

County of McHenry Request for Proposal

RFP # 14-41

Provide Judicial User Interface for the 22nd Judicial Circuit Court of McHenry County

May 6, 2014

This Request for Sealed Proposal (RFP) is for the purpose of, contracting with a qualified firm to provide Judicial User Interface for the 22nd Judicial Circuit Court of McHenry County as a service to the County of McHenry as outlined within this document. All requirements are as per specifications enclosed herein.

GENERAL REQUIREMENT: This is a Request for Sealed Proposal (see attached). Proposal will be opened and evaluated in private and proposal information will be kept confidential until an award is made. **One (1) original and one (1) copy of the complete proposal are to be submitted.**

SUBMISSION LOCATION:

Mailing Address:

Purchasing Department
McHenry County Administration Building
2200 N. Seminary Avenue Room 200
Woodstock IL 60098

Drop Off In Person:

Purchasing Department
McHenry County Administration Building
667 Ware Road Room 200
Woodstock IL 60098
Phone: (815) 334-4818
Fax: (815) 334-4680

CONTACT PERSON:

Mr. Donald A. Gray, CPPB
Director of Purchasing

SUBMISSION DATE AND TIME:

2:00 PM, (CST) May 21, 2014

Proposals received after the submittal time will be rejected and returned unopened to the sender. (See below for schedule of events).

SCHEDULE OF EVENTS

May 6, 2014-----	RFP Available
May 13, 2014-----	Vendors Questions Submitted via fax to 815-334-4680 by 4:00 P.M.(CST)
May 15, 2014-----	Vendors Questions Answered via fax and Posted on Website by 4:00 P.M.(CST)
May 21, 2014-----	RFP due in Purchasing at 2:00 P.M.(CST)

GENERAL INFORMATION

REQUEST FOR PROPOSALS

DEFINITION

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible vendor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. **Award** will be based on the criteria set forth herein.

RECEIPT and HANDLING of PROPOSALS

Proposals shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing vendors.

EVALUATION of PROPOSAL

The proposals submitted by vendors shall be evaluated solely in accordance with the criteria set forth in the RFP.

DISCUSSION of PROPOSAL

The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other vendor.

NEGOTIATIONS

The County of McHenry reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the vendor during discussions or negotiations may be held by the County of McHenry as contractually binding on the successful Vendor.

NOTICE of UNACCEPTABLE PROPOSAL

When the Evaluation Committee determines a vendor's proposal to be unacceptable, such vendor shall not be afforded an additional opportunity to supplement its proposal.

TERMS AND CONDITIONS

AUTHORITY

This Request for Proposals is issued pursuant to applicable provisions of the **McHenry County Purchasing Ordinance**, approved December 1, 2006. This ordinance is incorporated by reference into this RFP as if it were contained herein. If you desire a copy of this ordinance, contact the Director of Purchasing.

RESERVED RIGHTS

The County of McHenry reserves the right at any time and for any reason to cancel this Request for Proposal, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. ***Unless otherwise specified by the offeror, the County has no less than one hundred and twenty (120) days to accept.*** The County may seek clarification from a vendor at any time and failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

INCURRED COSTS

The County of McHenry will not be liable in any way for any costs incurred by respondents in replying to this RFP.

AWARD

Award shall be made by the McHenry County Board to the most responsive and responsible vendor whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation criteria set forth herein below.

CRITERIA for SELECTION

The following criteria and point system shall be used by the selection team to determine the firm or individual(s) most qualified and best suited to perform the work:

1. Qualifications and experience for the specific scope of services as set forth herein (50pts).
2. Cost Proposal based on the contract description (5 pts)
3. Compliance with requirements of this RFP (40 pts).
4. References provided (5 points)

Total 100 points

NON-DISCRIMINATION

Vendor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith. Including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1-102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, the Vendor shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The Vendor must have a written sexual harassment policy, which meets Illinois State Statutes, 775 ILCS, 15/3.

SECURITY

The Vendor represents and warrants to the County of McHenry that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Vendor further represents and warrants to the County of McHenry that the Vendor and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The Vendor hereby agrees to defend, indemnify and hold harmless the County of McHenry, the Corporate Authorities, and all County of McHenry elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

PREVAILING WAGE

The State of Illinois requires that all wages paid by the Contractor and each subcontractor shall be in compliance with The Prevailing Wage Act (820 ILCS 130), as amended. This requires payment of the general prevailing rate for each craft or type of worker, including payment of the general prevailing rate for legal holiday and overtime work. The Illinois Department of Labor publishes the prevailing wage rates on its website at www.state.il.us/agency/idol/rates.htm. The Contractor shall review the wage rates applicable to the work of the contract at regular intervals in order to ensure the timely payment of current wage rates. The Contractor agrees that no additional notice is required. The Contractor shall be responsible to notify each subcontractor of the wage rates set forth in this contract

and any revisions thereto. A copy of the prevailing wage rates is posted on the McHenry County website at www.co.mchenry.il.us under BIDS and RFP's. If wage rates change during the course of the project, the new rates will be available in the County of McHenry Purchasing Office. Vendors may access the Illinois Department of Labor website for updates www.state.il.us/agency/idol.

CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0515)

Effective August 10, 2005 Vendors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Vendor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number, and social security number. Any Vendor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

INCREASED PENALTIES for PREVAILING WAGE VIOLATIONS (Public Act 94-0488)

Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the underpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid (up from the current 2% penalty).

For violations that occur after January 1, 2006, the debarment period --during which Vendors are ineligible for public works contracts -increases from 2 years to 4 years if two notices of violation are issued/serious violations occur within a 5-year period. In addition, a new monetary penalty of \$5,000 may be assessed against Vendors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

OSHA REQUIREMENTS

The Occupational Safety and Health Act of 1970 (OSHA) "guarantees workers the right to a safe and healthful workplace". Under Section 5(a) (1) of the OSHA Act, the employer must "furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees."

There are times when the County must hire entities and individuals (contractors) to perform services. To this end, contractors hired by the County of McHenry must perform their duties in a manner that is compliant with all state and federal health and safety laws and industry guidelines. It is the responsibility of the contractor to ensure that their personnel and subcontractors comply with all state and federal health and safety laws and regulations and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency, and the Department of Transportation.

SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

The successful bidder must be in compliance with State of Illinois HB-1855 (Public Act 095-0635), which amends the Prevailing Wage Act. Before an employer commences work on a public works project, the employer shall have in place a written program, which meets or exceeds the program requirements in this

Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.

PROCUREMENT OF GREEN PRODUCTS AND TECHNOLOGIES

As approved by the McHenry County Board in April 2008, it is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products. The County should strive to influence private purchases through the example of using government specifications and standards that are green or environmentally friendly when making its purchases.

Whenever available and cost-justified, the County should purchase those materials including the purchase of recycled products containing post-consumer materials rather than residual materials resulting from the processing or manufacturing from another product. To the extent practicable, all products standards shall emphasize functional or performance criteria, which do not discriminate against the use of, recycled materials.

McHenry County should cooperate to the greatest extent feasible with other governments and organizations to develop a comprehensive, consistent, and effective procurement effort intended to stimulate the market for recycled products, reusable products, products designed to be recycled, and other environmentally responsible products.

McHenry County shall continue to participate in and shall encourage other public jurisdictions to participate with the County in the purchase of products containing recycled content. Participation in such cooperative systems shall be aimed at obtaining maximum practical recycled content in County purchases, to obtain best available price for products with recycled content, to facilitate or encourage lower prices industry-wide and to encourage development of industries and markets dealing with recycled content products.

PROCUREMENT OF PRODUCTS THAT ARE ENERGY STAR QUALIFIED

McHenry County shall select, where life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products. This information will be required by the bidder in their bid submittal.

PURCHASE EXTENSION

This contract shall be offered for purchases to be made by other counties and governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the Vendor. The County of McHenry shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

PROTEST PROCEDURES

Any Bidder who believes contractual terms or specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Director of Purchasing. To be considered, the protest must be received by McHenry County five (5) days prior to the stated bid opening. Any adversely affected or aggrieved Bidder shall have ten (10) days from the date of the bid opening to file a written protest regarding the intent to award the bid. Protests submitted after that date will not be accepted. Protests must specify the grounds upon which the protest is based (refer to appropriate statute, rule, code, or ordinance which defines the protest process).

ADDENDUM

Should the Vendor require any additional information about this Bid, please fax to Purchasing (815-334-4680) any questions by the deadline as outlined in the schedule of events. ANY AND ALL changes to these specifications are valid only if they are included by Written Addendum to All Bidders. NO interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. If required, all addenda will be faxed to bidder if a Notice of Intent to Bid has been completed and faxed to the Purchasing Office. In addition, all addenda are posted on the County of McHenry's website. Failure of the bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this Bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused by a bidder to improperly submit a bid.

Response to these questions will be made by means of an addendum. Only the Director of Purchasing has the authority to issue an addendum.

Addenda are written instruments issued by the County prior to the date for receipt of proposals, which modify or interpret the Bid by addition, deletions, clarifications or corrections.

Prior to the receipt of bids, addenda will be faxed or delivered to all who are known to have received a Notice to Bid. Each vendor shall ascertain prior to submitting a bid that all addenda issued have been received and, by submission of a bid, such act shall be taken to mean that such vendor has received all addenda and that the vendor is familiar with the terms thereof and understands fully the contents of the addenda.

TAXES

The County of McHenry is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

PAYMENTS

The Vendor shall furnish the County with an itemized invoice. Payment shall be made in accordance with applicable provisions of the "Local Government Prompt Payment Act."

VENDOR RESPONSIBILITIES

The selected Vendor will be required to assume responsibility for all services offered in this proposal. The County will consider the selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Any contract resulting from this RFP may not be assigned, in whole or in part without written consent of the County. If the Vendor attempts to make such an assignment without the written consent of the County, the Vendor shall nevertheless remain legally responsible for all obligations under the Contract.

INTERPRETATION or CORRECTION of REQUEST for PROPOSALS

Vendors shall promptly notify the Director of Purchasing of any ambiguity, inconsistency, or error, which they may discover upon examination of the Requests for Proposals.

Interpretations, corrections, and changes to the Request for Proposals will be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding.

COMPLIANCE WITH LAWS

The bidder hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations. Failure to comply with the terms of this provision shall constitute a breach of contract and permit the County to terminate this (Request for Sealed Proposal/Bid) in accordance with the termination provisions stated herein.

