STATE OF ILLINOIS
CONTRACT
Illinois Department of Corrections
Parole Communications and Control Center

The Parties to this contract are the State of Illinois acting through the undersigned Agency (collectively the State) and the Vendor. This contract, consisting of the signature page and numbered sections listed below and any attachments referenced in this contract, constitute the entire contract between the Parties concerning the subject matter of the contract, and in signing the contract, the Contractor affirms that the Certifications and Financial Disclosures and Conflicts of Interest attached hereto are true and accurate as of the date of the Contractor’s execution of the contract. This contract supersedes all prior proposals, contracts and understandings between the Parties concerning the subject matter of the contract. This contract can be signed in multiple counterparts and signature may be electronic or digital upon agreement of the Parties.

Contract uses Illinois Procurement Gateway Certifications and Disclosures?

☐ Yes (IPG Certifications and Disclosures including FORMS B. NOTE: Please verify your company is in fact registered in the IPG by clicking on “Registered Vendor Directory” on the IPG homepage (https://ipg.vendorreg.com). Search for your Business Name. If your company does not appear in the search results, then you are not registered in the IPG.)

☐ No

1. DESCRIPTION OF SUPPLIES AND SERVICES
2. PRICING
3. TERM AND TERMINATION
4. STANDARD BUSINESS TERMS AND CONDITIONS
5. STANDARD CERTIFICATIONS – “FORMS A” (IF APPLICABLE)
6. FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST – “FORMS A” (IF APPLICABLE)
7. CONTRACT SPECIFIC CERTIFICATIONS AND DISCLOSURES – “FORMS B” (IF APPLICABLE)

In consideration of the mutual covenants and agreements contained in this contract, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the terms and conditions set forth herein and have caused this contract to be executed by their duly authorized representatives on the dates shown on the following CONTRACT SIGNATURES page.
## VENDOR

<table>
<thead>
<tr>
<th>Vendor Name: Protocol Criminal Justice Inc.</th>
<th>Address: 1000 Corporate Boulevard, Aurora, IL 60504</th>
</tr>
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<tbody>
<tr>
<td>Signature:</td>
<td>Phone: 630-820-5035</td>
</tr>
<tr>
<td>Printed Name: Matthew Swando</td>
<td>Fax: 630-820-7065</td>
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<td>Title: Divisional Vice President</td>
<td>Email: <a href="mailto:matt.swando@bi.com">matt.swando@bi.com</a></td>
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<tr>
<td>Date: March 13, 2015</td>
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## STATE OF ILLINOIS

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<th>Phone: 217-558-2200</th>
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<tr>
<td>Street Address: 1301 Concordia Court</td>
<td>Fax:</td>
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<tr>
<td>City, State ZIP: Springfield, IL 62794</td>
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<tr>
<td>Official Signature</td>
<td>Date: 3/25/15</td>
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<tr>
<td>Printed Name: Rudy Breda</td>
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<td>Fax:</td>
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<tr>
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<td>Official Signature</td>
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<tr>
<td>Printed Name: Rudy Breda</td>
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<td>Official's Title: Assistant Director</td>
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1. DESCRIPTION OF SUPPLIES AND SERVICES

1.1. GOAL: The Illinois Department of Corrections and the Illinois Department of Juvenile Justice (IDOC/IDJJ) desires to enter into an agreement with a Contractor who shall provide and maintain a Parole Division Communications and Control Center and related web-based community supervision and management services according to the terms and conditions set forth in this document. The Contractor will provide 24 hour assistance to the Illinois Department of Corrections and Illinois Department of Juvenile Justice and offenders in a call center environment. The Center must be located in the State of Illinois. Please note that reference to Parole Agent and Parole Commander are also inclusive of the IDJJ Aftercare Specialist and Supervisory Staff.

1.2. SUPPLIES AND/OR SERVICES REQUIRED:

1.2.1 Implementation

1.2.1.1 The Contractor shall provide an experienced project team with appropriate skills to successfully implement and support the project. The Contractor must appoint an account manager who will be located in Illinois and whose dedicated workload will be the Illinois Department of Corrections, at no additional cost. The account manager will be the primary point-of-contact for the Agency Contract Monitor for complaint resolution, coordination of training, procedural issues, etc. Contractor shall provide an organizational chart outlining the hierarchy of key project personnel and the proposed staffing plan.

1.2.1.2 The Contractor must supply a detailed project plan with specific tasks, major milestones, implementation timeline, roles, responsibilities, and deliverables for the roll-out that meets the needs of the Department and provides a clear and concise roadmap for provision and completion of each step of the process. The Contractor must provide an implementation strategy including software customization and configuration services necessary to meet functional and technical requirements.

1.2.1.3 The Contractor must provide a staffing plan to ensure all facets of contract are met. The Contractor will maintain staffing levels commensurate with outbound/inbound call volume.

1.2.1.4 The Contractor must supply a staff training plan to include Contractor staff, IDOC/IDJJ staff, and others designated by IDOC/IDJJ.

1.2.1.5 The Contractor must supply a communication and strategy plan detailing how relationships will be developed and maintained with law enforcement, other contractors, etc.

1.2.1.6 Contractor must submit weekly status reports to the Agency Project Manager detailing the status of each phase of the project's implementation.

1.2.2 Base Communication and Control Center
1.2.2.1 The Contractor shall staff and maintain a 24/7 Communications and Control Center in a call center environment and this Center shall be located in the State of Illinois.

1.2.2.2 The Contractor shall manage a data entry desk (service beyond operators) in the call center that shall receive emails regarding schedules, case contacts, drug test results, discharge information, board orders, and directions from Agents. All information shall be documented in the community supervision management system by the Contractor.

