _____ Small _____ Sole Source _____
Emergency _____ Exempt from Code Other (describe) _____ **k-amend**

**STATE OF ILLINOIS
DEPARTMENT OF PUBLIC HEALTH**

Contract for Services, Individual Contractor

The Illinois Department of Public Health, Office of Policy, Planning and Statistics, Division of Health Systems Development, or its successor, hereinafter referred to as the "Department", and Governors State University, University Park, Illinois 60466, hereinafter referred to as the "Contractor", hereby agree as follows:

Services:

The Contractor agrees to comply with all Illinois, federal laws and administrative rules applicable to the provision of services under this contract. The Contractor will provide the following services to the Department in conformance with Department policies. These services are defined in three separate parts for which the Contractor is to provide designated workers, pre-approved by the Department. These services are to be provided to the Department under direction of the Executive Secretary, in matters related to the Health Facilities Planning Act, Illinois Health Facilities Planning Board (State Board), Alternative Health Care Delivery Act, Health Care Worker Self-Referral Act, and facilities systems planning including but not limited to, the following:

1. BED NEED METHODOLOGIES – ASSESSMENT/REVIEW

Under this work, the Contractor will assess, review and make recommendations for improvement in the mathematical models and their components, used by the State Board for the determination of need for its categories of service.

1.1.1. SCOPE OF THE WORK

1.1.1.2. The purpose of this work is to analyze and critique existing standards and criteria in the rules of the Health Facilities Planning Board, and to make recommendations for updates and revisions to those standards and criteria in the State Board's ongoing rules redevelopment process. This work will focus specifically on rules Subpart D: Need Formulas/Utilization Targets, Part 1100 Narrative and Planning Policies, Title 77-II-a as specified below:

- Section 1100.510 Introduction, Formula Components and Planning Area Development Policies
- Section 1100.520 Medical-Surgical/Pediatric Categories of Service
- Section 1100.530 Obstetric Category of Service
- Section 1100.550 Comprehensive Physical Rehabilitation Category of Service
- Section 1100.560 Acute Mental Illness Category of Service
- Section 1100.580 Neonatal Intensive Care Category of Service
- Section 1100.630 Chronic Renal Dialysis Category of Service

- Section 1100.660 General Long-Term Care-Nursing Care Category of Service
 - Section 1100.670 Specialized Long-Term Care Categories of Service
- Related comments will also be made on other selected sections, such as the following:
- Section 1110.230 General Review Criteria
 - Section 1110.320 Bed Related Review Criteria

1.1.2. APPROACHES

- Obtain comments made by participants in open meetings for discussions of CON rules redevelopment held throughout this year.
- Identify 5 states (including Illinois) that have currently redeveloped rules on need formulas or have currently produced reports for similar purposes.
- Obtain and review administrative codes and reports related to need formulas from the states.
- Contact the states to obtain and review materials submitted along with CON applications for beds/ESRD stations.
- Produce tables that compare standards/methodology as identified from state rules with different standards/methodology from other sources.
- Quantify changes in the needed (or excess) beds by applying various standards/methodology as identified above to the same data used in the 2002 version of Inventory of Health Care Facilities and Services and Need Determinations. The outcome will be contrasted against the published needed (or excess) figures.
- Prepare for comments on the rules identified in Step 1.

1.2. FOCUS ON NEED FORMULAS/UTILIZATION TARGETS

This study will focus on standards or variables in need formulas versus population projections (to be supplied by the Department).

These variables include:

- the experienced use (or incident) rate (base year patient days/base year population)
- the planned use (or incident) rate used to project future days of care.
- projected days or planned patient days adjusted by such variables as the following:
 - In migration and out migration;
 - Average Daily Census;
 - Average Length of Stay;
 - Patient Days;
- Planning Areas (PA) or contiguous planning areas (for non-emergent care)- consideration of patients who live in one PA and use the services of a facility close to their residence, but in another PA.
- Occupancy target rates

1.2.1. DELIVERABLES:

The entirety of this work is to be completed within three months of the start of the contract.

The Contractor will meet with the Department on a regular basis to discuss progress and issues, and make periodic presentations to the State Board on the interim and final reports. These reports are to be completed in approximately 4 week intervals and will generally consist of:

- 1.2.1.2. Interim Report of findings, conclusions and recommendations upon completion of the review of other states' material
- 1.2.1.3. Interim Report of findings, conclusions and preliminary recommendations upon completion of the review the State Board's existing rules
- 1.2.1.4. Final report of recommendations of rules changes.

2. TECHNICAL ASSISTANCE AND RULES DEVELOPMENT

2.1. The Contractor agrees to provide technical assistance as requested and consultation to the Department under direction of the Executive Secretary, in matters related to the Health Facilities Planning Act, Illinois Health Facilities Planning Board (State Board), Health Care Worker Self-Referral Act, and facilities systems planning including but not limited to, the following:

- 2.1.1. Advising and assisting in the review and revision of certificate of need and related rules and regulations.
- 2.1.2. Providing technical expertise to staff with respect to the applicability and interpretation of various certificate of need rules.
- 2.1.3. Participating in work groups, conferences, and in other meetings related to Department activities concerning certificate of need legislation, health facilities and systems planning, and related studies.
- 2.1.4. Assist the Department and the Board with special studies and research as requested, including studies affecting rules standards, compliance issues and health care industry trends and practices.
- 2.1.5. Advising on issues of policy and administrative procedure.

3. RESEARCH ASSISTANCE/ANALYSIS

The Contractor agrees to provide a research assistant to conduct research and analysis in matters related to the Health Facilities Planning Act, Illinois Health Facilities Planning Board (State Board), Health Care Worker Self-Referral Act, and facilities systems planning including but not limited to, the following:

- 3.1.1. Independently conduct research on industry norms, standards, benchmarks and thresholds related to utilization, size and costs for the healthcare and long-term care industries.
- 3.1.2. Conduct statistical analyses on data collected, providing findings in the form of tables, charts and graphs.
- 3.1.3. Advise and assist in the drafting and revising of certificate of need and related rules, criteria, standards and guidelines.

3.1.4. Participate in work groups, conferences, and in other meetings related to the review and revision of the rules for the administration of the Health Facilities Planning Act.

4. PROJECT ORGANIZATION AND STAFFING

- 4.1. The Contractor is to provide designated staffing for the services provided under this contract. Any change in staffing is to be approved by the Department prior to participation.
- 4.2. The overall management and guidance of this project would be provided by Professor Donna Gellatly. Professor Gellatly is a tenured university professor of Health Administration specializing in the areas of healthcare accounting and finance. She would serve as the project manager for the entirety of the contract, and principal investigator for services in Section 2.
- 4.3. Kyusuk Chung, Ph.D is to serve as the principal investigator for services in Section 1. Dr. Chung is a University Professor within the Department of Health Administration, where he teaches health planning, strategic planning, health policy, and healthcare informatics.
- 4.4. Dennis Lee, graduate student, is to serve as the primary research assistant in services described in Section 3.
- 4.5. These three individuals will supervise selected students, research associates, and other academic personnel. They will also personally undertake research in specific areas of the project.
5. **Term:** The period of this contract is upon execution through June 30, 2006; however, it may be terminated at any time during this period by either party upon giving written notice to the other party fifteen (15) calendar days prior to the actual termination date. Upon termination, the Contractor shall be paid for work satisfactorily completed prior to the date of termination.
6. **Compensation:**
 - 6.1 The contract amount of payment for services listed under Section 1 is \$49,750. Payment for these services is to be invoiced in 1/3 increments upon completion of the Interim and Final Reports outlined in Section 1.
 - 6.2 The contract amount of payment for services listed under Section 2 is estimated to be \$18,900 based upon a total of 210 hours (10 hours per week) at \$90.00 per hour. Payment for these services is to be invoiced monthly based upon actual hours expended.
 - 6.3 The contract amount of payment for services listed under Section 3 is estimated to be \$23,100 based upon 840 hours (40 hours per week) at a rate of \$27.50 per hour. Payment for these services is to be invoiced monthly based upon actual hours expended.
 - 6.4 The Department will pay for actual and necessary travel expenses reasonably incurred in the performance of Contractor's duties under this contract. Such payment will be in accordance

with the Travel Regulations promulgated by the Illinois Travel Regulation Council and the Rules of the Governor's Travel Control Board (80 Ill.Admin.Code 2800) in effect on the date of travel. The amount of payment for expenses is estimated to be \$3,000.

6.5 The Department will provide work space for the Research Assistant at the Department's office location in Chicago.

6.6 The Department will pay for actual ordinary and necessary direct non-labor costs incurred in fulfilling the terms of the Contract, including but not limited to the following:

6.6.1 Reasonable, actual ordinary and necessary expenses for communications, including telephone, telegraph, postage, parcel post and freight, and package express; and

6.6.2 Reasonable, actual ordinary expenses for other special materials required for and used solely in the fulfillment of the Contract; and required travel expenses outside of normal commuting.

6.6.3 Contractor shall retain all receipts and shall upon request of the Department provide any necessary documentation. The amount of payment for actual, ordinary and necessary direct non-labor costs is estimated to be \$1,500.

6.7 The amount of payment under this contract, including payment for services and for expenses is estimated to be \$ 96,250.

6.8 Any and all obligations of the Department will cease immediately without penalty of further payment or any other penalty being required, if the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available sufficient funds for this contract.

6.9 The Contractor will submit invoices on forms approved by the Department no more often than twice monthly.

7. **Notices:** All legal notices required or desired to be made by either party to this contract shall be sent by certified mail return receipt requested to the following respective addresses, or to such other address as either party may from time to time designate by written notice to the other party.

to the Department: Illinois Department of Public Health
Office of Policy, Planning and Statistics
525 West Jefferson Street
Springfield, Illinois 62761
Attention: Jeffrey Mark

to the Contractor: College of Health Professions
Governors State University
1 University Parkway
University Park, IL 60466-0975
Attention: Donna Gellatly

8. **Federal Taxpayer Identification Number:** Under penalties of perjury, the Contractor certifies that 1000616016046601 is Contractor's correct Federal Taxpayer Identification Number or Governmental Unit Code. Contractor is doing business as:

Partnership
 Corporation
 Not-for-Profit Corp
 Medical and Health Care
 Services Provider Corp

Real Estate Agent
 Governmental Entity
 Tax Exempt Organization
(IRC 501[a] only)
 Trust or Estate

9. **Basic Contract Terms:** The parties understand and agree that the attached Basic Contract Terms are fully incorporated herein by reference and are binding upon both parties hereto.

For the Contractor:

Stuart I. Fagan
Contractor Signature

Stuart I. Fagan
Typed Name

President
Title

Exempt
IDHR Number

2-13-06
Date Signed

For the Department:

[Signature]
Recommended by Jeffrey Mark
[Signature] M.D.
Eric Whitaker, M.D., M.P.H.
Director of Public Health

2/27/06
Execution Date

BASIC TERMS

1. **Applicable Law**: This Contract shall be governed in all respects by the laws of the State of Illinois and is subject to the limitations of the Department's appropriated funds. Further, the provisions of these basic terms also parallel the sound policy of the referenced laws concerning agreements, other than grants, with the State. If any provision of this Contract is in conflict with any statute, law, rule or regulation of any governmental entity, then the conflicting provision shall be deemed null and void only to the extent of the conflict and without invalidating the remaining provisions of the contract.
2. **Subcontractor**: The Contractor will not use the services of a subcontractor to fulfill any obligations under this Contract without the prior written consent of the Department. The Department reserves the right to review all subcontracts.
3. **Audit Requirements**
 - 3.1 **Local governments and Non-Profit Organizations**: The Contractor is responsible for meeting the audit requirements of the Fiscal Control and Internal Auditing Act and for compliance with OMB Circular A-133 to contract with an independent accounting firm to perform an organization-wide audit. The Contractor will provide a copy of the audit to the Department. The Contractor will maintain complete records of all services, receipts, and disbursements relative to this Contract, insofar as such records support the audit.
 - 3.2 **Contractors**: In addition to other requirements named herein, each Contractor shall maintain, for a minimum of 3 years after the completion of this Contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this Contract; this Contract and all books, records, and supporting documents related to the Contract shall be available for review and audit by the Department or the Auditor General; and the Contractor agrees to cooperate fully with any audit conducted by the Department or the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the Department for the recovery of any funds paid by the Department under the Contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.
4. **Conditions**: Conditions of this Contract, if any, are attached to the agreement and incorporated in the agreement as Appendix A. No payment shall be made by the Department to the Contractor until all conditions specified in Appendix A have been satisfied.