RECOURSE for UNSATISFACTORY MATERIALS

Payment shall be contingent upon the County's inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the County's satisfaction by the successful bidder at no additional charge.

TERMINATION

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The County will give written notice of unsatisfactory performance and the Vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the County deems the Vendor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the County's right to seek any other remedies allowed by law.

The successful bidder will agree that the resulting contract is made subject to available budgetary appropriations and shall not create any obligation on behalf of the County in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, this Contract shall terminate without penalty or expense to the County thirty (30) days after written notification of termination from the County.

The successful bidder will agree that pursuant to requirements imposed under Illinois law, the County shall have 120 days after each election of county board members to terminate this Agreement, without cause and without penalty.

REJECTION of BIDS, WAIVER of IRREGULARITIES

McHenry County reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the County. Any such decision shall be considered final.

DELIVERY

Delivery will be considered in making the award and the bidders shall state, in the spaces provided expected delivery after receipt of order. Failure to meet said delivery promises without prior consent of the Director of Purchasing will be considered a breach of faith.

WORKMANSHIP

Items shall be manufactured according to the highest traditions of the industry and shall meet all commercial standards of quality. The County shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made.

QUALIFICATIONS

Each firm submitting an RFP for this project shall submit detailed information concerning the professional qualifications of the individual(s) assigned to carry out this project. Relevant project experience, logistical capabilities and other relevant support data regarding the firm and assigned personnel must be included.

Each firm submitting a proposal for this project must provide at least three (3) references where projects of a similar nature have been successfully completed and implemented. These references should provide the name and address of the entity where the project was completed as well as a contact person.

INSURANCE

General The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

- a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Vendors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than:

\$500,000 per occurrence and \$1,000,000 in the aggregate;

- b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than:

\$300,000 per occurrence combined single limit for:
Bodily Injury Liability and Property Damage Liability;

- c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.

- d) Professional Liability Insurance with \$1,000,000 per occurrence and \$1,000,000 in aggregate.

EVIDENCE of INSURANCE

The successful bidder agrees that with respect to the above-required insurance that:

- (a) The County of McHenry shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- (c) The County of McHenry shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- (d) Subcontractors, if any, comply with the same insurance requirements. In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of McHenry as an additional insured. A copy of the endorsement shall be provided to McHenry County along with the Certificate of Insurance; and
- (e) have McHenry County named as an additional insured and the address for certificate holder must read exactly as:

County of McHenry, a **body politic**
2200 N. Seminary Avenue
Woodstock, IL 60098

(f) Insurance Notices and Certificates of Insurance shall be provided to:

McHenry County, Purchasing Department
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

The County shall be provided with Certificates of Insurance evidencing the above required insurance prior to the commencement of this Agreement and thereafter with the certificated evidencing renewals or changes to said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies.

The County shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance maintained by the County shall apply in excess of, and not contribute to, insurance provided by successful bidder.

The contractual liability arising out of the Agreement shall be acknowledged on the Certificate of Insurance by the insurance company. The County shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change, and said notification requirements shall be stated on the Certificate of Insurance.

Acceptance or approval of insurance shall in no way modify or change the indemnity or hold harmless clauses in this agreement, which shall continue in full force and effect.

HOLD HARMLESS CLAUSE

The Vendor agrees to indemnify, save harmless and defend the County of McHenry, their agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of McHenry, their agents, servants, or employees or any other person indemnified hereunder.

CHOICE OF LAW AND VENUE

The bidder agrees that this bid has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this bid or any resulting contract shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The bidder further agrees that the exclusive venue for all such disputes shall be the Circuit Court of the 22nd Judicial Circuit of McHenry County, Illinois, and the bidder hereby consent to the personal jurisdiction thereof.

EVALUATION

Evaluation of proposals will be done by the Director of Purchasing and associated County staff. Proposals will be evaluated on experience in doing projects of a similar nature and adherence to specifications.

DIRECTIONS FOR SUBMISSION

Qualified individuals or firms are to submit one (1) original and one (1) copy of the completed proposal along with any support documentation to:

Mr. Donald A. Gray, CPPB
Director of Purchasing
McHenry County Administration Building
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

All data and documentation submitted as part of this RFP shall become the property of McHenry County, Illinois. After award of this contract, all responses, documents, and materials contained in the RFP shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

All proposals must be received by **2:00 p.m. (CST) on May 21, 2014**. Absolutely no proposal will be accepted after the time specified. Late proposals shall be rejected and returned unopened to the sender. The County of McHenry does not prescribe the method by which proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of proposals.

BID ENVELOPES ARE TO BE CLEARLY MARKED WITH THE RFP TITLE, TIME & DATE OF OPENING.

SUBMITTAL

Submit one (1) bid, multiple bids will not be accepted.

PRICING

Price offered shall be firm for at least 120 days after the latest time specified for submission of proposals and thereafter until written notice is received from bidder.

FREIGHT

Freight is all inclusive unless otherwise stated.

FUEL SURCHARGE

The County of McHenry does NOT accept any fuel surcharges.