1.2.3 Web-Based System and Interface with IDOC/IDJJ and Parole Communications and Control Center (PCCCI)

1.2.3.1 The Contractor shall maintain a web-based interface with the IDOC/IDJJ System of Record. The interface will allow Parole Agents and other IDOC/IDJJ personnel to gain access via laptop or landline computer. There shall be an established two-way data feed between the IDOC/IDJJ System of Record’s via web service or comparable data bus and the vendor’s system. All data generated by vendor shall be stored in both the Vendor’s system as well as the IDOC/IDJJ System of Record’s.

1.2.3.2 The Contractor will interface the web-based system with the IDOC/IDJJ System of Record to obtain real time release information, to include offender name, IDOC/IDJJ #, address, offender type, indicators, physical profile, DOB, social security number, IR number, FBI number, Agent assignment, photo, PRB orders and MIGHTMUS information.

1.2.3.3 The Contractor will be authorized to use an on-line link to the IDOC/IDJJ System of Record:
- Update changes in address of parolees
- Enter warrant information
- Make changes per request of Agent or Supervisor

1.2.3.4 Contractor shall maintain and update a web-based system to manage the everyday duties of the Illinois Department of Corrections, Parole Division’s 24-hour operations. The website will be used to document inbound/outbound calls, log all parole agents on duty, process warrants, warrant receipts, and escape notifications. Website specifications are as follows:

1.2.3.4.1 Inbound call screen shall include the following fields: Agent identification number, caller name, caller phone number, case notes, and sort options.

1.2.3.4.2 Parole Transport screen shall include the following fields: Offender’s IDOC/IDJJ#, offender name, transport to, transport from, Estimated Time of Arrival (ETA), actual arrival time, arresting agency, parole supervisor, last assigned agent, email sent, email received, time of verbal and comments.

1.2.3.4.3 Transport sub screens shall include Level E (Extreme escape risk designation) parolee transport entry screen, show active, show pending, show completed, and show all.

1.2.3.4.4 Statewide Directory shall capture the following information: Agent name, office phone, cell phone, Nextel, private phone, radio, fax number, email, office, district, position, comments, and alpha pager. Contractor must provide
the ability to search the Directory by position, office number, last name, first name, agent number, office, and district.

1.2.3.4.5 Contractor shall provide an agent safety tracking system that contains live, timed monitoring for agents who initiate the system in order to provide parameters for supervisory and/or law enforcement contacts should said agent fail to check in after host site or other visit.

1.2.3.5 The PCCC must generate the following reports:

- PCCC Inbound Logs
- PCCC Call Total
- Parole Transport Log
- Level E Transport Log

1.2.3.6 The website must be interfaced with a web-based community supervision management system in order to pre-populate offender and Parole Agent information.

1.2.4 Community Supervision and Management System - The Contractor shall maintain a web-based community supervision and management system that will manage every significant event that occurs with each offender. These events include all telephone calls, FAX, email, electronic download, and other means by which information could be received from and about the offenders, agent contacts, drug tests, electronic and GPS monitoring violations, arrests, etc.

1.2.4.1 The web-based community supervision and management system shall provide each of the following via screen or dashboard:

1.2.4.1.1 Main Menu/Welcome
Password change, agent identification, memos/messages, agent check-in, mission statement, and pathway to additional menus

1.2.4.1.2 Summary of Caseload Information
Offender search by IDOC/IDJJ number/name/type/location, agent caseload, and pathway to additional menus

1.2.4.1.3 Contacts
Parolee demographics, offender search, copy contact, messaging, shortcut to additional variables including but not limited to registration status, electronic monitoring, work, history, school, and open fields so agents/operators can make case management entries and related coding. Codes should reflect the various parole and case management functions, customized to the needs of the division.

1.2.4.1.4 History of Events
Log of events sortable by date, reverse sort, and filtered by code type for specific entry types including various sources (law enforcement, client, agent, provider, and other callers). Must provide agent and call center access to enter information.

1.2.4.1.5 Electronic Monitoring/GPS Events
In coordination with the electronic monitoring and GPS provider, provides alerts, system checks, messaging, reports, schedules, and the ability to change/alter movement schedules. Alerts trigger warrants when appropriate.

1.2.4.1.6 Agent Information
1.2.4.1.6.1 Agent information including office assignment, shift/days off, hours assigned, telephone contact information, and ability to determine if agent is on or off duty tied into the agent check-in system.

1.2.4.1.6.2 Shall be searchable by Agent, office, last name, and first name. This screen will include Agent name, their schedule, cell number, pager, and their status of on duty or off duty.

1.2.4.1.7 Pending Pages
Shall display the Agent or Supervisor name who was paged by the Contractor. The following also need to be displayed: Offender IDOC/IDJH#, name of the offender, description of the reason for the page, and time of the page.

1.2.4.1.8 Messages
Shall display date and time the message was received, the IDOC/IDJH# of the offender, name of the offender, and message details. Agents shall be able to detect, email, and/or print messages. Agents shall also be able to set message up to be delivered real time or designated time.

1.2.4.1.9 Hold and Page
Hold and Page is a feature that allows Agents to flag offenders to ensure the Contractor contacts the Agent when the offender calls in. The Hold & Page shall allow Agents to put hold and pages during work hours, 24 x 7, or allow for other instructions given by the Agent regarding the offender.

1.2.4.1.10 Reports
1.2.4.1.10.1 Shall consist of no less than 13 different reports that shall provide statistical information pertaining to offenders and Agent activity. The Contractor shall have the ability to create new reports upon request. The reports shall be available at the Agent, Supervisor, and Administrator levels. The following is a minimum listing of reports that shall be available:

1.2.4.1.10.1.1 Daily Agent Contact Report: Report should detail the daily summary of an agent's contacts pertaining to offenders each day.

1.2.4.1.10.1.2 Daily Warrant Summary Report: Report should detail the warrants that are issued daily and by whom for offenders for new charges or alleged parole violations.

1.2.4.1.10.1.3 Notice of Charges/Violation Report: Report should list the violation report and notice of charges needed on offenders that have had a warrants issued. This is utilized by Parole Staff.
to ensure that the violation report and notice are charges are completed/served to offenders within IDOC/IDJJ guidelines.