5. **Work Product**: All work product generated under this Contract shall be jointly owned by the Department and Contractor, including all reports, data and intellectual property arising from Contractor's work under this Contract. The parties agree to notify one another promptly upon filing and again on issuance of any copyright, trademark, or patent pursued related to such work product.
6. **Release of Information**: The Contractor shall not publish, disseminate, or otherwise release any information acquired or produced pursuant to this Contract without adhering to the procedures outlined in this paragraph. A copy of the proposed complete documents, manuscript or other media for publication or distribution shall be submitted to the Department a minimum of 60 days before the desired publication or distribution. This 60-day period shall be called the review period. At any time during the review period, the Department may make written comments on the proposed release.
7. **Health Insurance Portability and Accountability Act Compliance**: Contractor shall comply with the applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA), including, but not limited to statute, 42 USC 132d, and applicable regulations, 45 CFR 160, 162, and 164, as may be promulgated or amended over time.
8. **Confidentiality**:
 - 8.1 The Contractor agrees to protect from any and all disclosure all information which identifies or which could lead to the identity of recipients of services provided pursuant to this Contract. If the Contractor receives a request for information that may identify an individual, the Contractor shall notify the Department immediately. A request for information includes a subpoena, court order, Freedom of Information Act request or a request from a researcher. Any issue whether information is or may be identifiable shall be resolved by the Department.
 - 8.2 The parties agree to maintain the confidentiality of all information and documentation disclosed by one to the other when designated as confidential or proprietary ("Proprietary Information"). In order to ensure such confidentiality and to protect the Proprietary Information, the parties agree: (i) to refrain from disclosing the Proprietary Information to any person, other than those employees who need to know in order to perform and receive, respectively, the services hereunder, (ii) to return all Proprietary Information upon termination of this Contract, and (iii) to refrain from disclosing or using the Proprietary Information after termination of this Contract provided, however, that this prohibition shall not apply to any information which is publicly available by other than unauthorized disclosure.

9. Certifications:

- 9.1 The Contractor certifies under Section 50-5 of the Illinois Procurement Code that the Contractor (i) has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois; (ii) has not made an admission of guilt of such conduct which is a matter of record; and (iii) has not had an official, agent, or employee of the Contractor who committed bribery or attempted bribery on behalf of the Contractor and pursuant to the direction or authorization of a responsible official of the Contractor, 30 ILCS 500/50-5.
- 9.2 If the Contractor is a charitable organization subject to the Charitable Trust Act, 760 ILCS 55/Act, or the Solicitation for Charity Act, 225 ILCS 460/Act, the Contractor certifies that all information required by these Acts has been filed with the Illinois Attorney General.
- 9.3 The Contractor certifies that the Contractor has not been barred from contracting with a unit of state or local government as a result of violation of bid-rigging or bid-rotating provisions in Sections 33E-3, 33E-4, and 33E0-11 of the Criminal Code of 1961, 720 ILCS 5/33E-3, 5/33E-4, and 5/33E-11.
- 9.4 The Contractor certifies under the Discriminatory Club Act that the Contractor is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them, for payment of their dues or fees to any club which unlawfully discriminates, 775 ILCS 25/Act.
- 9.5 The Contractor certifies that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, Contract, loan, or cooperative agreement.
- 9.6 The Contractor certifies that no funds provided pursuant to this Contract will be used for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before Congress or the Illinois General Assembly,

Basic Terms Form U (2/04)
University

and further certifies that no funds provided pursuant to this Contract shall be used to pay the salary or expenses of any person which are related to any activity designed to influence legislation or appropriations pending before Congress or the Illinois General Assembly.

- 9.7 The Contractor certifies compliance with all provisions of the Drug Free Workplace Act, 30 ILCS 580/Act.
- 9.8 The Contractor certifies compliance with the Davis-Bacon Act in construction and modification of buildings (40 USC 276a).
- 9.9 The Contractor certifies that the Contractor is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract by any federal department or agency (45 CFR 76).
- 9.10 The Contractor certifies that neither it 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.
- 9.11 The Contractor certifies that he/she has informed the Department in writing if he/she was formerly employed by that Department and has received an early retirement incentive under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 16-133.3. The Contractor acknowledges and agrees that if such early retirement incentive was received, this contract is not valid unless the official executing the contract has made the appropriate filing with the Auditor General prior to execution.
- 9.12 a. The Contractor certifies compliance with Section 50-10 of the Illinois Procurement Code, that no person or business convicted of a felony shall do business with the State from the date of conviction until five years after the date of completion of the sentence for that felony, unless no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with the business.
- b. The Contractor certifies in accordance with 30 ILCS 500/50-10.5 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 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five years prior to the date of the bid or contract. The Contractor acknowledges that the contracting agency shall declare the contract void if this certification is false.

Basic Terms Form U (2/04)
University

- 9.13 If the amount of the contract exceeds \$250,000.00, or an amendment makes the contract amount greater than \$250,000.00, the Contractor certifies compliance with Section 9.02 of the State Finance Act, 30 ILCS 105/9.02.
- 9.14 The Contractor certifies that he/she is not barred from contracting with the Department because of inducements to bid on a contract or from inducement to withhold bid on a contract pursuant to Section 50-25 of the Illinois Procurement Code, 30 ILCS 500/50-25.
- 9.15 The Contractor 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.
- 9.16 This agreement is in compliance with the requirements of the Corporate Accountability for Tax Expenditure Act (PA 93-0552).
10. **Conflict of Interest**: The Contractor agrees to comply with Section 50-13 of the Illinois Procurement Code prohibiting conflict of interest, 30 ILCS 500/50-13.
11. **Unlawful Discrimination**:
- 11.1 The Contractor agrees to act in conformity with Article 2 of the Illinois Human Rights Act, 775 ILCS 5/Art. 2 and with Appendix A of the Procedures Applicable to All Agencies, 44 Ill.Admin.Code 750. APP. A.
- 11.2 The Contractor agrees to comply with the Federal Civil Rights Act of 1964, the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.* and Rules 28 CFR 35.130 and all other federal and State of Illinois laws, regulations or orders which prohibit discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, or physical or mental handicap. The Contractor certifies that he/she will provide to the Department prior to executing the contract the most recent Equal Employment Opportunity Policy Statement, Annual Affirmative Action Plan and Workforce Analysis Summary as required to ensure compliance with Federal and State civil rights and the Americans with Disabilities Act of 1990.
12. **Civil Law Suits**: This Contract is not subject to the State Employees Indemnification Act, 5

ILCS 350/Act.

13. **Fiscal Responsibility:**

13.1 The Department may use the Comptroller's Offset System to determine if any State Agency is attempting to collect debt from a contractor, bidder, or other proposed contracting party according to Section 5 of the Illinois State Collection Act of 1986, 30 ILCS 210/5.

13.2 The Contractor or bidder certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with a State agency if 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. The Contractor further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of the contract.

14. **Indemnification:** Contractor agrees to indemnify, defend and hold harmless the Department, its employees, agents and representatives from and against all claims, liabilities, losses, expenses and damages by whomever sustained arising or which may arise out of Contractor's breach of any term, condition, or provision of this contract or any representation or warranty contained in this contract or Contractor's failure to provide services under this agreement or errors, omissions, or defects in such services. These indemnities shall continue in full force and effect subsequent to and notwithstanding the termination of this contract. Contractor shall not prejudice the Department's right to recover against third parties for any loss, or damage to Department property, and shall at the Department's request and expense furnish reasonable assistance, including assistance in the prosecution of suit to obtain recovery. The Contractor shall, at its expense, pay the costs of defense of the Department against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret, or other intellectual property right and shall, without limitation pay the costs, damages and attorney's fees awarded against the Department in any such action, or pay any settlement of such action or claim. The Department assumes no liability for actions of Contractor and is unable to indemnify Contractor for claims based on this contract. Any liability for damages that the Department might have is expressly limited by and subject to the provisions of the Illinois Court of Claims Act, 705 ILCS 505/Act, and the availability of suitable appropriations. If the Contractor is a public university in the State of Illinois, this clause only applies to the extent

allowed by law.

15. **Insurance**: If the Contractor's cost of property and casualty insurance increases by 25% or more or if new state regulations impose additional costs to the Contractor during the term of this Contract, then the Contractor may request the Department to review this Contract and adjust the compensation or reimbursement provisions of the Contract according to any agreement reached, all of which shall be subject to the limitations of the Department's appropriated funds. The Contractor agrees to comply with the requirements of the Department of Central Management Services rules adopted in Government Contracts, Procurement, and Property Management of Title 44 of the Illinois Administrative Code.
16. **Waiver**: No delay or omission by any party in exercising any right, power, or privilege under this agreement shall impair such right, power or privilege, nor shall any single or partial exercise of any such right, power or privilege preclude any further exercise of that right, power, or privilege or the exercise of any other right, power or privilege.
17. **Amendments**: This Contract may not be amended without prior written approval of both the Contractor and the Department.
18. **Assignment**: The Contractor understands and agrees that this Contract may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer without the prior written approval of the Department shall render this Contract null, void, and of no further effect.
19. **Default**: If the Contractor breaches any material term, condition, or provision of this Contract, the Department may, upon 15 days prior written notice to the Contractor, cancel this Contract. In the event of any wrongdoing or illegal act by the Contractor, the Contract is immediately terminable by the Department. This remedy shall be in addition to any other remedies available to the Department in law or in equity. Contractor agrees to pay all reasonable expenses incurred by the Department, including attorney fees, if the Department prevails in an action to enforce or defend this Contract. If the Contractor is a public university in the State of Illinois, this clause only applies to the extent allowed by law.
20. **Further Assurances**: Each party to this agreement agrees to do such further acts and things, and to execute and deliver such additional agreements and instruments, as any party may reasonably request of the other to carry out the provisions and purposes of this Contract or any agreements related to the contract.
21. **Funds Remaining**: All funds remaining at the end of the Contract or at the expiration of the

Basic Terms Form U (2/04)
University

period of time contract funds are available for expenditure or obligation by the Contractor shall be returned to the Department within 45 days according to Section 5 of the Illinois Grant Funds Recovery Act, 30 ILCS 705/5.

22. **Controlling Terms**: In the event of any conflict between the agreement, Basic Terms, and terms of any appendix or exhibit or other attachment or matter incorporated in this agreement or referenced in this agreement, the Basic Terms Form U shall be controlling.
23. **Headings**: The headings of the sections and paragraphs are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Contract.
24. **Entire Agreement**: The Contractor and the Department understand and agree that this Contract constitutes the entire agreement between them and that no promises, terms, or conditions not recited or incorporated within this agreement, including prior or oral discussions not referenced in this agreement, shall be binding upon either the Contractor or the Department.

. End .