SPECIFICATIONS

Background

The Twenty Second Judicial Circuit of McHenry County, Illinois currently operates without a robust Judicial User Interface for Paper on Demand. To this extent, navigation of the daily courtroom docket is largely dependent upon the existence and handling of paper files generated and maintained by the Office of the McHenry County Circuit Clerk. An acceptable Judicial User Interface for Paper on Demand must be a technology based solution capable of allowing users to manage daily courtroom dockets and attend to court related business independent of traditional paper files.

Timely and efficient administration of justice, in part, is a product of making comprehensive case information easily accessible to individual court users. An acceptable Judicial User Interface for Paper on Demand must be customizable to accommodate the preferences of individual users and the handling of particular case types.

The Twenty Second Judicial Circuit of McHenry County, Illinois has identified a Judicial User Interface for Paper on Demand as a necessary component in the implementation of the Illinois Supreme Court's e-business initiatives pertaining to e-filing and e-records. By issuance of this RFP, the Twenty Second Judicial Circuit of McHenry County, Illinois seeks to partner with a qualified solutions partner and build upon its existing technological capabilities and ability to participate in statewide e-business programs for the betterment of our court and community.

VENDOR INFORMATION

The Twenty Second Judicial Circuit will review all proposals with particular emphasis on the following:

1. Adherence to the parameters contained within the Proposal.
2. Vendor's previous record of performance and service, including available support and response time; variety and depth of service available; and experience in the industry. Complete details must be provided to fully understand Bidder's capabilities.
3. Ability to complete installation of the system.
4. Availability of vendor support team for trouble shooting and ongoing consultation with the county.
5. Company size, financial strength, and stability
6. Service aspect and philosophy
7. Warranty
8. Pricing
9. Resource availability – project team and their responsibilities
10. Interface capabilities
11. System applications related to requirements
12. Compliance with all statutory requirements of the State of Illinois
13. Ability to meet Proposal Application Requirements

Proposal must include the following information:

Executive Summary

Please provide an Executive Summary written in non-technical language describing your scope of services and understanding of this proposal.

Company Profile

Describe your company, including but not limited to its years in business, the general markets it services, number of clients using your software for administration, and any distinctiveness of your company relating to the not-for-profit computing marketplace. Include audited financial statements for the last three (3) years.

References

Include five (5) references of clients similar to us who are using the software you are proposing. Include the year the software was installed and the operating system and required hardware on which it is running. References in the State of Illinois should be provided, if available.

Functional Requirements

Please provide a response to the Functional Requirements. Response must be provided in the order provided.

Additional Product Information

Provide any additional information such as module descriptions or other marketing material.

Technology

Describe the computing hardware and database necessary to operate your proposed software systems.

Implementation

Please describe your implementation methodology, client/vendor roles and responsibility of the implementation and necessary client resources for a successful implementation. Also provide a general detailed implementation plan.

On-Going Support Services

Describe services and support available after completion of implementation. Hotline assistance (hours available, normal response time after initial call made, support communication capabilities (telephone, fax, internet) remote diagnostic capabilities, billing for assisting, etc.

- Describe the documentation you supply and include samples.
- Does your company support a user's group for your administrative software clients?
- Include as reference the name of at least one client officer of the group.
- Describe the participation clients have in the selection and design of features going into your products and services.

Price Quotation

The Twenty Second Judicial Circuit of McHenry County, Illinois is looking at a general cost for the systems you are able to provide. Any questions or uncertainties should be noted.

Sample Contract

Please provide us a copy of your standard agreement.

The County desires solutions that are open and non-proprietary in nature. This is to include hardware, software, and programming. Please describe your system.

Hardware Specification

Provide the minimum hardware specifications necessary to execute the proposed software. This includes specifications for server(s) and workstations, printers, scanners, etc.

Proposed Software Information

Include as much information about the proposed software as possible. If the proposed software is modular in design, include information about each module in the proposed software. If the proposed software is not modular, include information about each phase or element of the software.

System Software Specifications

Include a complete description of all software necessary to execute the proposed software using a computer network. This list should include all system software, specialized software and requirements for each software title. If your proposal includes software from another supplier, the name and cost of license(s) for this software must be identified on the price sheet. Include technical information concerning the proposed software. You are encouraged to provide as much information as possible pertinent to various technical issues.

Vendor proposals must provide detailed information on how the proposed solution allows the court or third parties to integrate with the database and data. In addition, the vendor must disclose any and all cost associated with integration.

Training

Include the training necessary for the staff members of the Twenty Second Judicial Circuit of McHenry County Illinois to properly utilize the proposed software. This should include the location of the training, on-site or at a remote location, the length of training anticipated, the associated costs and any other information pertaining to the training.

Support Agreement

Include the software maintenance agreement.