1.2.4.1.10.1.4 Morrissey Brewer tracking report: Report should track the status of a Morrissey Brewer, probable cause hearing, that may be scheduled at the time of violation report/notice of charge service on an offender. If the offender does not waive the hearing, but instead requests a hearing or refuses to sign the notice of charges, that hearing is set.

1.2.4.1.10.1.5 Registry Report (various types per statute): This report should track DOC offenders that are required to register as Sex Offender, Murder and Violent Offender Against Youth, Meth, Arson, Gun etc.

1.2.4.1.10.1.6 ID Report: This report should tracks the agent referrals for an offender to obtain state identification or driver's license, birth certificate, school identification, social security card number, etc.

1.2.4.1.10.1.7 ID Refusal Report: This report should list offenders that have been referred by Parole Staff to obtain identification documents listed above in the ID Report, but are unable to obtain the documentation/or refuse to do so.

1.2.4.1.10.1.8 Spotlight Re-entry Center (SRC) Referral Report: This report should indicate offenders referred to regional Spotlight Re-entry Centers by parole staff for certain Prisoner Review Board ordered evaluations/programming or as a sanction due to parole violations.

1.2.4.1.10.1.9 Offender Check-in Report: This report should indicate offenders that are non-compliant with bi-monthly requirements to check in via phone contact as directed by parole staff/department policy.

1.2.4.1.10.1.10 Agent Check-in Report: This report should indicate date/time/location/vehicle information on staff required to check-in/check-out via the phone or web based system at the start/end of each work day.
1.2.4.1.10.1.11 Supervisor Check-in Report: This report should indicate date/time/location/vehicle license on commanders required to check-in via the phone or web based system at the start of each work day.

1.2.4.1.10.1.12 Monthly Web Report (Supervisor): This should be a comprehensive report that can assist commanders in monthly caseload review/data for their individual office. It should incorporate information as to offenders contacted/not contacted, rewarded, sanctioned, warrants, registrations, referred for program services, etc. for the previous month.

1.2.4.1.10.1.13 Monthly Web Report (Administrators): This should be a comprehensive report that may be utilized by administrators on monthly basis and compiled by district. It should incorporate information/data as to offenders contacted/not contacted, rewarded, sanctioned, warrants, registrations, referred for program services, etc. for the previous month.

1.2.4.1.11 Caseload Review
Shall allow Supervisors to review Agent’s productivity and adherence to standards. The Caseload Review shall consist of Agent number, Agent name, last caseload contact, last review, enter caseload review, review all caseload reviews, and any comments.

1.2.4.1.12 Procedures
The Contractor shall have a mechanism on the web-based system to allow staff to view all procedures and bulletins.

1.2.4.1.13 Re-entry Resources
Shall list the resources that are available for Parole staff to access for offenders. The Contractor shall be provided these listings by IDOC/IDJJ and they shall be placed on the system in such a manner as to allow them to be accessed as full viewable documents.

1.2.4.1.14 EM/GPS Technician List
Shall be used to track all Electronic Monitoring (EM)and GPS hook-ups, pick-ups, and repairs. The screen shall contain the following fields – IDOC/IDJJ#, Offender Name, Date placed on list, offender address, offender movement, type of equipment, reason and technician assigned. The list shall be sortable and shall be able to search by technician, pickups, repairs, hook-ups, RF equipment, cellular equipment, group monitoring equipment, and GPS equipment.

1.2.4.2 Community Supervision and Management System Data Specifics
1.2.4.2.1 The IDOC/IDJJ shall provide the Contractor the information in numbers 1-13
(1.2.4.2.2) via an electronic interface. Contractor should provide agents/operators with the ability to enter information beyond what will interface with the IDOC/IDJJ System of Record as well.

1.2.4.2.2 The Contractor shall provide an offender database to maintain the following basic data elements on all offenders:
1.2.4.2.2.1 Offender/Youth Name
1.2.4.2.2.2 IDOC/IDJJ number (Inmate Number)
1.2.4.2.2.3 Address (Including Apartment Number)
1.2.4.2.2.4 Telephone Number
1.2.4.2.2.5 Assigned Agent
1.2.4.2.2.6 Assigned Community Correctional Center
1.2.4.2.2.7 Date of Birth
1.2.4.2.2.8 Host Name and Relationship
1.2.4.2.2.9 Alternate Telephone Number
1.2.4.2.2.10 Physical Profile Information
1.2.4.2.2.11 FBI/IR Number/B of l number
1.2.4.2.2.12 Order of Protection, Civil No Contact, and Stalking Order status – expanded to capture all basic elements of protective orders including petitioners, protected persons, issue and expiration dates, served status, originating county, multiple protected persons and addresses, and open field for related case notes and codes.
1.2.4.2.2.13 Registration status (if applicable- various types) - By statute and ordinance, registration status includes information on date/time/location of registration, registration and expiration dates, reminders/agent messaging for upcoming and pending registrations, registration type (sex offender, murderer and violent offender against youth, meth, arson, gun)
1.2.4.2.2.14 School Address/Contact Information
1.2.4.2.2.15 Aftercare Address/Contact Information
1.2.4.2.2.16 Forms of Identification
1.2.4.2.2.17 Assigned EM/GPS Vendor & Equipment Serial #s

1.2.4.2.3 Supervision Levels
The web based system shall support supervision levels in accordance with the Parole Division operational directives regarding name and level of supervision, frequency of contacts, and type of contacts.

1.2.4.2.4 Offender Schedule Data
1.2.4.2.4.1 Contractor’s database shall be capable of maintaining the current schedules on each offender. The Offender’s Schedule database shall include, but not be limited to, the following elements:
• Work
• School
• Job Search
• Employment
• Counseling/Treatment
• IRT (Individual Release Time)
• Medical
• Religious
• Other

1.2.4.2.4 In addition, the Schedule database shall be capable of maintaining the following:
• Four (4) sets of departures and returns each day
• Temporary changes to schedules
• Permanent changes to schedules

1.2.4.2.4.3 The Schedule database shall be capable of recording the temporary changes and automatically reverting back to the original schedule.