STATE OF ILLINOIS

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES



CONTRACT FOR PURCHASE OF SERVICES

ALJ for IHFPB & Contract# 62700048]

STATE OF ILLINOIS
CONTRACT FOR PURCHASE OF SERVICES

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Attachment A – Qualification Form

Attachment B – Business and Directory Information

Attachment C – Department of Human Rights (DHR) Public Contract Number

Attachment D – Minority, Female, Person with Disability Status and Subcontracting

Attachment E – Conflicts of Interest Disclosures

Attachment F – Taxpayer Identification Number

Attachment G – Information Regarding Terminations, Litigation and Debarment

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CONTRACT FOR PURCHASE OF SERVICES

CONTRACT FOR PURCHASE OF SERVICES

The following pages, including any attachments or amendments, will constitute the binding and enforceable Contract between the Agency/Buyer and the Vendor based upon any negotiations. The Contract is arranged as follows:

1. **DEFINITIONS**
2. **AGENCY/BUYER AND VENDOR CONTACT PAGE:** This section provides for the Agency/Buyer and Vendor to specify contact people for the Contract.
3. **SERVICES REQUIRED FROM THE VENDOR:** The Agency/Buyer will detail the specific requirements and needs for which the Contract is to address.
4. **CONTRACT PRICING:** This section will detail pricing/compensation requirements with at least the following categories of information: (1) Method and Rate of Compensation, (2) Expenses, (3) Payment Terms and Conditions, (4) Discounts, (5) Tax Exemption.
5. **TERMS AND CONDITIONS:** This section contains the State's terms and conditions for this Contract.
6. **AGENCY/BUYER SUPPLEMENTAL TERMS AND CONDITIONS:** This section indicates whether or not any supplemental terms and conditions are attached and applicable to this Contract.
7. **STATE FORMS REQUIRED OF THE VENDOR:** This section includes all State Forms that are required to be included in the Contract.
8. **SIGNATURE PAGE: CONTRACT FOR SERVICES:** This section provides for the Agency/Buyer and Vendor to sign and execute the Contract.

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CONTRACT FOR PURCHASE OF SERVICES

1. DEFINITIONS

Whenever used in this Contract, or amendment, including schedules and exhibits to this Contract, the following terms will have the meanings defined below.

- 1.1 **Acceptance:** the point in time when the product or equipment has been fully installed and operates in compliance with the Agency/Buyer's order and the Contract, or the State otherwise indicates acceptance in writing.
- 1.2 **Affiliates:** any person, firm, corporation (including, without limitation, service corporation and professional corporation), partnership (including, without limitation, general partnership, limited partnership and limited liability partnership), limited liability company, joint venture, business trust, association or other entity that now or in the future directly or indirectly controls, is controlled by, or is under common control with Vendor.
- 1.3 **Agency/Buyer:** the agency, board, department or commission of State government responsible for entering into the Contract, monitoring performance, receiving the benefits derived from the Contract and making payments under the Contract.
- 1.4 **CMS:** the State of Illinois Department of Central Management Services and any successor organizations.
- 1.5 **Code:** the Illinois Procurement Code, 30 ILCS 500/1-5 et seq. Unofficial versions of the Code and Standard Procurement Rules (44 Ill. Adm. Code 1), which are applicable to this procurement, may be viewed at <http://www.purchase.state.il.us/>.
- 1.6 **Contract:** the "Contract for Purchase of Services."
- 1.7 **Confidential Information:** any material, data, or information disclosed by either Party to the other that, pursuant to agreement of the parties or the State's grant of a proper request for confidentiality, is not generally known by or disclosed to the public or to Third Parties including, without limitation: (a) all materials, know-how, processes, trade secrets, manuals, confidential reports, services rendered by State, financial, technical and operational information, and other matters relating to the operation of a Party's business; (b) all information and materials relating to Third Party vendors of State that have provided any part of State's information or communications infrastructure to State; (c) software; and (d) any other information that the Parties agree should be kept confidential.
- 1.8 **Filing:** where applicable, an instrument or document submitted to a regulatory body for review and approval to allow the Vendor(s) to make the Services contained therein available for consumption.
- 1.9 **ILCS:** Illinois Compiled Statutes. An unofficial version of the ILCS can be viewed at <http://www.legis.state.il.us/legislation/ilcs/ilcs.asp>.
- 1.10 **Order:** any written request from CMS or an Agency/Buyer for services and/or products and/or equipment pursuant to this Contract.
- 1.11 **Parties:** the State of Illinois and the Vendor.

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- 1.12 Performance Guarantee:** the Vendor's commitment to place some or all of its fee at risk contingent upon the Agency/Buyer's satisfaction with the work to be performed.
- 1.13 State:** the State of Illinois, as represented through any agency, department, board, or commission.
- 1.14 Third Party:** any entity other than the Agency/Buyer, Vendor(s), or any of their respective Affiliates.

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2. AGENCY/BUYER AND VENDOR CONTACT PAGE

VENDOR		AGENCY/BUYER	
Name:	Richard E. Hart Hart, Southworth & Witsman	Name:	Marc L. Gibbs
Title:	Administrative Law Judge	Title:	Asst. Deputy Director Illinois Department of Public Health Office of Policy, Planning and Statistics
Date:	12/5/05	Date:	12/5/05
Address:	One North Old State Capitol Plaza Springfield, IL 62701	Address:	525 W. Jefferson Street Springfield, IL 62761 _____
Phone:	217-753-0055	Phone:	217-785-2040
TDD:		TDD:	
Fax:	217-753-1056	Fax:	217-785-4308
E-mail:	rhart@hswnet.com	E-mail:	mgibbs@idph.state.il.us

(fill out below fields if additional contact information is necessary)

Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____
Address:	_____ _____ _____	Address:	_____ _____ _____
Phone:	_____	Phone:	_____
TDD:	_____	TDD:	_____
Fax:	_____	Fax:	_____
E-mail:	_____	E-mail:	_____

STATE OF ILLINOIS
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3. SERVICES REQUIRED FROM THE VENDOR

The Contractor will serve as Administrative Law Judge (Hearing Officer) as directed by the Director or his designee for the purpose of hearing appeals of decisions of the Illinois Health Facilities Planning Board made pursuant to the provisions of the Health Facilities Planning Act.

3.1. Need For Services

An Administrative Law Judge (Hearing Officer) is needed under Section 1-10(b)(7) of the Illinois Procurement Code, 30 ILCS 500/1-10(b)(7), for litigation services in presiding over administrative hearings involving contested decisions of the Illinois Health Facilities Planning Board, including but not limited to, denials of applications for permit, denials of certificates of recognition, revocation of permits or opposition of fines. Incidents of non-compliance of certificate of need permit holders would not be adjudicated in a timely manner without this contract.

3.2. Goals and Objectives

The Contractor agrees to comply with all Illinois, federal laws and administrative rules applicable to the provision of services under this contract. The Contractor will provide the following services to the Department in conformance with Department policies: Under the direction of the Director or his designee, serve as an Administrative Law Judge for the purpose of hearing appeals of the decisions of the Health Facilities Planning Board made pursuant to the Health Facilities Planning Act.

3.3. Services Required

Serve as an Administrative Law Judge (hearing officer) in administrative hearings involving contested decisions of the Health Facilities Planning Board regarding, but not limited to, denials of applications for permit, denials of certificates of recognition, revocation of permits, or imposition of fines.

Conduct administrative hearings in accordance with the requirements of 77 Illinois Administrative Code 1180 and the Administrative Procedures Act, 5 ILCS 100.

3.4. Milestones and Deliverables

Administrative Hearings must be held and reports and recommendations submitted in sufficient time for the Department to meet statutory and regulatory mandates.

Contractor shall consult with and keep the Department fully informed as to the progress of all matters covered by this contract. Where time permits and Contractor is not otherwise prohibited from so doing, Contractor shall offer the Department the opportunity to review relevant documents prior to filing with any public body or adversarial party.

Contractor shall promptly furnish the Department with copies of all correspondence and all documents prepared in connection with the services

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rendered under this contract. Upon request, Contractor shall arrange, index and deliver all correspondence and documents to the Department.

Any documents or information obtained by Contractor from the Department in connection with this contract shall be kept confidential and shall not be provided to any third party unless disclosure is approved in writing by the Department. All work product produced under this contract, including but not limited to, documents, reports, information, documentation of any sort and ideas, whether preliminary or final, shall become and remain the property of the State, including any patent, copyright or other intellectual property rights. To the extent that any portion of such work products is not a work made for hire, Contractor completely and without reservation assigns to the Department all right, title, and interest in and to such portion of the work products, as well as all related copyright, patent, trade secret, and other related proprietary rights therein. The Department shall exercise all rights of ownership in all such work product without restriction or limitation and without further compensation to Contractor. Contractor shall not acquire or have any right to use, disclose or reproduce the work product or any equipment, documents, information, media, software, or know-how obtained from the State except to perform this contract. Nothing herein shall be construed as precluding the use of any information independently acquired by the Contractor without such limitation.

3.5. Reporting, Status and Monitoring Specifications

Cases shall be assigned by the Director or his designee, as of the effective date of this contract, and as needed thereafter throughout the term of the contract. No guarantees are made regarding the number or timing of cases assigned.

3.6. Staffing Specifications

The Contractor must be licensed to practice law in the State of Illinois and have a minimum of five years experience in serving as an Administrative Law Judge or hearing officer for contested cases involving governmental health care agencies and health care contested cases subject to the Administrative Procedures Act. Knowledge of the following laws and regulations is necessary: Illinois Health Facilities Planning Act and regulations; Illinois Alternative Health Care Delivery Act and regulations; Illinois Administrative Procedures Act; Illinois Administrative Review Law; and Illinois Civil Practice Act. A Doctorate degree in Law or Jurisprudence is required.

3.7. Where Services are to be Performed

Work Location Disclosure: Services will be performed at the following locations with the estimated value of the services shown:

One North Old State Capitol Plaza, Springfield, Illinois
100 W. Randolph, Suite 6-600, Chicago, Illinois
Estimated value of no more than \$40,000

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If any of the work identified for performance in the United States is moved to another country, such action may be deemed a breach of the contract.

3.8. Other Specifications

None

3.9. Term of Contract

The period of this contract is December 5, 2005, through June 30, 2006; however, it may be terminated immediately upon written notice to the Contractor. Upon termination, the Contractor shall be paid for work satisfactorily completed prior to the date of termination.

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4. CONTRACT PRICING

4.1. Method and Rate of Compensation: Vendors shall be compensated by the following method:

4.1.1 hourly; The Contractor will be compensated at a rate of \$95.00 per hour for services (labor) and travel for an estimated 400 hours.

4.1.2 daily;

4.1.3 project;

4.1.4 item; or

4.1.5 other method, and shall be paid at one of the following rates:

4.1.5.1 Firm Price _____

4.1.5.2 Not-to-exceed _____

4.1.5.3 Estimated Price \$40,000 _____

4.1.5.4 Other [*please specify*] _____

4.2. Expenses:

The Department will pay for actual and necessary travel expenses reasonably incurred in the performance of Contractor's duties under this contract. Such payment will be in accordance with the Travel Regulations promulgated by the Illinois Travel Regulation Council and the Rules of the Governor's Travel Control Board (80 Ill.Admin.Code 2800) in effect on the date of travel. The amount of payment for expenses is estimated to be \$1,500.

The Department will pay for actual ordinary and necessary direct non-labor costs incurred in fulfilling the terms of the Contract, including but not limited to the following:

- a. Reasonable, actual ordinary and necessary expenses for communications, including telephone, telegraph, postage, parcel post and freight, and package express; and
- b. Reasonable, actual ordinary expenses for other special materials required for and used solely in the fulfillment of the Contract.

Contractor shall retain all receipts and shall upon request of the Department provide any necessary documentation. The amount of payment for actual, ordinary and necessary direct non-labor costs is estimated to be \$500.

The amount of payment under this contract, including payment for services and for expenses is estimated to be \$40,000.

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4.3. Payment Terms and Conditions (including when paid, frequency and retainage):

The Contractor will submit itemized invoices to the Assistant Deputy Director of the Office of Policy, Planning and Statistics, listing services performed by date and hours worked. All such invoices shall contain a statement which reads substantially as follows: "The Contractor hereby certifies that the services submitted and expenses incurred as stated in the attached invoice have met all of the required standards set forth in the Contract Agreement for Administrative Law Judge Services."

4.4. Discounts: Not applicable

4.5. Tax Exemption: The ordering Agency/Buyer's Illinois tax exemption number is E9984-1002-05. Federal tax exemption information is available upon request to the ordering Agency/Buyer.