DETAILED SPECIFICATIONS

1. Scope of Work

Deliver a Judicial User Interface (JUI) for paper on demand able to interface with the McHenry County Circuit Clerk Integrated Court Information System (ICIS) and the technology environment existing in McHenry County. Viewing of daily (case) schedule and appropriate access to information related to scheduled tasks and operational tasks such as being able to view document which have been filed must be included. The JUI must include the following components:

- A. Configurable View of the Docket which reflects the Court's daily "Call Sheet"
- B. A consistent view of Case and Defendant/Litigant information including Defendant/Litigant Criminal History and Case History.
- C. Appropriate, easy to use and quick access to existing documents related to the Case by the Judges, Clerks, Attorneys, and Related Administrative Staff.
- D. Form and document creation including electronic signature and thumbprint capture capabilities with indexing to the Case Management System (currently ICIS) and storage in the Document Management System (Currently OnBase).
- E. Entry and display of private (e.g., Judge) and/or public notes on the Case.
- F. Insulated and independent architecture that integrates with the Case Management and Document Management systems.
- G. Judges should be able to quickly determine the status of the case and what specific matter in the case is before the court.
- H. Judges should be able to quickly determine the status of the person before them, regarding such matters as security risk, need for interpreter, warrant status, fine payment status, and next court dates.
- I. Judges should be able to locate and read documents in the file associated with a docket entry with a minimum of steps, and make private notes on a document.
- J. Judges should be able to handle document-intensive hearings, interaction-intensive hearings, or both, depending on the court's jurisdiction and the composition of any particular docket.
- K. Judges should be able to choose whether to interact with the system hands-on, or through courtroom staff.
- L. Judges should be able to have parties leave the courtroom with a written disposition or notice of further proceedings in hand.
- M. Judges should be able to perform limited keyboard entry, including confidential notes on a person and case, instructions to court staff or parties, checking of checkboxes, and entry of dates and dollar amounts.
- N. Judges should be able to calendar case-related tasks, using built-in guidelines such as time standards and docket limits, and other information within the system.
- O. Judges should be able to calendar personal schedule items and see what is coming up in the future court calendars.
- P. Judges should be able to reference and use case management functions, such as compliance with performance metrics, and lists of cases requiring certain action by a certain date.
- Q. Judges should be able to access selected intranet sites, such as Westlaw and/or WestlawNext and other information, such as court announcements, court rules, jury instructions, staff directory, and forms.

2. Functional Requirements:

2.0 Application Capabilities of Judicial User Interfaces

#	Description	Meets Requirement	Does Not Meet Requirement	Other
2.1	Use touch screen finger taps or mouse clicks, or both, to navigate through screens			
2.2	Select, using one or more search parameters, a particular docket, a type of docket, a particular case, or a grouping of cases, to work on. Judges docket screen should be in the same order as their call sheets.			
2.3	Access cases based on a choice of case sequences on the docket, including case number order, priority-cases-first (however determined), attorney-cases-first, order of checking in or appearing in the courtroom, or any other criteria. Cases should re-sequence to bottom of screen when heard with a "flag" that it has been heard.			
2.4	Re-sequence or filter the cases remaining on the call, at any point during a docket using similar criteria, including case type, case age, or attorney name.			
2.5	See alerts (case-level or person-level) which are easily visible at the top of the screen, to alert the judge of important information about the case or person that the judge is dealing with.			
2.6	Display summary case information (appropriate to the case type) as well as extended information by clicking on "tabs" for parties, charges, case history, time standards, juvenile timelines, scheduled events, service history, case financial history, bonds, warrants, FTA history, crime victims, protection/retraining/no-contact orders, related cases, drug/alcohol test results, treatment judge notes, and clerk notes.			
2.7	Select any case for drill-down, to see more details about the case, such as entries in the case, case financial information, related cases, parties, attorneys (including the history of attorneys on the case), documents, sealed documents, number of continuances, case age, and starting and stopping events of the speedy trial clock.			
2.8	Select any case participant for drill-down, to see more details about the person, such as a defendant's bond status, custody status/location, fine payment history, other cases involving the case participant, and criminal history of a juvenile's parent or of a proposed guardian.			
2.9	View any documents associated with a docket/minute entry, navigate through documents, and make private notes on documents.			
2.10	View proposed orders not yet associated with a docket entry but have been filed with the court. Judge has ability to modify.			
2.11	Perform data entry easily in the courtroom, without creating undue delay.			
2.12	The ability to generate orders and notices easily in the courtroom, without creating undue delay, and have the documents automatically converted to appropriate format for storage in the OnBase system and (optionally) sent to the clerk for review, and sent to other users on the network without manual intervention.			

#	Description	Meets Requirement	Does Not Meet Requirement	Other
2.13	Apply an e-signature to sign orders.			
2.14	View a customized profile of the judge's caseload with reference points of the court's performance goals.			
2.15	Create tasks or ticklers for both case-related and personal future events.			
2.16	See and respond to case-related and administrative notifications.			
2.17	Access statewide and court wide administrative information, such as contact information for judges and other judicial officers, court/clerk staff contact information, communications from judicial leadership, judicial committee assignments, local court news, judicial education opportunities and resources, local court administrative events, judicial travel policies and procedures, and security procedures,			
2.18	Access statewide and court wide reference information, such as bench books by case type or subject matter, standard jury instructions, local court rules, official forms and access to legal research, i.e. Westlaw.			