1.2.4.2.4.4 The Schedule database shall be capable of recording individual restrictions or limitations imposed by the parole agent in such a manner as to be readily accessible by the Operator when approving movement.

1.2.4.2.4.5 The Contractor shall maintain all offenders' permanent and temporary schedules and generate a report to the Agent of their offender's schedules on demand.

1.2.4.2.5 Offender Employment
The Contractor's database shall be capable of maintaining elements regarding the offender's employment, to include, but not be limited to, the following:
• Company Name
• Address
• Telephone Number
• Contact Person
• Salary/Wage
• Start Date
• Status (full-time/part-time)

1.2.4.2.6 Offender counseling
The Contractor's database shall be capable of maintaining elements regarding the offender's counseling or treatment programs, to include, but not be limited to, the following:
• Name of Program
• Location
• Time
• Telephone Number
• System to track attendance if requested

1.2.4.2.7 Contractor's database shall be capable of maintaining a chronological history of all significant events for each active offender, including, but not limited to the following:
• Possible violations
• Equipment problems
• Arrests
• Missed drug treatment appointments
• Requests for schedule changes
1.2.5 Electronic and GPS Monitoring (EM/GPS)

1.2.5.1 System Interface and Integration

1.2.5.1.1 The Contractor shall interface with the IDOC/IDJJ System of Record to receive release information real time with an indicator to determine what type of offender and if the offender is to be hooked to EM/GPS.

1.2.5.1.2 The Contractor shall integrate the case management system into the current electronic and GPS monitoring vendor's system to develop one point of entry. It is IDOC/IDJJ’s expectation that all data in the community supervision and management system update automatically to the existing EM/GPS vendor's system. The only items that will not be automated are GPS maps and inclusion/exclusion zones. The following information must be automated:

- Violations
- Schedules
- Enrollment
- De-installs
- Address/phone number changes
- Unit numbers
- Offender data reports

1.2.5.2 Equipment Installs, Pick-ups, Repairs - The Contractor shall schedule all new hook-ups of offenders to monitoring equipment and equipment repairs.

1.2.5.2.1 The Contractor shall have a web-based Field Service list to distribute to the current EM/GPS vendor to advise of hook-ups, pickups, and repairs.

1.2.5.2.2 When the offender arrives at the approved host site for initial hook-up to EM/GPS, the following shall take place:

1.2.5.2.2.1 PCCC staff shall check with the IDOC/IDJJ System of Record to determine if the releasee has Prisoner Review Board Orders (PRB) for EM or GPS. If so, then, the hook-up procedures need to be followed. If there are no orders for EM or GPS, then no further action is required.

1.2.5.2.2.2 PCCC staff shall place the offender on the hook-up list for EM or GPS (whatever is ordered) with the EM/GPS Vendor as...
appropriate and update the IDOC/IDJJ System of Record to reflect “pending” hook-up status.

1.2.5.2.2.3 PCCC staff shall conduct random outbound calls to the offender’s host site 3 times a day prior to the hook-up to confirm offender’s presence.

1.2.5.2.2.4 If the offender is found not to be at home during the random calls, the PCCC staff shall escalate after additional calls are unanswered for a pre-determined time based on offender type.

1.2.5.2.2.5 Once the offender is successfully hooked with the equipment, offender is then removed from the hook-up list and their status should be updated by PCCC staff in the IDOC/IDJJ System of Record to “hooked” status.

1.2.5.3 Offender Movement Scheduling

1.2.5.3.1 General Instructions

1.2.5.3.1.1 PCCC staff shall log all offender calls for schedule changes into the database which will in turn update the EM/GPS vendor’s system. Documented information pertaining to the call should include: date, time, operator identification, and type of schedule change.

1.2.5.3.1.2 All movement approved shall be labeled using one of the following: work, school, job search, religious, aftercare, IRT, medical, SRC, or other.

1.2.5.3.1.3 Before approving any non-emergency movement, the PCCC staff shall check for any specific restrictions that may have been imposed for the offender by the Agent.

1.2.5.3.2 Verifiable Emergencies

1.2.5.3.2.1 Medical

1.2.5.3.2.1.1 The PCCC staff shall obtain information from the offender regarding the name and location of the hospital or clinic.

1.2.5.3.2.1.2 The PCCC staff shall approve the movement.

1.2.5.3.2.1.3 The PCCC shall confirm the offender’s location by telephone prior to, during, or after the movement.

1.2.5.3.3 Movements

1.2.5.3.3.1 The PCCC staff shall approve offender movement as directed by IDOC/IDJJ protocols and procedure and PCCC staff shall interface with the monitoring systems for EM and GPS.
1.2.5.3.2 The PCCC staff shall obtain and enter the information into the offender case management database for schedule changes for movements, such as work, school, training, counseling:

- Name of Employer, School, Training, or Counseling Site
- Location of Site
- Telephone number
- Work or schedule
- Time allowed for travel to and from
- Salary

1.2.5.3.3 The PCCC staff shall document routine movement to work, school, training, counseling sessions, and previously scheduled medical appointments.

1.2.5.3.4 The PCCC staff shall verify new employment with the employer by calling and documenting in database. All new employment for sex offenders must initially be approved by the Agent.

1.2.5.3.4 Counseling Appointments - The PCCC staff shall enter the schedule into the offender’s schedule database.

1.2.5.3.5 Pre-approved movement

1.2.5.3.5.1 The PCCC staff shall process requests for pre-authorized movement by:

1.2.5.3.5.1.1 Recording the request in the database.

1.2.5.3.5.1.2 Making necessary verification calls to intended destinations. If movement cannot be verified, it will not be granted by PCCC staff, but parole Staff may override the refusal to grant movement. In those cases, PCCC staff will note that Parole staff authorized the movement.