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5. TERMS AND CONDITIONS

This section contains the State's standard terms and conditions for all contracts. These terms and conditions will govern this contractual relationship and the Vendor is bound by them and is responsible for reading and understanding them. The State reserves the right to amend these terms and conditions when and where needed and to supplement them with any appropriate addendum, as noted herein.

5.1 BILLING AND PAYMENT

5.1.1 BILLING: The Agency/Buyer's billing practices are set out as follows and Vendor is presumed to have read and understands the following procedures:

5.1.1.1 Vendor shall submit invoices to the address, on the schedule and with the detail required by the ordering Agency/Buyer. Invoices for equipment and/or supplies purchased and/or services performed and expenses incurred prior to July 1st must be presented to the Agency/Buyer no later than July 31; otherwise Vendor may have to seek payment of such invoices through the Illinois Court of Claims (**30 ILCS 105/25**). Billings shall be made to conform to State fiscal year requirements, including prorating if necessary, notwithstanding any contrary provision in this Contract or order.

5.1.1.2 Vendor shall not bill for any taxes unless a statement is attached to the bill identifying the tax and showing why it is legally chargeable to the State. The State does not warrant the interest component of any payment, including installment payments, are exempt from income tax liability.

5.1.1.3 By submitting an invoice Vendor certifies that the equipment, supplies and/or services provided meet all requirements of the Contract, and the amount billed and expenses incurred are as allowed in the Contract.

5.1.2 PAYMENT:

5.1.2.1 Late payment charges, if any, shall not exceed the formula established in the State "Prompt Payment" Act (**30 ILCS 540/1**) and rules (**74 Ill. Adm. Code 900**). Payments delayed at the beginning of the State's fiscal year (July and August payments) because of the appropriation process shall not be considered a breach.

5.1.2.2 The Agency/Buyer shall not be liable to pay for any equipment and/or supplies provided and/or services rendered, including related expenses subject of this Contract incurred prior to the beginning of the term of this Contract. Any Contract or order labeled "subject to financing" or words to similar effect is subject to the Agency/Buyer obtaining suitable financing.

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- 5.1.2.3 The approved invoice amount will be paid less any retainage and previous partial payments. Final payment shall be made upon determination by the Agency/Buyer that all requirements under this Contract have been completed; such determination shall not be unreasonably withheld. The final payment will be made subject to adjustment after completion of an audit of vendor's records as provided for in this Contract.
- 5.1.2.4 Any contract or order requiring payment of financing interest is subject to the interest rate limitation set by law of the greater of 9% or 125% of the G.O. Bond Index (**30 ILCS 305/1**).
- 5.1.2.5 As a condition of payment, Vendor must pay its employees prevailing wages when required by law (e.g., public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resources services, security guard and food service), and must pay its suppliers and subcontractors providing lien waivers on request (**30 ILCS 500/25-60(b)**). We have the authority to request certified payrolls. Any stipulation made by Vendor to pay prevailing wages shall be deemed to be incorporated in the project specifications as if specifically set forth therein (**820 ILCS 130/4(a)**).
- 5.1.3 **DELAY OF PAYMENT DUE TO VENDOR FAILURE:** If the Agency/Buyer in good faith determines that the Vendor has failed to perform or deliver any service or product as required by this Contract, the Vendor shall not be entitled to any compensation under this Contract until such service or product is performed or delivered. In this event, the Agency/Buyer may withhold that portion of the Vendor's compensation, which represents payment for service or product that was not performed or delivered.
- 5.1.4 **SET-OFF AGAINST SUMS OWED TO THE VENDOR:** The State may set off any sum owed to the Vendor on account of any debt owed to the State, unless otherwise required by law, in accordance with the State Comptroller Act (**15 ILCS 405**). The Vendor agrees that this provision constitutes proper and timely notice under the law of setoff.
- 5.1.5 **AVAILABILITY OF APPROPRIATIONS (30 ILCS 500/20-60):** Agency/Buyer shall use its best efforts to secure sufficient appropriations to fund this CONTRACT. However, the Agency/Buyer's obligations hereunder shall cease immediately, without penalty or further payment being required, if: (a) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation; (b) adequate funds are not appropriated or granted the Agency/Buyer by the Illinois General Assembly or the federal funding source, to allow the Agency/Buyer to operate as required and to fulfill its obligations under the Contract; or (c) funds appropriated are de-appropriated or not allocated, or if funds needed by the Agency/Buyer, at the Agency/Buyer's sole discretion, are insufficient for

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any reason. Agency/Buyer shall give Vendor notice of insufficient funding as soon as practicable. Vendor's obligation to perform shall cease upon receipt of the notice.

5.2 VENDOR PERFORMANCE AND RESPONSIBILITIES

5.2.1 CONSULTATION: Vendor shall keep the Agency/Buyer fully informed as to the progress of matters covered by this Contract. Where time permits and Vendor is not otherwise prohibited from so doing, Vendor shall offer the Agency/Buyer the opportunity to review relevant documents prior to filing with any public body or adversarial party.

5.2.2 PERFORMANCE REVIEWS:

5.2.2.1 The State or Agency/Buyer may conduct a performance review of the Vendor's performance under the Contract. The Vendor shall cooperate with the State or Agency/Buyer in this review, which may require that the Vendor provide records of its performance and billing. Vendor shall provide any required information within 30 days of the Agency/Buyer's request. This performance review may be used by any State agency in determining whether to enter into other contractual relationships with the Vendor.

5.2.2.2 Vendor shall have and maintain, during the term of this contract, internal procedures and processes to monitor performance to ensure full compliance with the contract. Vendor shall disclose such procedures and processes to the State upon request.

5.2.2.3 At the direction of the State, Vendor and State shall work together to develop a performance scorecard to record relevant facts related to performance as well as establishing conditions, milestones, requirements or timetables that must be met before additional steps may be taken or payment is due.

5.2.3 AUDIT/RETENTION OF RECORDS (30 ILCS 500/20-65): Vendor and its subcontractors shall maintain books and records relating to performance of the Contract or subcontract and necessary to support amounts charged to the State under the Contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of 3 years from the later of the date of final payment under the Contract or completion of the Contract, and by the subcontractor for a period of 3 years from the later of the date of final payment under the subcontract or completion of the subcontract. The 3-year period shall be extended for the duration of any audit in progress during the term. Books and records required to be maintained under this section shall be available for review or audit by representatives of the Auditor General, the Agency/Buyer, the Inspector General and other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for

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the recovery of any funds paid by the State under the Contract for which adequate books and records are not available to support the purported disbursement. The Vendor shall not impose a charge for audit or examination of the Vendor's books and records. If federal funds are used to pay contract costs, the Vendor must retain its records for five years. If only state funds are involved, three years is sufficient.

5.2.4 SCHEDULE OF WORK: Any work performed on State premises shall be done during the hours designated by the State and shall in any event be performed so as to minimize inconvenience to the State and its personnel and minimize interference with the State's operations.

5.2.5 RESPONSIBILITY FOR AGENTS AND EMPLOYEES: Vendor shall be responsible for the negligent acts and omissions of its agents, employees and subcontractors in their performance of Vendor's duties under this Contract. Vendor represents that it shall utilize the services of individuals skilled in the profession for which they will be used in performing services hereunder. In the event that the Agency/Buyer determines that any individual performing services for Vendor hereunder is not providing such skilled services, it shall promptly so notify Vendor and Vendor shall replace that individual.

5.2.6 ASSIGNMENT AND DELEGATION:

5.2.6.1 This Contract may not be assigned, transferred or conveyed in whole or in part by the Vendor without the prior written consent of the State. For the purpose of construing this clause, a transfer of a controlling interest in the Vendor shall be considered an assignment.

5.2.6.2 After notice, the Agency/Buyer may transfer the Contract or payment responsibility to another State Agency, or assign the Contract to a third-party for financing purposes.

5.2.7 USE OF THIRD PARTIES:

5.2.7.1 The Agency/Buyer acknowledges that the Vendor may contract with third parties for the performance of any of the Vendor's obligations under this Contract. However, all subcontracts shall be subject to prior approval by the Agency/Buyer, so the Vendor must obtain the Agency/Buyer's prior written consent before allowing any Third Party to perform any of the Vendor's obligations under this Contract.

5.2.7.2 A Vendor who obtains the Agency/Buyer's prior written consent and subsequently enters into a contract with a Third Party for performance of any of the Vendor's obligations under this Contract remains responsible for all services performed under this Contract. All restrictions, obligations and responsibilities of the Vendor under this Contract shall also apply fully and completely to subcontractors. This includes requiring all subcontractors to submit certifications and disclosures to Agency/Buyer for

STATE OF ILLINOIS
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review and approval upon request. The Agency/Buyer shall have the right to request the removal of a subcontractor from the Contract for good cause.

5.2.7.3 Vendor shall identify in an addendum to this Contract, the names and addresses of all subcontractors utilized by Vendor in the performance of this Contract, together with the anticipated amount of money that each subcontractor is expected to receive pursuant to this Contract. The State may request updated information at any time. For purposes of this section, subcontractors are those specifically hired to perform all or part of the work of this contract or to provide the supplies requested by the State.

5.2.7.4 If Vendor is unable to secure or maintain key personnel named in the Contract to render the services, Vendor shall not be relieved of its obligations to complete performance. Agency/Buyer shall have the option to accept a substitute or to terminate the Contract.

5.2.8 **LICENSE:** Vendor, directly or through its employees, shall have and maintain any required license. With written consent of the Agency/Buyer, Vendor may meet the license requirement through a subcontractor.

5.2.9 **SOLICITATION AND EMPLOYMENT:** Vendor shall not employ any person employed by the Agency/Buyer during the term of this Contract to perform any work required by the terms of this Contract. As a condition of this Contract, the Vendor shall give notice immediately to the Agency/Buyer's director if Vendor solicits or intends to solicit for employment any of the Agency/Buyer's employees during the term of this Contract. Agency/Buyer has no authority to contractually refuse to hire Vendor's employees who apply to the State for employment.

5.2.10 **FORCE MAJEURE:** Failure by either party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, labor or material shortages, labor disputes, fire, flood, explosion, legislation, and governmental regulation.

5.2.11 **TAX COMPLIANCE:** Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes.

5.2.12 **COMPLIANCE WITH THE LAW:** The Vendor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders when performing the services under this Contract, including without limitation, all laws applicable to the prevention of discrimination in employment and the use of targeted small businesses as subcontractors or suppliers. The Vendor, its employees, agents and subcontractors shall also comply with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work performed under this Contract.

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5.2.13 ANTITRUST ASSIGNMENT: Vendor hereby assigns, sells and transfers to the State of Illinois all right, title and interest in and to any claims and causes of action arising under antitrust laws of Illinois or the United States relating to the subject matter of the Contract.

5.3 CONFIDENTIALITY AND WORK PRODUCT

5.3.1 CONFIDENTIALITY: Vendor's employees, agents and subcontractors may have access to confidential data maintained by the Agency/Buyer to the extent necessary to carry out its responsibilities under the Contract. As such, the following applies unless agreed to otherwise in writing:

5.3.1.1 Vendor shall presume that all information received pursuant to this Contract is confidential unless otherwise designated by the Agency/Buyer;

5.3.1.2 Vendor shall provide to the Agency/Buyer a written description of its policies and procedures to safeguard confidential information. Policies of confidentiality shall address, as appropriate, information conveyed in verbal, written, and electronic formats;

5.3.1.3 Vendor must designate one individual who shall remain the responsible authority in charge of all data collected, used, or disseminated by the Vendor in connection with the performance of the Contract;

5.3.1.4 Vendor shall provide adequate supervision and training to its agents, employees and subcontractors to ensure compliance with the terms of this Contract;

5.3.1.5 The private or confidential data shall remain the property of the Agency/Buyer at all times.

5.3.2 CONFIDENTIAL INFORMATION MAY NOT BE DISSEMINATED: No confidential data collected, maintained, or used in the course of performance of the Contract shall be disseminated except as authorized by law and with the written consent of the Agency/Buyer, either during the period of the Contract or thereafter. Any data supplied to or created by the Vendor shall be considered the property of the Agency/Buyer. The Vendor must return any and all data collected, maintained, created or used in the course of the performance of the Contract in whatever form it is maintained promptly at the request of the Agency/Buyer.