3. Functional Requirements:

3.0 Application Capabilities of Judicial User Interfaces

#	Description	Meets Requirement	Does Not Meet Requirement	Other
3.1	System shall allow users to work collaboratively on a single case.			
3.2	System shall allow user to configure the view of case information including but not limited to the following: a) Party Name b) Case Number c) Case Type d) Case Sub-Type (for civil) e) Attorney Name f) Attorney Type g) Party Representation h) Parties i) Length of Time j) Sentencing Information (For Criminal Cases) k) Charges (For Criminal Cases)			
3.3	System shall allow user to perform a full-text keyword search against all documents within: a) One Case b) Multiple Cases c) All Cases d) Within a specified date range			
3.4	User expects searchable document types include but are not limited to the following: a) PDF b) TIFF c) RTF			

#	Description	Meets Requirement	Does Not Meet Requirement	Other
3.5	System shall allow user to search for cases using one or more of the following criteria: a) Case Number b) Case Type c) Party Name d) Party Type e) Attorney Name f) Filed Date g) Document Category h) Document Type i) Event Type			
3.6	System shall allow user to search for documents using the same criteria available when searching for cases.			
3.7	System shall allow user to perform an attorney search across all hearings.			
3.8	System shall allow user to view all the party information for a particular case including: a) DOB b) Address c) SSN d) Former Address			
3.9	System shall allow user to view the party's case history for all available courts			
3.10	System shall allow user to view the party's legal representation, prior representation, guardian ad litem , mediator, special representative and receiver.			
3.11	System shall allow user to define the type of party search based on party types (e.g. defendant, plaintiff, attorney, etc.)			
3.12	System shall allow user to search for party information using the criteria of party.			
3.13	System shall allow user to view all documents associated with a case.			
3.14	System shall allow user to filter the list of documents shown for the selected case by a filed date range.			
3.15	System shall allow user to view the following information for the list of documents: a) Filed Date b) Category c) Description d) Document Type			
3.16	Ability to sort documents in a case in either ascending or descending order by date or by title.			
3.17	System shall allow user to filter the list of documents for the selected case by a document category (for example, my favorites).			
3.18	System shall allow user to filter the list of documents for the selected case by document type. (for example, all motions) or specific motions.			
3.19	System shall allow user to print a case documents associated with a case.			
3.20	System shall allow user to print a case document with their associated annotations.			
3.21	System supports the user opening documents in available space not already occupied.			

#	Description	Meets Requirement	Does Not Meet Requirement	Other
3.22	The user can zoom, shrink, rotate, or flip the document.			
3.23	The user can access and copy external data such as legal research, without leaving the system, i.e. Westlaw			

3.2 Application Capabilities of Judicial User Interfaces

#	Description	Meets Requireme	Does Not Meet Requirement	Other
3.2.1	System shall allow user to define standard document templates for use in auto-generating letters and other documents.			
3.2.2	System shall allow user to copy information from an existing order to an order being created.			
3.2.3	System shall allow user to generate forms with case or document information populated from the CMS.			
3.2.4	System shall allow user to print forms with case or document information populated from the CMS.			
3.2.5	System shall allow user to create documents (e.g. letters, orders, judgments, etc.) from standard document templates with automated filling of data fields/elements from CMS.			
3.2.6	System shall allow user to auto generate letters and documents by applying case or other system information to standard document templates either individually or in a batch.			
3.2.7	System shall allow user to specify how to publish auto-generated documents (e.g.: to display, printer, email, or as a file suitable for transfer to other systems)			
3.2.8	System shall allow user to automatically apply an electronic signature to documents.			
3.2.9	System shall allow user to apply an electronic signature through direct user action.			
3.2.10	System shall store an electronic signature as an encrypted digital image.			
3.2.11	System shall delete a captured electronic signature when its associated electronic document is deleted.			
3.2.12	System shall not store electronic signature images on the user's computer.			
3.2.13	The user has the ability to process proposed Orders submitted as PDF documents by both internal and external users.			
3.2.14	The user can create or customize forms (templates).			
3.2.15	The user can place Orders waiting to be signed in a judge's work queue.			
3.2.16	The judge can sign some, all or none of the documents in the work queue at the same time.			
3.2.17	The user can reject a proposed Order and make a notation for reason of rejection.			
3.2.18	The system will support Orders or other forms being electronically filed.			

3.3 Notes and Annotations Function

#	Description	Meets Requirement	Does Not Meet Requirement	Other
3.3.1	System shall allow user to copy information from case document to a case note.			
3.3.2	System shall allow user to enter notes on an event for a case.			
3.3.3	System shall allow user to enter notes on a case.			
3.3.4	System shall allow user to enter notes on a document.			
3.3.5	System shall allow user to view the notes on a case.			
3.3.6	System shall allow user to view the notes on a document.			
3.3.7	System shall allow user to designate notes as confidential or to be shared with a limited group of people.			
3.3.8	User expects that confidential notes are viewable only by the user who entered them.			
3.3.9	User expects to schedule case notes to be deleted by a user selected trigger.			
3.3.10	System shall allow user to edit their existing notes.			
3.3.11	System shall allow user to delete their notes individually or can be deleted automatically after a specified time.			
3.3.12	System shall allow user to delete all their notes related to a case in one action.			