1.2.5.3.5.1.3 Advising the offender that movement is granted/rejected.

1.2.5.3.5.1.4 Notifying the agent via message, if granted.

1.2.5.3.5.1.5 Updating the offender’s temporary or permanent movement schedule.

1.2.5.3.6 Other

1.2.5.3.6.1 The PCCC staff shall approve for a reasonable length of time requests for routine movements, such as: Job Search, Employment, Aftercare, Medical.
1.2.5.3.6.2 The PCCC staff shall approve movement for longer periods where it has been verified that the need for the specific movement is ongoing and reasonable.

1.2.5.3.6.3 The PCCC shall enter these approvals individually into the offender’s case management database.

1.2.5.4 Violations

1.2.5.4.1 After the Electronic/GPS monitoring vendor conducts their initial investigation of an issue, the Contractor shall investigate violations and make notifications as directed to Agents via established protocols.

1.2.5.4.2 The Contractor shall advise Parole Supervisors of any unresolved issues in regards to EM and GPS hook-ups or violations. When a violation is downloaded by the EM/GPS vendor into the case management system, the Contractor will complete the following:

1.2.5.4.2.1 Sex Offenders – conduct outbound calls to host site, school, counseling, work, or other designated areas every 30 minutes for 60 minutes. If a violation is not resolved, the Contractor must notify the Agent as directed.

1.2.5.4.2.2 Non-Sex Offenders – conduct an outbound call to host site, school, counseling, work, or other designated area every 60 minutes for 270 minutes. If the violation is not resolved, the vendor must notify the Agent as directed.

1.2.5.5 Equipment Failure after Notification from EM/GPS Vendor

1.2.5.5.1 The PCCC staff shall treat all vendor notifications of equipment problems as if a violation had occurred.

1.2.5.5.2 The PCCC staff shall receive all information provided by the assigned EM/GPS vendor regarding equipment failures. All violations will be downloaded directly into the case management system.

1.2.5.5.3 The database shall require operator follow-up to ensure the repair has been made timely; however, it is the Parole staff’s responsibility to follow-up to ensure completion of repairs.

1.2.5.6 Absence After Notification from EM/GPS Vendor

1.2.5.6.1 The PCCC staff shall receive all information provided by the assigned Electronic monitoring/GPS vendor regarding unauthorized leaves and curfew violations. All violations will be downloaded directly into the case management system.

1.2.5.6.2 The PCCC staff shall identify and document problems with confirmation of the offender’s presence at the designated site.
1.2.5.6.3 The PCCC staff shall notify the Agent or Parole Supervisor according to the IDOC/IDJJ approved escalation procedures when an offender is considered to be AWOL by virtue of an absence exceeding a predetermined time.

1.2.5.6.4 The PCCC staff shall enter all information into the community supervision and management system.

1.2.5.6.5 The PCCC staff shall make hourly calls to the host site to verify presence or absence.

1.2.5.7 Tampers after Notification from EM/GPS Vendor

1.2.5.7.1 The PCCC staff shall receive notifications from the EM/GPS vendor regarding offender attempts to tamper with either the transmitter or the receiver-dialer.

1.2.5.7.2 The PCCC staff shall download all violations directly into the community supervision and management system.

1.2.5.7.3 The PCCC staff shall immediately notify the responsible Agent and follow up to ensure an inspection occurs.

1.2.5.8 Returns from Absence after Notification from EM/GPS Vendor

1.2.5.8.1 The PCCC staff shall receive notifications from the EM/GPS vendor regarding the offender's return from unauthorized absence.

1.2.5.8.2 The PCCC staff shall enter this information into the community supervision and management system. If the offender is on warrant status, escalation to Agent and the Apprehension Unit will be necessary.

1.2.5.9 Host Sites for EM/GPS Offenders

1.2.5.9.1 If an EM or GPS parolee is being asked to leave their host site, the PCCC staff shall speak with the host to determine if the offender can remain at the host site until the Parole Agent is on duty.

1.2.5.9.2 If the host requests the offender to be removed immediately, the PCCC staff will ask the offender if he/she has an alternate host site.

1.2.5.9.3 The PCCC staff shall record the offender's response in the system and shall check the IDOC/IDJJ computer system to determine if the alternate host site has been previously denied. Additionally, the PCCC staff shall look to see if there are any active OOPs at the alternate host site.

1.2.5.9.4 The PCCC staff shall not authorize EM or GPS parolees to move to another host site without the consent of Parole for each case.

1.2.5.9.5 The PCCC staff shall notify the Parole Agent, if on duty, or the Parole Supervisor, if the assigned Agent is not on duty, on all lost host site EM and
GPS cases (and the parolee may not remain at the host site) or follow the PCCC staff’s notification protocol if the supervisor is not available.

1.2.6 Drug Test Results

1.2.6.1 Drug tests on offenders should be completed at least annually and the PCCC staff are expected to document the date, time, and results of each test. This includes drug testing information on offenders performed by agents, vendors and preferred providers. Drug test information from vendors and preferred providers shall be identified separately from drug testing completed by Parole staff.

1.2.6.2 The PCCC staff shall be notified by IDOC/IDJJ staff, re-entry center, or other community partner staff as established by IDOC/IDJJ when an offender has a drug test.

1.2.6.3 Contractor’s system shall immediately notify Parole staff when a positive drug test has been entered. The system will automatically change the offender to supervision level 1, enter the appropriate code for a supervision level change, and leave a copy of the contract recording the positive drug test for the assigned Parole Agent. If the parolee is already at level 1, their supervision level will be re-set to level 1.

1.2.7 Warrants

1.2.7.1 The Contractor will maintain a 24-hour warrant desk.

1.2.7.2 The PCCC staff will be contacted by law enforcement officials seeking to hold a suspect by means of an IDOC/IDJJ warrant. The PCCC staff shall obtain all details of the charge and the method by which the law enforcement officer identified the suspect.