5.3.3 SUBPOENA: In the event that a subpoena or other legal process is served upon the Vendor for records containing confidential information, the Vendor shall promptly notify the Agency/Buyer and cooperate with the Agency/Buyer in any lawful effort to protect the confidential information.

5.3.4 REPORTING UNAUTHORIZED DISCLOSURES: The Vendor shall immediately report to the Agency/Buyer any unauthorized disclosure of confidential information.

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5.3.5 USE OF WORK PRODUCT: Unless otherwise agreed in writing, the following applies regarding work product created or produced under this Contract:

5.3.5.1 Work product produced under this Contract, including, but not limited to, documents, reports, information, documentation of any sort and ideas, whether preliminary or final, shall become and remain the property of the State and/or Agency/Buyer, including any patent, copyright or other intellectual property rights;

5.3.5.2 With the exception of ideas, all such work products shall be considered works made for hire within the meaning of 17 U.S.C. § 101;

5.3.5.3 To the extent that any portion of such work product is not a work made for hire, Vendor completely and without reservation assigns to the Agency/Buyer all right, title and interest in and to such portion of the work product, as well as all related intellectual property rights, including patent and copyright;

5.3.5.4 Agency/Buyer shall exercise all rights of ownership in all such work product without restriction or limitation, without further compensation to Vendor.

5.3.5.5 Vendor shall not acquire or have any right to use, disclose or reproduce the work product or any equipment, documents, information, media, software, or know-how obtained from the State except to perform this Contract. Nothing herein shall be construed as precluding the use of any information independently acquired by Vendor without such limitation;

5.3.5.6 The ideas, methodologies, processes, inventions and tools (including computer hardware and software where applicable) that Vendor previously developed and brings to the Agency/Buyer in furtherance of performance of the Contract shall remain the property of the Vendor; and

5.3.5.7 Vendor grants to the Agency/Buyer a nonexclusive license to use and employ such software, ideas, concepts, methodologies, processes, inventions and tools solely within its enterprise.

5.3.6 SURVIVES TERMINATION: Vendor's obligations regarding Confidential Information and Work Product Usage under this Contract shall survive termination of this Contract.

5.4 INDEMNIFICATION AND LIABILITY

5.4.1 BY THE VENDOR: The Vendor agrees to indemnify and hold harmless the State of Illinois and the Agency/Buyer, its officers, employees and agents (appointed and elected) and volunteers from any and all costs,

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expenses, losses, claims, damages, liabilities, settlements and judgments, including reasonable value of the time spent by the Attorney General's Office, and the costs and expenses and reasonable attorneys' fees of other counsel required to defend the State of Illinois or the Agency/Buyer, related to or arising from:

- 5.4.1.1 Any breach of this Contract;
- 5.4.1.2 Any negligent, intentional or wrongful act or omission of the Vendor or any agent or subcontractor utilized or employed by the Vendor;
- 5.4.1.3 The Vendor's performance or attempted performance of this Contract, including any agent or subcontractor utilized or employed by the Vendor;
- 5.4.1.4 Any failure by the Vendor to fulfill the Compliance with the Law provision of this Contract;
- 5.4.1.5 Any failure by the Vendor to make all reports, payments and withholdings required by federal and state law with respect to social security, employee income and other taxes, fees or costs required by the Vendor to conduct business in the State of Illinois;
- 5.4.1.6 Any infringement of any copyright, trademark, patent, trade dress, or other intellectual property right; or
- 5.4.1.7 Any failure by the Vendor to adhere to the confidentiality provisions of this Contract.

5.4.2 SURVIVES TERMINATION: Indemnification obligation of the parties shall survive termination of this Contract.

5.4.3 LIABILITY: Vendor agrees to assume, without limitation, all risk of loss and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, relating to bodily injuries to persons (including death) and for loss of, damage to, or destruction of real and/or tangible personal property (including property of the State) resulting from the negligence or misconduct of Vendor, its employees, agents, or subcontractors in the performance of the Contract. Vendor shall assume risk of loss until delivery to the Agency/Buyer's facility. Vendor shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction, or damage to State property, and shall at the State's request and expense, furnish to the State reasonable assistance and cooperation, including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the State in obtaining recovery. Neither party shall be liable for incidental, special or consequential damages.

5.4.4 LEGISLATIVE CHANGES: The Vendor herein expressly acknowledges that the Contract and its subject matter are subject to legislative change by either the federal or state government. Should either legislative body

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enact measures which alter the terms or subject matter of this Contract, the Vendor shall not hold the Agency/Buyer liable in any manner for the resulting changes. The Agency/Buyer shall use best efforts to provide thirty (30) days' written notice to the Vendor of any legislative change. During the thirty (30)-day period, the parties shall meet and make a good faith effort to agree upon changes to the Contract to address the legislative change. Nothing in this Subsection shall affect or impair the Agency/Buyer's right to terminate the Contract pursuant to the termination provisions.

5.4.5 JOINT AND SEVERAL LIABILITY: If the Vendor is a joint entity, consisting of more than one individual, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of this Contract, and for any default of activities and obligations.

5.5 WARRANTIES

5.5.1 CONSTRUCTION OF WARRANTIES EXPRESSED IN THE CONTRACT WITH WARRANTIES IMPLIED BY LAW: All warranties made by the Vendor in all provisions of this Contract, whether or not this Contract specifically denominates the Vendor's promise as a warranty or whether the warranty is created only by the Vendor's affirmation or promise, or is created by a description of the materials and services to be provided, or by provision of samples to the Agency/Buyer, shall not be construed as limiting or negating any warranty provided by law, including without limitation, warranties which arise through course of dealing or usage of trade. The warranties expressed in this Contract are intended to modify the warranties implied by law only to the extent that they expand the warranties applicable to the goods and services provided by the Vendor. The provisions of this section apply during the term of this Contract and any extensions or renewals thereof.

5.5.2 CONCEPTS, MATERIALS AND WORKS PRODUCED: Vendor represents and warrants that all the concepts, materials and works produced, or provided to the Agency/Buyer pursuant to the terms of this Contract shall be wholly original with the Vendor or that the Vendor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such concepts, materials and works. The Vendor represents and warrants that the concepts, materials and works and the Agency/Buyer's use of same and the exercise by the Agency/Buyer of the rights granted by this Contract shall not infringe upon any other work, other than material provided by the Contract to the Vendor to be used as a basis for such materials, or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm or corporation and that the concepts, materials and works will not infringe upon the copyright, trademark, trade name, literary, dramatic, statutory, common law or any other rights of any person, firm or corporation or other entity. The Vendor represents and warrants that it is the owner of or otherwise has the right to use and distribute the software, the materials owned by the Vendor and any other materials, works and

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methodologies used in connection with providing the services contemplated by this Contract

- 5.5.3 TO BE PROVIDED IN A PROFESSIONAL MANNER:** Vendor warrants that all services will be performed in a good and professional manner and that all of the services to be performed hereunder will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable, trained and qualified personnel.
- 5.5.4 CONFORMITY WITH CONTRACTUAL REQUIREMENTS:** The Vendor represents and warrants that the goods or services will appear and operate in conformance with the terms and conditions of this Contract.
- 5.5.5 AUTHORITY TO ENTER INTO CONTRACT:** The Vendor represents and warrants that it has full authority to enter into this Contract and that it has not granted and will not grant any right or interest to any person or entity that might derogate, encumber or interfere with the rights granted to the Agency/Buyer.
- 5.5.6 OBLIGATIONS OWED TO THIRD PARTIES:** The Vendor represents and warrants that all obligations owed to third parties with respect to the activities contemplated to be undertaken by the Vendor pursuant to this Contract are or will be fully satisfied by the Vendor so that the Agency/Buyer will not have any obligations with respect thereto.
- 5.5.7 TITLE TO PROPERTY AND EQUIPMENT:** The Vendor represents and warrants that title to any property assigned, conveyed or licensed to the Agency/Buyer is good and that transfer of title or license to the Agency/Buyer is rightful and that all property shall be delivered free of any security interest or other lien or encumbrance. Vendor further warrants that it has title to, or the right to allow the State to use, the equipment, supplies and/or services being provided and that the State may use same without suit, trouble or hindrance from Vendor or third parties.
- 5.5.8 EQUIPMENT AND SUPPLIES QUALITY:** Unless otherwise agreed, Vendor warrants that all equipment and/or supplies shall be new, unused, of most current manufacture and not discontinued, shall be free of defects in materials and workmanship, shall be provided in accordance with manufacturer's standard warranty and shall perform in accordance with manufacturer's published specifications.
- 5.5.9 INDUSTRY STANDARDS:** The Vendor represents and expressly warrants that all aspects of the goods and services provided or used by it shall conform to the standards in the relevant industry in the performance of this Contract.
- 5.5.10 TECHNOLOGY UPDATES:** The Vendor represents warrants that it shall continually use and integrate the most current and up-to-date technology commercially available.
- 5.5.11 SOLICITATION:** The Vendor warrants that no person or selling Agency/Buyer has been employed or retained to solicit and secure this Contract upon an agreement or understanding for commission,

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percentage, brokerage or contingency excepting bona fide employees or selling agents maintained for the purpose of securing business.

5.6 INSURANCE

5.6.1 INSURANCE: Vendor shall maintain public liability, casualty and auto insurance in sufficient amount to protect the State from liability for acts of Vendor and risks and indemnities assumed by Vendor. If Vendor does not have minimum coverage (for bodily injury of \$250,000 per person/\$500,000 per occurrence, and for property damage, \$100,000 per occurrence) Vendor must inform the Agency/Buyer and seek written permission for lesser coverage. Vendor shall carry Worker's Compensation Insurance in amount required by law. Upon request, Vendor shall provide and maintain any bond required by law or the Agency/Buyer. Vendor shall provide copies of certificates of insurance evidencing the coverage described in this paragraph.

5.7 VENDOR STATUS AND QUALIFICATIONS

5.7.1 BACKGROUND CHECK: The State may conduct criminal and driver history background checks of Vendor's officers, employees or agents who would directly supervise or physically perform any of the Contract requirements at State facilities. Any officer, employee or agent deemed unsuitable by the State must be replaced immediately.

5.7.2 LEGAL ABILITY TO CONTRACT: Vendor certifies it is under no legal prohibition on contracting with the State of Illinois, has no known conflicts of interest and further specifically certifies that:

5.7.2.1 Vendor, its employees and subcontractors will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and applicable rules in performance under this Contract.

5.7.2.2 Vendor is not in default on an educational loan (**5 ILCS 385/3**).

5.7.2.3 Vendor has informed the director of the Agency/Buyer in writing if he/she was formerly employed by that agency and has received an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, **40 ILCS 5/14-108.3** and **40 ILCS 5/16-133.3**, and acknowledges that contracts made without the appropriate filing with the Auditor General are not payable from the "contractual services" or other appropriation line items. Vendor has not received an early retirement incentive in or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, **40 ILCS 5/14-108.3** and **40 ILCS 5/16-133.3**, and acknowledges that contracts in violation of Section 15a of the State Finance Act are not payable from the "contractual services" or other appropriation line items (**30 ILCS 105/15a**).