3.4 Calendaring Function - Optional for the individual user

#	Description	Meets Requirement	Does Not Meet Requirement	Other
3.4.1	The user can allocate blocks of time for specific purposes, which can be overridden by the user to constrict or expand the number of hearings.			
3.4.2	The user can book specific hearings or other events for a day, week, or month and can print such schedules.			
3.4.3	The user can manage multi-case hearings and set capacity limits for that hearing.			
3.4.4	The system prevents inadvertent double booking of hearings.			
3.4.5	The system supports the ability to set up recurring scheduling.			
3.4.6	The user can schedule or reschedule a block of cases.			
3.4.7	The user can allocate time blocks to external users and method for external users to request or book hearing.			
3.4.8	The user can set, re-set, continue, or cancel hearings or trial and add or remove a case from the docket.			
3.4.9	The system supports automatic email alerts to parties, attorneys, clerks, case managers, and court staff whenever a calendared event is changed on a calendar by a judge, judicial assistant or case manager.			
3.4.10	The system can display to internal users all allocated time blocks, appointments scheduled within those time blocks and any unallocated time as the user may select.			

#	Description	Meets Requirement	Does Not Meet Requirement	Other
3.4.11	When viewing calendars the system shall display hearing type, case type, case name, case number, date, time judge, parties, attorneys, and location and case age fields.			
3.4.12	The user can click on the case name and bring up a case calendar display for its current calendar event.			
3.4.13	The user can click on the time and date portion of a specific appointment listed and edit, cancel, or reschedule the event without retyping identifiable information.			
3.4.14	The user can list all past and future events scheduled in a specific case.			
3.5.15	The system supports a reminder or tickler function.			
3.4.16	System shall allow user to view a calendar showing the types and number of hearings.			
3.4.17	System shall allow user to view the number of hearings to be held and that have been held for a day's calendar.			
3.4.18	System shall allow user to configure the view of calendar information including but not limited to the following: a) Case Number b) Party c) Assigned Court d) Assigned Division e) Time period with default of today's date, by any date			
3.4.19	System shall allow user to view the calendar by time period (e.g. AM, PM, All Day), set by the individual judge.			
3.4.20	System shall allow user to view the calendar by date with default of current date.			
3.4.21	System shall allow multiple users to work collaboratively on a single calendar.			
3.4.22	System shall allow user to configure the display of the calendar to the unique needs of each specific user.			
3.4.23	User expects to configure the display of the calendar to the unique needs of each specific user role.			
3.4.24	System shall automatically refresh the calendar.			
3.4.25	User expects to be able to manually refresh the calendar.			
3.4.26	System shall allow user to remove a case from the calendar.			
3.4.27	System shall allow user to view the next case on the calendar to be called.			
3.4.28	System shall allow user to sort the calendar by one or more of all calendar and hearing data elements including but not limited to: a) Hearing Type b) Party c) Attorney			
3.4.29	System shall allow user to view cases scheduled on a calendar.			
3.4.30	System shall allow user to manually add a case which is not on the calendar.			
3.4.31	System shall be integrated with CMS for scheduling.			

#	Description	Meets Requirement	Does Not Meet Requirement	Other
3.4.32	User expects to configure the display of the calendar to the unique needs of each specific user role.			
3.4.33	System shall allow user to group and view grouped cases. (i.e. Group by Attorney)			
3.4.34	System shall allow user to view an indicator when cases are related or grouped.			
3.4.35	System allows the public viewing of judge's calendar via the internet.			

3.5 Case Management and Reporting Function

#	Description	Meets Requirement	Does Not Meet Requirement	Other
3.5.1	<p>The system shall support report creation including at a minimum:</p> <ol style="list-style-type: none"> a) Active cases list, with the ability to sort and filter on any field, including: <ul style="list-style-type: none"> • Title • Judge • Type • Courtroom • Age • Attorneys or Firms • Next scheduled event date and time b) List of cases by type which are near or have exceeded designated time standards for such cases. c) List of cases with no activity: <ul style="list-style-type: none"> For specified number of days <ul style="list-style-type: none"> • With motions filed • With no service of process after specified number of days d) List of pending Orders containing cases having matters held under advisement by the judge, with the number of days since being placed in a work queue. e) List of cases on appeal 			
3.5.2	The user can establish workflow management with due date monitoring and calculation.			
3.5.3	The judge can over-ride a due date or flag a document for subsequent action.			
3.5.4	Demonstrate feedback channel to system administrators for performance issues or other problems.			

3.6 Help Function

#	Description	Meets Requirement	Does Not Meet Requirement	Other
3.6.1	Demonstrate help system's tutorials and documentation for users			
3.6.2	Show a controller icon on each screen that would allow easy access to the help menu.			
3.6.3	Demonstrate that the help menu provides adequate "how to use" instructions.			

#	Description	Meets Requirement	Does Not Meet Requirement	Other
3.6.4	Demonstrate feedback channel to system administrators for performance issues or other problems.			

4.0 Technology

#	Description	Meets Requirement	Does Not Meet Requirement	Other
4.1	<p>The system must be web enabled and operate within the 22nd Judicial Circuit Technology Environment which consists of ICIS (Integrated Court Information System) using Microsoft SQL Server. The system must be Operating System (OS) Agnostic and fully functional from a variety of user devices including but not limited to:</p> <ul style="list-style-type: none"> a) Mobile Phones b) Touch Pads c) PCs d) Notebooks 			