1.2.7.3 The PCCC staff shall request that all of the information be communicated by FAX or email to the Contractor or to IDOC/IDJJ.

1.2.7.4 The PCCC staff shall enter all information into the community supervision and management system.

1.2.7.5 The PCCC staff shall refer to the warrant script/parole directive to determine issuance or notification to the Parole Supervisor.

1.2.7.6 The PCCC staff shall type out, record, and enter the warrant in the IDOC/IDJJ computer system and fax to the appropriate location.

1.2.7.7 The PCCC staff shall attempt to obtain arrest reports from the police department and in cases where the report has been secured by the PCCC staff, it shall be emailed to the assigned Parole Agent upon receipt.

1.2.7.8 The PCCC staff shall issue a warrant for an absconder when an alert notification that indicates unauthorized leave for 270 or more consecutive minutes for Parolees hooked and 120 or more consecutive minutes for Sex Offenders or Violation of Orders of Protection (VOOP) Hooked, with confirmed absence or no answer at host site in which there is no obvious equipment problems.
1.2.7.9 The PCCC staff shall notify the Parole Supervisor according to duty hours after warrant is issued. The PCCC staff shall leave a message for the Agent and the Parole Supervisor regarding the warrant.

1.2.7.10 The PCCC staff shall place all absconder warrants into LEADS and absconder warrants shall remain on the assigned Agents' caseload for up to 72 hours. However, Parole Supervisors may instruct the PCCC staff to transfer the case to the correct section of the Apprehension Unit at any time prior to the 72 hours.

1.2.7.11 Parole Supervisor may also call the PCCC to process an absconder warrant on an unhooked offender.

1.2.7.12 The PCCC staff shall ensure any absconder warrants issued on Sex Offenders in Cook County includes notification via email to local law enforcement advising of AWOL status. If warrant is withdrawn, PCCC staff shall ensure notification is sent via email to local law enforcement.

1.2.7.13 Apprehension Unit - If the Parole Supervisor decides that the offender is to be rearrested, he will direct the vendor to fax a Warrant and a copy of the Escape Report to the Apprehension Unit. The vendor shall also contact Parole Supervisor in accordance with work hours and Apprehension Unit in any situation where a fugitive's whereabouts have been discovered and a positive address has been obtained.

1.2.7.14 The PCCC may withdraw warrants initiated via operator entries or supervisor determination. Withdrawn warrants will be forwarded to the holding facility via FAX or email by the Contractor.

1.2.7.15 The Contractor shall process warrants annually as directed by IDOC/IDJJ. The Contractor shall maintain all warrants, arrest reports, Notice of Charges/Violation Reports and signed warrant receipts for a period of 6 months after the warrant is executed. This information will be made available to Parole Staff upon request.

1.2.8 Arrests

1.2.8.1 The PCCC staff shall utilize a pre-approved script to address calls from Police Agencies about new arrests for Parolees or EM/GPS offenders. The script shall advise what offenses call for an automatic warrant to be issued and what offenses can be held for the Parole Agent to follow up on their next working day.

1.2.8.2 The PCCC staff shall notify the Parole Agents and Parole Supervisors via message, and the Parole Supervisor will be paged according to their duty hours to advise of the arrest.

1.2.8.3 If a Parole Supervisor is working, the warrant will still be issued according to the warrant script. In these cases, the Parole Supervisor is only being contacted for purposes of notification.
1.2.8.4 If an offender is arrested for a script warrant, but is no longer in custody, the PCCC staff shall issue the warrant and advise the Parole Supervisor of such warrant issuance according to duty hours.

1.2.8.5 The PCCC staff shall page the Parole Supervisor according to duty hours regarding any felony or misdemeanor arrest that is not on pre-approved warrant script for further consideration of warrant.

1.2.8.6 The PCCC staff shall page the Parole Supervisor on any serious arrest, such as Homicide, Armed Violence and Sex Offenses or media sensitive cases. If the Parole Supervisor is not working, PCCC staff will follow the separately established paging protocol to contact another supervisor or escalate the page to a higher level staff member in the Parole Division.

1.2.8.7 The PCCC staff shall attempt to procure the warrant receipt, case report (if received) and arrest report from the arresting agency, update the IDOC/IDII computer system with warrant information, fax a copy of warrant receipt and mail the original warrant to Parole Office. PCCC staff will e-mail to the assigned Parole Agent the arrest report and case report (if received) upon receipt by PCCC staff.

1.2.8.8 The PCCC staff shall have the ability to receive all Notice of Charges and Violation reports (NOC/VRs) from Parole Staff within 72 hours of issuance of warrant. If NOC/VRs are not received within 72 hours, the PCCC staff will leave a message for the assigned Parole Agent to advise. The Contractor will provide a list of warrants issued and their current status by office via the web-based community supervision and management system.

1.2.8.9 Additionally, the PCCC staff shall send an email and report to the Parole Supervisor with any delinquent NOC/VRs. The PCCC staff shall automatically assign a tracer number to each NOC/VR received and leave the tracer number in the mailbox of the assigned Parole Agent and Parole Supervisor.

1.2.8.10 The PCCC staff shall send NOC/VRs to the state prison facilities on a daily basis for hearing purposes.

1.2.8.11 The Contractor shall retain warrants, NOC/VRs and related documentation (arrest reports, case reports, etc...) until 6 months after the warrant execution date. The Contractor should expect to store approximately 2,500 active warrants and supporting documentation.

1.2.8.12 The Contractor's community supervision and management system will automatically change the offender to supervision level 1 upon notification of an arrest. If the parolee is already at level 1, their supervision level will be re-set to level 1.

1.2.8.13 The PCCC staff will coordinate daily warrant review and issuance with Cook County by providing designated warrant officers with the ability to review pertinent arrest facts, case summary and warrant history. This review will take place on a live messaging...
system in real time wherein contractor will document all actions taken in response to warrant officer determinations.