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- 5.7.2.4 Vendor has not been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor has made an admission on the record of having so bribed or attempted to bribe **(30 ILCS 500/50-5)**.
- 5.7.2.5 If Vendor has been convicted of a felony, at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business **(30 ILCS 500/50-10)**.
- 5.7.2.6 If Vendor, or any officer, director, partner, or other managerial agent of Vendor, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, at least 5 years have passed since the date of the conviction. Vendor further certifies that it is not barred from being awarded a contract and acknowledges that the contracting State Agency/Buyer shall declare the contract void if this certification is false **(30 ILCS 500/50-10.5)**.
- 5.7.2.7 Vendor and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and Vendor and its affiliates acknowledge the contracting State Agency/Buyer may declare the contract void if this certification is false **(30 ILCS 500/50-11)** or if Vendor or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt **(30 ILCS 500/50-60)**.
- 5.7.2.8 Vendor and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with provisions of the Illinois Use Tax Act **(30 ILCS 500/50-12)** and acknowledge that failure to comply can result in the contract being declared void.
- 5.7.2.9 Vendor certifies that it has not committed a willful or knowing violation of the Environmental Protection Act (relating to Civil Penalties under the Environmental Protection Act) within the last five (5) years, and is therefore not barred from being awarded a contract. If the State later determines that this certification was falsely made by the Vendor, the Vendor acknowledges that the contracting State Agency/Buyer may declare the contract void. **(30 ILCS 500/50-14)**
- 5.7.2.10 Vendor has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has Vendor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract **(30 ILCS 500/50-25)**.

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- 5.7.2.11 Vendor is not in violation of the "Revolving Door" section of the Illinois Procurement Code (**30 ILCS 500/50-30**).
- 5.7.2.12 Vendor will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers or employees of the State (**30 ILCS 500/50-40, 50-45, 50-50**).
- 5.7.2.13 Vendor will, pursuant to the Drug Free Workplace Act, provide a drug free workplace, and if an individual shall not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the Contract. This certification applies to contracts of \$5000 or more with: individuals; and to entities with twenty-five (25) or more employees (**30 ILCS 580**).
- 5.7.2.14 Neither Vendor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This certification applies to contracts that exceed \$10,000 (**30 ILCS 582**).
- 5.7.2.15 Vendor has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State or of the United States (**720 ILCS 5/33E-3, 5/33E-4**).
- 5.7.2.16 Vendor complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies (**775 ILCS 5/2-105**).
- 5.7.2.17 Vendor does not pay dues to, or reimburse or subsidize payments by its employees for, any dues or fees to any "discriminatory club" (**775 ILCS 25/2**).
- 5.7.2.18 Vendor complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction (**PA 93-0307**).
- 5.7.2.19 Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12 (**PA 94-0264**).
- 5.7.3 CONFLICTS OF INTEREST:** Vendor has disclosed, and agrees it is under a continuing obligation to disclose to the Agency/Buyer, financial or other interests (public or private, direct or indirect) that may be a potential

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conflict of interest or which would prohibit Vendor from having or continuing the Contract. This includes, but is not limited to conflicts under the "Infrastructure Task Force Fee Prohibition" section of the State Finance Act (**30 ILCS 105/18.40**), Article 50 of the Illinois Procurement Code (**30 ILCS 500/50**), or those which may conflict in any manner with the Vendor's obligation under this Contract. Vendor shall not employ any person with a conflict to perform under this Contract. If any conflict under Section 50-13 exists no contract may be issued without an exemption from the Governor pursuant to Section 50-20 of the Illinois Procurement Code. An exemption is necessary if:

- 5.7.3.1 the person intending to contract with the State, their spouse or child: (i) holds an elective office in Illinois; (ii) holds a seat in the Illinois General Assembly; (iii) is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority; or holds an appointed position or is employed in any of the offices or agencies of the State government and who receives compensation for such employment in excess of 60% of the salary of the Governor (**currently \$90,414.60**). (The conflict of interest threshold of 60% of the Governor's salary set forth in Section 50-13 does not apply to elective office holders, legislators, and officers or employees of the Capital Development Board or the Illinois Toll Highway Authority.);
- 5.7.3.2 the contract is with a firm, partnership, association or corporation in which a person referenced in item 5.7.3.1 above receives more than 7.5% of the total distributable income or an amount in excess of the salary of the Governor (**currently \$150,691.00**).
- 5.7.3.3 the contract is with a firm, partnership, association or corporation in which a person referenced in item 5.7.3.1 above, together with their spouse or minor child, receives more than 15% in the aggregate of the total distributable income or an amount in excess of 2 times the salary of the Governor (**currently \$301,382.00**) from the firm, partnership, association or corporation.
- 5.7.4 **INDEPENDENT CONTRACTOR:** The Vendor shall be an independent contractor. Equipment and/or supplies provided and/or services performed pursuant to this Contract are not rendered as an employee of the Agency/Buyer or of the State of Illinois. Amounts paid pursuant to this Contract do not constitute compensation paid to an employee.
- 5.7.5 **NOT A JOINT VENTURE:** Nothing in this Contract shall be construed as creating or constituting the relationship of a partnership, joint venture, (or other association of any kind or agent and principal relationship) between the parties hereto. Each party shall be deemed to be an independent contractor contracting for services and acting toward the mutual benefits expected to be derived herefrom. No party, unless otherwise specifically

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provided for herein, has the authority to enter into any contract or create an obligation or liability on behalf of, in the name of, or binding upon another party to this Contract.

5.7.6 NON-DISCRIMINATION: In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the Agency/Buyer does not unlawfully discriminate in employment, contracts, or any other activity.

5.8 TERMINATION OF CONTRACT

5.8.1 TERMINATION FOR CAUSE WITHOUT ADVANCE NOTICE: The Agency/Buyer may terminate this Contract for any of the following reasons effective immediately without advance notice:

5.8.1.1 In the event the Vendor is required to be certified or licensed as a condition precedent to providing services, the revocation or loss of such license or certification will result in immediate termination of the Contract effective as of the date on which the license or certification is no longer in effect;

5.8.1.2 The Agency/Buyer determines that the actions, or failure to act, of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause jeopardy to health or safety;

5.8.1.3 The Vendor fails to comply with confidentiality laws or provisions;

5.8.1.4 The Vendor furnished any statement, representation or certification in connection with this Contract which is materially false, deceptive, incorrect or incomplete.

5.8.2 TERMINATION FOR CAUSE WITH NOTICE: The occurrence of or any one or more of the following events shall constitute cause for the Agency/Buyer to declare the Vendor in default of its obligations under this Contract:

5.8.2.1 The Vendor fails to perform, to the Agency/Buyer's satisfaction, any material requirement of this Contract or is in violation of a material provision of this Contract, including, but without limitation, the express warranties made by the Vendor;

5.8.2.2 The Agency/Buyer determines that satisfactory performance of this Contract is substantially endangered or that a default is likely to occur;

5.8.2.3 The Vendor fails to make substantial and timely progress toward performance of the Contract;

5.8.2.4 The Vendor becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including

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- bankruptcy laws; the Vendor terminates or suspends its business; or the Agency/Buyer reasonably believes that the Vendor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;
- 5.8.2.5 The Vendor has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of this Contract;
- 5.8.2.6 The Vendor has engaged in conduct that has or may expose the Agency/Buyer to liability, as determined in the Agency/Buyer's sole discretion; or
- 5.8.2.7 The Vendor has infringed any patent, trademark, copyright, trade dress or any other intellectual property right.
- 5.8.2.8 If there is a default event caused by the Vendor, the Agency/Buyer shall provide written notice to the Vendor requesting that the breach or noncompliance be remedied within the period of time specified in the Agency/Buyer's written notice to the Vendor. If the breach or noncompliance is not remedied by the date of the written notice, the Agency/Buyer may either: (a) immediately terminate the Contract without additional written notice; or, (b) enforce the terms and conditions of the Contract and seek any legal or equitable remedies.
- 5.8.3 TERMINATION FOR CONVENIENCE UPON NOTICE:** Following **fifteen (15)** days written notice, the Agency/Buyer may terminate this Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Vendor. Following termination upon notice, the Vendor shall be entitled to compensation, upon submission of invoices and proper proof of claim, for services provided under this Contract to the Agency/Buyer up to and including the date of termination.
- 5.8.4 TERMINATION DUE TO LACK OF FUNDS OR CHANGE IN LAW:** The Agency/Buyer shall have the right to terminate this Contract without penalty by giving written notice to the Vendor as a result of any of the following:
- 5.8.4.1 Adequate funds are not appropriated or granted to allow the Agency/Buyer to operate as required and to fulfill its obligations under this Contract;
- 5.8.4.2 Funds are de-appropriated or not allocated or if funds needed by the Agency/Buyer, at the Agency/Buyer's sole discretion, are insufficient for any reason;
- 5.8.4.3 The Agency/Buyer's authorization to operate is withdrawn or there is a material alteration in the programs administered by the Agency/Buyer;
- 5.8.4.4 The Agency/Buyer's duties are substantially modified.

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5.8.5 VENDOR'S REMEDIES IN EVENT OF TERMINATION BY AGENCY/BUYER:

In the event of termination of this Contract for any reason by the Agency/Buyer, the Agency/Buyer shall pay only those amounts, if any, due and owing to the Vendor for services actually rendered up to and including the date of termination of the Contract and for which the Agency/Buyer is obligated to pay pursuant to this Contract. Payment will be made only upon submission of invoices and proper proof of the Vendor's claim. This provision in no way limits the remedies available to the Agency/Buyer under this Contract in the event of termination. However, the Agency/Buyer shall not be liable for any of the following costs:

- 5.8.5.1 The payment of unemployment compensation to the Vendor's employees;
- 5.8.5.2 The payment of workers' compensation claims, which occur during the Contract or extend beyond the date on which the Contract terminates;
- 5.8.5.3 Any costs incurred by the Vendor in its performance of the Contract, including, but not limited to, startup costs, overhead or other costs associated with the performance of the Contract;
- 5.8.5.4 Any taxes that may be owed by the Vendor in connection with the performance of this Contract, including, but not limited to, sales taxes, excise taxes, use taxes, income taxes or property taxes.

5.8.6 VENDOR'S TERMINATION DUTIES: The Vendor, upon receipt of notice of termination or upon request of the Agency/Buyer, shall:

- 5.8.6.1 Cease work under this Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the Contract, including, without limitation, results accomplished, conclusions resulting therefrom, any other matters the Agency/Buyer may require;
- 5.8.6.2 Immediately cease using and return to the Agency/Buyer any personal property or materials, whether tangible or intangible, provided by the Agency/Buyer to the Vendor;
- 5.8.6.3 Comply with the Agency/Buyer's instructions for the timely transfer of any active files and work product produced by the Vendor under this Contract;
- 5.8.6.4 Cooperate in good faith with the Agency/Buyer, its employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement contractor; and

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5.8.6.5 Immediately return to the Agency/Buyer any payments made by the Agency/Buyer for services that were not rendered by the Vendor.

5.9 GENERAL PROVISIONS

- 5.9.1 TERM AND RENEWALS:** The length of the Contract, including any renewals, may not exceed that allowed by law pursuant to **30 ILCS 500/20-60** or other applicable statutes. When the term begins on execution, that means the date of final execution by the State. If the commencement of performance is delayed because the Contract is not executed by the State on the start date, the State may change the start date, end date and milestones to reflect the delayed execution. No renewal may be effective automatically. No renewal may be effective solely at the Vendor's option.
- 5.9.2 NON-EXCLUSIVE RIGHTS:** This Contract is not exclusive. The Agency/Buyer reserves the right to select other contractors to provide services similar or identical to the Scope of Services described in this Contract during the term of this Contract.
- 5.9.3 APPLICABLE LAW:** The terms and conditions of this Contract, including those set forth in any attachment, shall be construed in accordance with and are subject to the laws and rules of the State of Illinois, including, without limitation, the Illinois Procurement Code (**30 ILCS 500**) and the rules promulgated thereunder (**44 Ill. Admin. Code 1**), the Illinois Freedom of Information Act (**5 ILCS 140**) and the Attorney General Act (**15 ILCS 205**). The Department of Human Rights' Equal Opportunity requirements (**44 Ill. Admin Code 750**) are incorporated by reference. Any claim against the State arising out of this Contract must be filed exclusively with the Illinois Court of Claims (**705 ILCS 505/1**). The State shall not enter into binding arbitration to resolve any Contract dispute. The State of Illinois does not waive sovereign immunity by entering into this Contract. Any provision containing a citation to an Illinois statute (cited ILCS) may not contain complete statutory language. The official text, which is incorporated by reference, can be found in the appropriate chapter and section of the Illinois Compiled Statutes. An unofficial version can be viewed at <http://www.legis.state.il.us/legislation/ilcs/ilcs.asp>.
- 5.9.4 ENTIRE CONTRACT:** This Contract, including any attachments or amendments, constitutes the entire agreement between the Parties concerning the subject matter of the Contract. Modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this Contract officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions of this Contract shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination of this Contract, including without limitation provisions relating to confidentiality, warranty, ownership and liability. This Contract represents the entire Contract between the parties. The parties shall not rely on any representation that may have been made which is not included in this Contract.