4.1 Security

#	Description	Meets Requirement	Does Not Meet Requirement	Other
4.1.1	<p>The system security must minimize the exposure to accidental or intentional destruction, modification or disclosure of data. In general the security must provide for preemptive and detective controls whereas subject and objects are easily identified, authenticated and allowed or denied access to resources within the system. By default the system should abide by a “need to know” access philosophy whereas access is denied unless specifically enabled. All access and detective controls should be as granular as possible – enabled/disabled at the lowest possible element. Detective controls (a.k.a. audit trails) must include, but not limited to, the following data elements: date, time, user name, data element and type of operation (add, change, delete, modify and view).</p> <p>Detective controls should be able to be enabled globally or by subject (user, program, etc.) or object (files, fields, screens, etc.). The proposer shall describe in detail system recovery from mundane (e.g. accidental data deletion) and exotic (e.g. server failure, database corruption) anomalies. Transaction logs shall be kept containing before and after data images for audit purposes as well as for database reconstruction.</p> <p>Using unique personal identifiers and other identifiers, the system shall be able to capture, track, and be capable of reporting information on an authorized user through the data transferred to it from all participating authorized agencies. In addition, the system shall capture, track, and be capable of reporting information on all other participants. The system shall also be capable of linking participant information from all participating authorized agencies with information on cases, documents, and actions from those authorized agencies.</p>			

4.2 Training

#	Description	Meets Requireme	Does Not Meet	Other
4.2.1	<p>The proposer must provide a detailed plan for training. This information MUST include:</p> <ul style="list-style-type: none"> a) Overview of proposed training plan/strategy, including options for on-site or off-site training services, for the core project team, end-users, Circuit Clerk staff, Court Administration personnel and technology personnel. b) The vendor will provide for “Training the Trainer” in order to develop local super users. c) The role and responsibility of the software and/or implementation Vendor in the design and implementation of the training plan (e.g., development of customized training materials, delivering training to County end-users). d) The role and responsibility of County staff in the design and implementation of the training plan. e) The knowledge transfer strategy proposed by the software and/or implementation Vendor to prepare County staff to maintain the system after it is placed into production. f) Descriptions of Classes/Courses proposed in the training plan. (The proposer should specify the unit of measure for its training (e.g., units, classes, days, etc.) and define the hours associated with these units of measure.) The proposer must be very clear about exactly what training courses are 			

4.3 Test Environment

#	Description	Meets Requireme	Does Not Meet	Other
4.3.1	<p>Before an award is finalized, Proposers may be asked to provide an onsite test environment, at no cost to McHenry County, which can be used for a hands-on” evaluation period. Failure to provide test environment may result in elimination.</p>			

5.0 Project Management

#	Description	Meets Requireme	Does Not Meet	Other
5.1	The proposer shall prepare a project plan (contract signing through post go live) that outlines specific steps, goals and processes that must be met to accomplish a go live date on January 2, 2015. The proposer shall assign a Project Manager for interaction with the McHenry County Project			
5.2	The vendor shall provide as part of the project plan a detailed explanation regarding, project enhancements and “bug” fixes and the process of determining what is a bug fix and what is an enhancement.			
5.3	The “change” order process is clearly delineated in the project plan.			

6.0 Post Go-Live

#	Description	Meets Requireme	Does Not Meet	Other
6.1	The proposer shall prepare and execute a “post go live plan” that outlines specifics regarding any “not working as designed (NWAD)” conditions.			

THIS PAGE IS MANDATORY.

PROPOSAL FORM

WE, _____, PROPOSE TO PROVIDE THE REQUESTED SERVICES PER THE REQUIREMENTS OF THIS REQUEST FOR PROPOSAL IN ACCORDANCE WITH THE SPECIFICATIONS CONTAINED HEREIN.

Total Cost: _____

Written Amount: _____

WE ALSO CERTIFY THAT THIS WRITTEN PROPOSAL IS VALID FOR 120 DAYS FROM THE DAY OF THIS PROPOSAL AND THE ATTACHED INFORMATION IS RECEIVED AND FILED BY THE COUNTY OF MCHENRY.

**Please list below other costs that may be associated with this service or used additional sheets if necessary:

Estimated start date after receipt of purchase order: # _____ days.

Estimated time of completion: # _____ days

THIS PAGE IS MANDATORY.

Does your company have a formal safety policy and your employees participate in safety training?

Upon request, would you be able to provide the County with a copy of your safety policy?

YES	NO

REFERENCES

AUTHORIZED NEGOTIATORS:

Name: _____
Phone # _____
Title: _____

Name: _____
Phone # _____
Title: _____

THIS PAGE IS MANDATORY.

List three (3) references that you have done similar work, service or supplied similar products to within the last twelve (12) months (Only correct contact names and phone numbers will be acceptable).

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

THIS PAGE IS MANDATORY.

**RUBBER STAMPED, FAXED, COPIED, OR TYPED SIGNATURE WILL
DISQUALIFY YOUR BID MUST BE AN ORIGINAL SIGNATURE**

CERTIFICATIONS

Vendor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended. _____ Yes _____ No

Vendor certifies that it is aware that all contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12) _____ Yes _____ No

Under penalties of perjury, I certify that _____ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

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

*State full names, titles and addresses of all responsible principles and/or partners below;

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

If needed please submit any additional sheets.

THIS PAGE IS MANDATORY.
PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal, Requirements for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

**State of Incorporation _____

(Individual - Partnership - Company - Corporation)

(Business Address)

(City, State, and Zip Code)

(By Printed Name and Signature)

(Title)

(Witness Signature)

(Title)

(Telephone No)

(Fax No)

(Date)

End of Document