1.2.9 Serious Incident Reporting

The PCCC staff shall notify the Parole Supervisor when problems or violations have been identified, to include, but not be limited to those as contained in Parole Directive 01.12.105. The PCCC staff shall compose serious incident emails per the direction of IDOC/IDJJ to alert IDOC/IDJJ personnel. Serious incident emails include but are not limited to offenders threatening to commit suicide, calls reporting that a child has been hurt, calls that describe an offender acting in a belligerent manner, calls that describe offenders using drugs or alcohol, any calls in which there is a mention of any weapon, callers who identify themselves as victims who are being harassed, threatened, intimidated, or harmed by the offender, calls that describe the caller as victim or perpetrator of domestic violence or protected person(s) from a protective order or human trafficking situations, and calls reporting the death of an offender. The PCCC staff shall contact the Parole Agent or Parole Supervisor or Parole Chain-of-Command as directed by the State. If the information indicates the call and incident are both happening in real-time, the PCCC staff shall also contact 911. Issuance of a Parole violation warrant is also authorized if required by script.

1.2.10 Inquiries Official - Law Enforcement

1.2.10.1 The PCCC may receive various official requests for information from law enforcement and intelligence organizations. The PCCC staff shall perform the following:

1.2.10.1.1 Log all calls for information with the date, time, and identification of the operator and the caller.

1.2.10.1.2 The PCCC staff, upon verification of the caller and their agency, shall provide any information available in the offender database and document the purpose of the requested information, what was provided, and to whom. This information may be provided verbally only. Requests for written information will be routed through the Parole Chain-of-Command.

1.2.10.1.3 Refer the caller to the Parole Supervisor or the Parole Chain-of-Command, for information above and beyond the authority of the Contractor.

1.2.11 General Inquiries

1.2.11.1 The PCCC may receive calls and messages from sources other than those described in this document, including, but not limited to, the general public, press or media, relatives of offenders, etc. The PCCC staff are not authorized to answer questions from or volunteer any information to the above or any other inquiries not specifically addressed in the Knowledge Base (KB).

1.2.11.2 The PCCC staff shall refer all such calls to a Parole Supervisor and if not available or based on the seriousness and sensitivity of the information to the Parole Chain-of-Command.

1.2.12 Inbound Communications
1.2.12.1 The PCCC staff shall record every communication received in an electronic history file for each offender, which shall be available on demand to IDOC/IDJJ.

1.2.12.2 The PCCC staff shall classify every inbound voice, email, and fax communication by a code that causes a menu of subsequent actions, as defined by IDOC/IDJJ requirements, to appear.

1.2.12.3 The PCCC staff shall enter relevant details from faxes and emails into the database in the same manner. Some communications contained in general uploads for the IDOC/IDJJ computer system, violation, and other signals from the electronic monitoring/GPS vendor, shall be entered electronically.

1.2.13 Caseload Verification

The PCCC staff shall verify the match of offenders enrolled on its system with the status of the offender in the IDOC/IDJJ System of Record on a nightly basis to identify any discrepancies in data.

1.2.14 Routine Parolee Check-Ins

1.2.14.1 Parolees are expected to call in once per month if in Level I status and twice per month if in Level II or III status. Upon call in, the PCCC staff shall ask if the parolee has been arrested, changed addresses, or has an order of protection.

1.2.14.2 Modifications to the questions to be asked or programed may be made during the term of this contract.

1.2.14.3 The Contractor shall utilize both automated and live operator check-in systems.

1.2.14.4 The Contractor shall record the number from which the call is placed. All calls will be recorded and retrievable at any time.

1.2.14.5 The PCCC staff shall leave messages for the agents when necessary.

1.2.15 Curfews

1.2.15.1 The PCCC staff shall have the ability to verify compliance of parolees at the time of their curfew via telephone call. There will be approximately 1,000 parolees on curfew at any given time.

1.2.15.2 The PCCC staff shall document for the agent any curfew violations.

1.2.16 Registries (Sex Offender, Murderer and Violent Offender Against Youth, Gun, Meth, Arson)

The PCCC staff shall track all registries and alert IDOC/IDJJ when registration expires or any offender status changes. Messages will be sent to Agent to alert them of offender registry status before expiration.

1.2.17 Parole Agent and Supervisor Check Ins/Check Outs
1.2.17.1 The Contractor shall maintain an electronic time card system which will allow Supervisors and Agents to check in and check out on a daily basis. The system shall show who is on duty and who is off duty on each agent summary, via office summary, as well as statewide view.

1.2.17.2 The Contractor shall maintain reports associated with the check-in/check-out system.

1.2.17.3 The PCCC staff shall document the following:

1.2.17.3.1 Agent Identification Number

1.2.17.3.2 Check in/out location – home, district, etc.

1.2.17.3.3 Call off

1.2.17.3.4 State vehicle license plate number

1.2.17.3.5 State vehicle mileage

1.2.17.3.6 Appropriate option (Check-in, Check-out, Personal Business Day, Sick Leave/Personal, Sick Leave/Family)

1.2.17.3.7 Auto messages will be sent to the mailbox of the Agent’s Supervisor and to the Supervisor’s folder/dashboard.

1.2.18 Messages

1.2.18.1 The PCCC staff shall:

1.2.18.1.1 Maintain messages for each Agent and Supervisor from the parolees/offenders and anyone else.

1.2.18.1.2 Ensure messages are available to Parole staff via the web-based community supervision and management system.

1.2.18.1.3 Leave messages in Agent mailboxes any time the PCCC staff takes action on one of the Agent’s Offenders.

1.2.18.1.4 Ensure that messages are downloaded on request of the Agent, either to a fax or email.

1.2.18.2 The PCCC staff shall be required to support Agents calling in from the field to adjust movement for their offenders, and to update their face-to-face and other case contacts. The Agent may call these contacts into the PCCC staff 24x7, as directed to do so by IDOC/IDJJ.