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- 5.9.5 CONTRACTING AUTHORITY:** Certain contracts must be signed or approved by the Director of the Department of Central Management Services (CMS) before they are binding on the State. In those instances CMS shall not be responsible for costs or funding even though payments may be made through CMS facilities.
- 5.9.6 AMENDMENTS:** This Contract may be amended in writing from time to time by mutual consent of the parties. All amendments to this Contract must be in writing and fully executed by the parties.
- 5.9.7 THIRD PARTY BENEFICIARIES:** There are no third party beneficiaries to this Contract. This Contract is intended only to benefit the State, the Agency/Buyer and the Vendor.
- 5.9.8 HEADINGS OR CAPTIONS:** The paragraph headings or captions used in this Contract are for identification purposes only and do not limit or construe the contents of the paragraphs.
- 5.9.9 SUPERSEDES FORMER CONTRACT AGREEMENTS:** This Contract supersedes all prior Contracts or Agreements between the Agency/Buyer and the Vendor for the services provided in connection with this Contract.
- 5.9.10 WAIVER:** Except as specifically provided for in a waiver signed by duly authorized representatives of the Agency/Buyer and the Vendor, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Contract shall not be construed as affecting any subsequent right to require performance or to claim a breach.
- 5.9.11 NOTICE:** Any and all notices, designations, consents, offers, acceptances or any other communication provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by Federal Express, courier or other similar and reliable carrier which shall be addressed to each party as set forth in Section 1 of the Contract, "Agency/Buyer and Vendor Contact Page." Notices by fax must show the date/time of successful receipt. Each such notice shall be deemed to have been provided: (a) at the time it is actually received; or, (b) within one day in the case of overnight hand delivery, courier or services such as Federal Express with guaranteed next day delivery; or, (c) within five (5) days after it is deposited the U.S. Mail in the case of registered U.S. Mail. From time to time, the parties may change the name and address of a party designated to receive notice. Such change of the designated person shall be in writing to the other party and as provided herein.
- 5.9.12 CUMULATIVE RIGHTS:** The various rights, powers, options, elections and remedies of any party provided in this Contract, shall be construed as cumulative and not one of them is exclusive of the others or exclusive of any rights, remedies or priorities allowed either party by law, and shall in no way affect or impair the right of any party to pursue any other equitable or legal remedy to which any party may be entitled as long as any default remains in any way unremedied, unsatisfied or undischarged.

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- 5.9.13 SEVERABILITY:** If any provision of this Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Contract.
- 5.9.14 TIME IS OF THE ESSENCE:** Time is of the essence with respect to the performance of the terms of this Contract.
- 5.9.15 AUTHORIZATION:** Each party to this Contract represents and warrants to the other parties that: (a) it has the right, power and authority to enter into and perform its Obligations under this Contract; and (b) it has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this Contract, and this Contract constitutes a legal, valid and binding obligation upon itself in accordance with its terms.
- 5.9.16 SUCCESSORS IN INTEREST:** All the terms, provisions, and conditions of the Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.
- 5.9.17 OBLIGATIONS BEYOND CONTRACT TERM:** This Contract shall remain in full force and effect to the end of the specified term or until terminated or canceled pursuant to this Contract. All obligations of the Agency/Buyer and the Vendor incurred or existing under this Contract as of the date of expiration, termination or cancellation will survive the termination, expiration or conclusion of this Contract.
- 5.9.18 COUNTERPARTS:** The parties agree that this Contract has been or may be executed in several counterparts, each of which shall be deemed an original and all such counterparts shall together constitute one and the same instrument.
- 5.9.19 FURTHER ASSURANCES AND CORRECTIVE INSTRUMENTS:** The parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of this Contract.
- 5.9.20 ADDITIONAL PROVISIONS:** The parties agree that if an Addendum, Rider or Exhibit is attached hereto by the parties, and referred to herein, then the same shall be deemed incorporated herein by reference.

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6. AGENCY/BUYER SUPPLEMENTAL TERMS AND CONDITIONS

[Agency/Buyer to fill in any Supplemental Terms and Conditions or Agency-specific definitions]

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7. STATE FORMS REQUIRED OF THE VENDOR

This section serves as a placeholder for any State Forms completed that need to be included in the Contract (if necessary). It is important to note that this section does not serve as an opportunity for Vendors to insert their own certifications.

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CONTRACT FOR PURCHASE OF SERVICES

8. SIGNATURE PAGE: CONTRACT FOR PURCHASE OF SERVICES

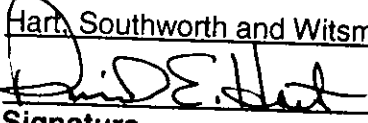
This contract ("Contract") is made and entered into as of the 5th day of December, 2005, by and between the State of Illinois, a body politic ("State") by and through its agency and/or buyer, Illinois Department of Public Health, Division of Health Systems Development ("Agency" "Buyer" or "Agency/Buyer") and Richard Hart, Hart, Southworth & Witsman ("Contractor" or "Vendor").

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the foregoing and to the terms set forth herein.

In Witness whereof, Agency/Buyer and Vendor have caused this CONTRACT to be executed by duly authorized representatives of the respective PARTIES on the dates shown below:

Vendor (Company Name and D/B/A):

Hart, Southworth and Witsman

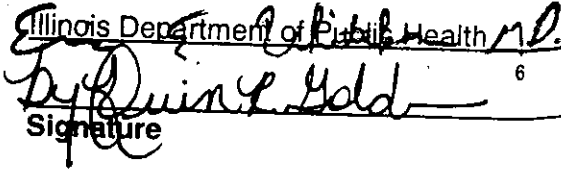

Signature

Richard Hart
Printed Name

Title: Admin. Law Judge Date: Apr. 12, 2006

Agency/Buyer (Name):

Illinois Department of Public Health


Signature

Eric E. Whitaker, M.D., M.P.H.
Printed Name

Title: Director Date: 5/2/06

Dept of Central Management Services
(if applicable)

N/A
Signature

Printed Name

Title: _____ Date: _____

BY: _____

Signature: _____

Title: _____ Date: _____

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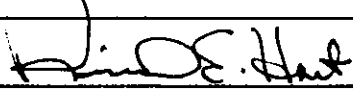
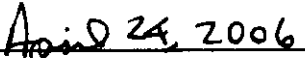
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Attachment A
Qualification Form

The undersigned authorized representative of Vendor submits the following and hereafter attached Qualification Information to the AGENCY with the understanding that the AGENCY will use and rely upon the accuracy and currency of the information in the evaluation of Vendor's Offer to the Agency/Buyer.

VENDOR (Official Name and D/B/A)

Richard E. Hart Hart, Southworth & Witsman

 
Signature Date

Printed Name Richard E. Hart Title Administrative Law Judge

Address One North Old State Capitol Plaza, Suite 501

City/State Springfield, Illinois Zip Code
62701-1323

Telephone (217) 753-0055 Facsimile
(217) 753-1056

E-mail rhart1213@aol.com

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Attachment B

Business and Directory Information

(a)	Name of Business (Official Name and D/B/A) Hart, Southworth & Witsman	
(b)	Business Headquarters (include Address, Telephone and Facsimile) One North Old State Capitol Plaza #501 Springfield, IL 62701	(217) 753-0055 (217) 753-1056 fax
(c)	If a Division or Subsidiary of another organization provide the name and address of the parent	
(d)	Billing Address One North Old State Capitol Plaza #501 Springfield, Illinois 62701	
(e)	Name of Chief Executive Officer Partners = Richard E. Hart, Mike Southworth, Samuel J. Witsman,	Timothy J. Rigby
(f)	Customer Contact (include Name, Title, Address, Telephone, Toll-Free Number, Facsimile and E-mail) Richard E. Hart, attorney, 1 N. Old State Capitol Plaza #501 Springfield, Illinois 62701	(217) 753-0055, (217) 753-1056 fax
(g)	Company Web Site	
(h)	Type of Organization (i.e., Sole Proprietor, Corporation, Partnership, etc. -- should be the same as on the Taxpayer ID form below) partnership	
(i)	Length of Time in Business 39 years	
(j)	Annual Sales (for most recently completed Fiscal Year)	
(k)	Number of Full-Time Employees (average from most recent Fiscal Year) 4 partners, 1 associate, 1 paralegal, 2 office staff	
(l)	Type of and description of business law firm	
(m)	State of incorporation, state of formation or state of organization Illinois	
(n)	Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the Vendor's performance under the terms of this RFP N/A	
(o)	Identify the Vendor's accounting firm	
(p)	The successful Vendor will be required to register to do business in Illinois. If already registered, provide the date of the Vendor's registration to do business in Illinois and the name of the Vendor's registered agent in the State.	

rhart1213@aol.com

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Attachment C
Department of Human Rights (DHR) Public Contract Number

If Vendor has employed fifteen (15) or more full-time employees at any time during the 365-day period immediately preceding the publication of this RFP in the Illinois Procurement Bulletin (or issuance date if not published), then Vendor must have a current Public Contract Number or have proof of having submitted a completed application for one prior to the offer opening date. If the Agency cannot confirm compliance, it will not be able to consider the bid or offer. Please complete the appropriate sections below.

Name of Company (and D/B/A): _____

DHR Public Contracts Number: _____

(check if applicable) The number is not required as the company has employed 14 or less full-time employees during the 365-day period immediately preceding the publication of this RFP in the Illinois Procurement Bulletin (or issuance date if not published).

IF NUMBER HAS NOT YET BEEN ISSUED:

Date Completed Application was submitted to DHR: _____

Date of Expiration: _____

NOTICE:

Upon expiration and until their Contractor Identification Number is renewed, companies will not be eligible to be awarded contracts by the State of Illinois or other jurisdictions that require a current DHR number as a condition of contract eligibility (44 IL Adm. Code 750.210(a)). Numbers issued by the Department of Human Rights (or its predecessor agency, the Illinois Fair Employment Practices Commission) prior to July 1, 1998, are no longer valid. This affects numbers below 89999-00-0. Valid numbers begin with 90000-00-0.

IF YOUR ORGANIZATION HOLDS AN EXPIRED NUMBER, YOU MUST RE-REGISTER WITH DHR.

Bidder/Vendor may obtain an application form by:

1. **Telephone:** Call the DHR Public Contracts unit between Monday and Friday, 8:30 a.m. to 5:00 p.m. CST, at (312) 814-2431
2. **Internet:** Download the form from the internet at http://www.state.il.us/cms/1_selling/vendfrms.htm. In the Purchasing area of CMS home page, click the "Download Vendor Forms" line.
3. **Mail:** Write to the Department of Human Rights, Public Contracts Unit, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601.

Minority, Female, Person with Disability Status and Subcontracting
Attachment D

The Business Enterprise Program Act for Minorities, Females and Persons with Disabilities (BEP) (30 ILCS 57511) establishes a goal for contracting with businesses that have been certified as **owned** and controlled by persons who are minority, female or who have disabilities. While you **must** complete this form, your response will not be considered in the evaluation. A listing of **certified** businesses may be obtained from the Department of Central Management Services' Business Enterprise Program for Minorities, Females and Persons with Disabilities by calling 312/814-4190 (Voice & TDD), 800/356-9206 (Toll Free), or 800/526-0844 (Illinois Relay Center for **Hearing Impaired**).

Name of Company (and D/B/A):
Hart, Southworth & Witsman

Is **your** company at least 51% owned and controlled by individuals in one or more of the following categories? Yes _____ No

If "Yes" check each that applies:

Category:
Minority _____
Female _____
Person with Disability _____
Disadvantaged _____

If "Yes," please identify, by checking the applicable blanks, which agency certified the business and in what category:

Certifying Agency:

Department of Central Management Services _____
Women's Business Development Center _____
Chicago Minority Business Development Council _____
Illinois Department of Transportation _____
Other (please identify): _____

Category:
Minority _____
Female _____
Person with Disability _____
Disadvantaged _____

If you are not a certified BEP business, do you have a written policy or goal regarding contracting or subcontracting with BEP certified vendors? Yes _____ (attach copy) No _____ N/A

If "No," will you make a commitment to contact BEP certified vendors and consider them for subcontracting opportunities on this contract? Yes _____ No _____ N/A

Do you plan on ordering supplies or services in furtherance of this contract from BEP certified vendors? Yes _____ No _____ N/A

If "Yes," please identify what you plan to order, the estimated value as a percentage of your total Offer, and the names of the BEP certified vendors you plan to use.
N/A

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Attachment E
Conflicts of Interest Disclosures

Instructions. The Illinois Procurement Code requires that Vendors desiring to enter into certain contracts with the State of Illinois must disclose the financial and potential conflict of interest information that is specified below (30 ILCS 500/50-13 and 50-35 (a)(b)(h)).

Vendor shall disclose the financial interest, potential conflict of interest and contract information identified in Sections 1, 2, 3, and 4 below as a condition of receiving an award or contract. Please submit this information along with your bid or offer.

Section 1 applies to all contracts regardless of dollar amount. In addition, you must complete Sections 2, 3, and 4 for contracts with an annual value exceeding \$10,000 that must be procured using one of the authorized competitive methods of source selection.

If the Vendor is a wholly owned subsidiary of a parent organization, separate disclosures (Sections 2, 3, and 4) must be made by the Vendor and the parent. For purposes of this form, a parent organization is any entity that owns 100% of the Vendor.

When determining ownership or distributive income shares, use the most current information that you consider reliable, but in no event for a period before your last completed fiscal period.

A designee may submit this form on behalf of the Vendor (or its parent). However, that person must have verified the information with each affected individual.

Vendor Information

This disclosure information is submitted on behalf of (show official name of Vendor, and if applicable, D/B/A and parent):

Name of Vendor:	Richard E. Hart	Hart, Southworth & Witsman
D/B/A (if used):		
Name of any Parent Organization:		
Address:	One North Old State Capitol Plaza #501 Springfield, IL 62701	
Contact Person:		
Name:	Richard E. Hart	
Title:	Attorney	
Address:	One North Old State Capitol Plaza #501 Springfield, IL 62701	
Telephone/Fax:	(217) 753-0055	(217) 753-1056 fax

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Section 1: Section 50-13 Conflicts of Interest

(a) Prohibition. It is unlawful for any person holding an elective office 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 and who receives compensation for such employment in excess of 60% of the salary of the Governor of the State of Illinois [\$90,414.60], or who is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority, or who is the spouse or minor child of any such person to have or acquire any contract, or any direct pecuniary interest in any contract therein, whether for stationery, printing, paper, or any services, materials, or supplies, that will be wholly or partially satisfied by the payment of funds appropriated by the General Assembly of the State of Illinois or in any contract of the Capital Development Board or the Illinois Toll Highway Authority.

(b) Interests. It is unlawful for any firm, partnership, association, or corporation, in which any person listed in subsection (a) is entitled to receive (i) more than 7 1/2% of the total distributable income or (ii) an amount in excess of the salary of the Governor (\$150,691.00), to have or acquire any such contract or direct pecuniary interest therein.

(c) Combined interests. It is unlawful for any firm, partnership, association, or corporation, in which any person listed in subsection (a) together with his or 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 [\$301,382.00], to have or acquire any such contract or direct pecuniary interest therein.

(d) Securities. Nothing in this Section invalidates the provisions of any bond or other security previously offered or to be offered for sale or sold by or for the State of Illinois.

(e) Prior interests. This Section does not affect the validity of any contract made between the State and an officer or employee of the State or member of the General Assembly, his or her spouse, minor child or any combination of those persons if that contract was in existence before his or her election or employment as an officer, member, or employee. The contract is voidable, however, if it cannot be completed within 365 days after the officer, member, or employee takes office or is employed.

(f) Exceptions.

(i) Public aid payments. This Section does not apply to payments made for a public aid recipient.

(ii) Teaching. This Section does not apply to a contract for personal services as a teacher or school administrator between a member of the General Assembly or his or her spouse, or a State officer or employee or his or her spouse, and any school district, public community college district, or State University.

(iii) Ministerial duties. This Section does not apply to a contract for personal services of a wholly ministerial character, including but not limited to services as a laborer, clerk, typist, stenographer, page, bookkeeper, receptionist, or telephone switchboard operator, made by a spouse or minor child of an elective or appointive State officer or employee or of a member of the General Assembly.

(iv) Child and family services. This Section does not apply to payments made to a member of the General Assembly, a State officer or employee, his or her spouse or minor

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child acting as a foster parent, homemaker, advocate, or volunteer for or in behalf of a child or family served by the Department of Children and Family Services.

(v) Licensed professionals. Contracts with licensed professionals provided they are competitively bid or part of a reimbursement program for specific, customary goods and services through the departments of Children and Family Services, Human Services, Public Aid, Public Health, or Aging.

CHECK ONE:

_____ No Conflicts Of Interest

_____ Potential Conflict of Interest (*If checked, name each conflicted individual, the nature of the conflict, and the name of the State agency that is associated directly or indirectly with the conflicted individual.*)

Samuel J. Witsman (partner) acts as outside counsel for Illinois Finance Authority

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Section 2: Disclosure of Financial Interest in the Vendor

All vendors, except for publicly traded corporations subject to SEC reporting requirements and privately held corporations with more than 400 shareholders, must complete subsection (a) below. Publicly traded corporations may complete subsection (b) and privately held corporations with more than 400 shareholders may complete subsection (c) in lieu of completing subsection (a).

(a) General disclosure. For each individual having any of the following financial interests in the vendor (or its parent), please mark each that apply and show the applicable name and address. Then complete Sections 3 and 4. If no individual has any of the following financial interests in the vendor (or its parent), check this blank _____, skip Section 3, but complete Section 4.

- Ownership exceeding 5% (X)
- Ownership value exceeding \$90,414.60 (X)
- Distributive Income Share exceeding 5% (X)
- Distributive Income Share exceeding \$90,414.60 (X)

Name: _____
Address: _____

For each individual identified above, show the dollar value of the ownership interest: \$ 4,500 or the proportionate share of the ownership interest: 33 1/3 % and the type of ownership/distributable income share:

- Sole Proprietorship _____
- Stock _____
- Partnership X
- Other (explain) _____

**For partnerships with more than 50 but fewer than 400 partners, the proportionate share of ownership interest of each individual identified above may be shown in the following ranges:*

- 1% _____
- 1 up to 2% _____
- 2 up to 3% _____ N/A
- 3 up to 4% _____
- 4 up to 5% _____
- and in additional 1% increments as appropriate _____ %

For partnerships with more than 400 partners, the proportionate share of ownership may be shown in the following ranges:

- 0.5% or less _____
- >0.5 to 1.0% _____ N/A
- >1.0 to 1.5% _____
- and as appropriate in additional 0.5 increments _____ %

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(b) Publicly traded corporations subject to SEC reporting requirements. These Vendors may submit their 10k disclosure (*include proxy if referenced in 10k*) in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections **50-35 a** and **b** of the Procurement Code. An SEC 20f or 40f, supplemented with the names of those owning in excess of 5% and up to the ownership percentages disclosed in those submissions, may be accepted as being substantially equivalent to 10k. Vendor may skip Section 3 of this form, but must complete Section 4.

Check here if submitting a 10k _____, 20f _____, or 40f _____. N/A

(c) Privately held corporations with more than 400 shareholders. These Vendors may submit the information identified in 17 CFR 229.401 and list the names of any person or entity holding any ownership share in excess of 5% in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections **50-35 a** and **b** of the Procurement Code. Vendor may skip Section 3 of this form, but must complete Section 4. N/A

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Section 3: Disclosure of Potential Conflicts of Interest

For each individual having the level of financial interest identified in Section 2(a) above, indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe each situation (label with appropriate letter) using the space at end of this Section 3 (attach additional pages as necessary).

- (a) State employment, currently or in the previous 3 years, including contractual employment of services directly with the individuals identified in Section 1 in their individual capacity unrelated to the Vendor's contract. Identify contracts with the VENDOR in Section 4. Yes No
- (b) State employment of spouse, father, mother, son, or daughter, including contractual employment for services in the previous 2 years. Yes No
- (c) Elective status; the holding of elective office of the State of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois currently or in the previous 3 years. Yes No
- (d) Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son, or daughter. Yes No
- (e) Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years. Yes No
- (f) Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son, or daughter. Yes No
- (g) Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government. Yes No
- (h) Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son, or daughter. Yes No
- (i) Compensated employment, currently or in the previous 3 years, by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. Yes No
- (j) Relationship to anyone; spouse, father, mother, son, or daughter; who is or was a compensated employee in the last 2 years of any registered election or reelection committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. Yes No

Explanation of potential conflicts of interest:

Samuel J. Witsman (partner) acts as outside counsel for Illinois Finance Authority.
Richard E. Hart (partner) acts as Administrative Law Judge for Illinois Department of Public Health.

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Section 4: Current and Pending Contracts and Offers (bids and proposals)

(a) VENDOR shall identify each contract it has with other units of State of Illinois government by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary). Show "none" if appropriate.

Samuel J. Witsman (partner) acts as outside counsel for Illinois Finance Authority.
Richard E. Hart (partner) acts as Administrative Law Judge for Illinois Department of Public Health.

(b) VENDOR shall identify whether it has pending contracts (including leases), bids, proposals, or other ongoing procurement relationships with other units of State of Illinois government by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary). Show "none" if appropriate.

None

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Attachment F
Taxpayer Identification Number

I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Name (Printed): Richard E. Hart Hart, Southworth & Witsman

Taxpayer Identification Number:

Social Security Number _____
or
Employer Identification Number 37-1205582

Legal Status (check one):

- | | |
|---|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Governmental |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Nonresident alien |
| <input checked="" type="checkbox"/> Partnership/Legal Corporation | <input type="checkbox"/> Estate or Trust |
| <input type="checkbox"/> Tax-exempt | <input type="checkbox"/> Pharmacy (non-corporate) |
| <input type="checkbox"/> Corporation providing or billing medical and /or health care services | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.) |
| <input type="checkbox"/> Corporation NOT providing or billing medical and / or health care services | <input type="checkbox"/> Other _____ |

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Attachment G

Information Regarding Terminations, Litigation and Debarment

The Agency/Buyer requests that the Vendor provide the following information:

1. During the last five (5) years, has the Vendor had a contract for services terminated for any reason? If so, provide full details related to the termination. None.
2. During the last five (5) years, describe any damages or penalties or anything of value traded or given up by the Vendor under any of its existing or past contracts as it relates to services performed that are similar to the services contemplated by this RFP and the resulting Contract. If so, indicate the reason for the penalty or exchange of property or services and the estimated amount of the cost of that incident to the Vendor. None.
3. During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Vendor to engage in any business, practice or activity. None.
4. During the last five (5) years, list and summarize pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect the ability of the Vendor to perform the required services. The Vendor must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the bid Offer or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a bid Offer, and with respect to the successful Vendor after the execution of a contract, must be disclosed in a timely manner in a written statement to the Agency. None.
5. During the last five (5) years, have any irregularities been discovered in any of the accounts maintained by the Vendor on behalf of others? If so, describe the circumstances of irregularities or variances and disposition of resolving the irregularities or variances. None.