1.2.18.3 The Contractor shall support designated note codes. IDOC/IDJJ shall not be limited to a certain number of codes and it may at any time change written or programmed codes per operational needs of the State.

1.2.18.4 The automated check-in system shall allow prearranged codes to be utilized. Examples of current codes utilized by staff are listed below.
1.2.18.4.1 Call location
A = Host Site
B = Office
C = Employment location
D = School
E = Aftercare location
F = Jail/Correctional Center
G = Drive By
H = IDOC/IDJJ Correctional Center
I = Local Police Department
J = Family Member Residence
K = Non-related Residence
L = Social Services Agency
P = Placement

1.2.18.4.2 Note Codes
1-100: AD, PD, and operationally driven codes
100 – 199: Enforcement codes (sanctions)
200 – 299: Case management codes (resources)
300 – 399: Community integration codes (collateral contact codes)
400 – 499: Vacant for future use
500 – 599: Special assignment and operational codes

1.2.18.5 Agents may dictate other case notes into the record via PCCC staff. History files on any offender and for a given date range may be requested and available via the web-based case management system.

1.2.19 Dashboards/Reports for Parole Administrators

1.2.19.1 The Contractor shall create dashboards with access based on granted security level for Parole Administrators.

1.2.19.1.1 Parole Commanders

1.2.19.1.1.1 The Contractor will maintain a dashboard/electronic folder on the web-based system to capture all after hours incidents which need to be reported to Parole Commanders each work day morning.

1.2.19.1.1.2 The PCCC staff shall contact each Parole Commander on a daily basis based on duty hours to inform them concerning arrests, Agent call off, EM/GPS equipment issues, warrant issuance, and other notable incidents. All above information shall also be accessible via the dashboard.

1.2.19.1.1.3 The Contractor shall provide Parole Commanders with reports at any time a sex offender parolee has been on unauthorized leave for 60 minutes and at 270 minutes for a regular parolee. This notice will be via pager if it appears
an escape has occurred or the offender has been arrested during work hours. Commanders will be notified the next day of an after-hours escape or arrest.

1.2.19.1.1.4 Parole Commanders shall be able to access the Dashboard to review a variety of daily, weekly and monthly statistical reports based on activity of offenders and Agents.

1.2.19.2 Parole Administration

1.2.19.2.1 Monthly, the vendor shall make available, by District and Parole Office/Unit and individual agent, statistics on offenders in full or part time employment, in school or counseling, and how many drug drops were done. These reports will be available on the web based case management system.

1.2.19.2.2 Tabulation showing all Warrants issued, against which offender (name and number), by whom, type, and disposition shall be viewable via Administrator report on the web based case management system. This report shall be available at any time and accessible by date range.

1.2.19.2.3 The vendor shall provide a statewide report of EM equipment that has not been installed in a timely manner or is not functioning properly to the Regional Supervisors. In addition, the chain-of-command for Parole management should be contacted in the event a Supervisor is unavailable and no replacement has been assigned.

1.2.19.3 Special Reports

The Contractor shall be responsible for tracking additional information and offenders enrolled in special programs such as, but not limited to the following: Sheridan, Southwestern, re-entry programs, halfway back, safe neighborhoods, Supplemental Sentence Credit recipients, Electronic Detention (ED) inmates, and parole compliance checks.

1.2.20 Management Information Services and Consulting

1.2.20.1 Administration of offender histories, event recording and reporting will build up a significant base of information from which various statistics may be derived, and trends isolated. The IDOC/IDJJ will request from time to time, analysis of this data to assist with management decision-making.

1.2.20.2 The principal information resource at the IDOC/IDJJ will remain the IDOC/IDJJ System of record, and certain data generated by the vendor will be required to be entered into the IDOC/IDJJ System of Record as described in the foregoing specifications: similarly authorized data from the IDOC/IDJJ System of Record will be available to the vendor for the performance of the administrative duties described above.

1.2.20.3 The vendor generated database will therefore serve as an adjunct resource to the IDOC/IDJJ System of Record since it will contain detail not necessarily required to be
stored in IDOC/IDJJ System of Record, but of value to specific Parole Services functions and decisions. As an example of this, the Contractor will also develop (in conjunction with the Department) case summaries for use by the department as offender's transfer from one category of supervision to another, and also at discharge.

1.2.20.4 It is therefore a requirement that the Contractor provide web based access to its database to area Parole Supervisors, the Parole Re-entry Groups, IDOC/IDJJ Operations Command Staff and the IDOC/IDJJ Operations Center, supported by documented query screens and print capability. There will be approximately 650 users in this category.

1.2.20.5 Contractor personnel should be available for consulting with the Department on management information matters, organizational issues as they relate to the efficient provision of administrative support and on any other subject that the Department feels necessary to seek input from the vendor. This will be provided at no cost to the State.

1.2.21 System Requirements

1.2.21.1 The IDOC/IDJJ estimates that a minimum of 5 T-1 trunks will be required to handle inbound traffic, and since operational specifications require the consistent use of ANI, the trunks will probably be configured for ISDN Primary Rate Interface. A minimum of six 800 numbers are currently in use by the Department.

1.2.21.2 Outbound transactions are estimated at 74,000 per month, with 75% being voice and 25% being data. The vendor will require a dedicated VPN setup to access the IDOC/IDJJ System of Record.

1.2.21.3 The need for various reports and analyses detailed in the Specifications, coupled with the indicated volume of transactions, suggest the need for a midrange relational database product such as Oracle, Informix, MS SQL Server or equivalent.

1.2.21.4 The telephone-intensive nature of many of the transactions, together with the need to process ISDN-based calls, indicates the requirement for a digital PABX with call-accounting capability, announcements and interactive voice response.

1.2.21.5 Computer/Telephone interface (CTI), while not a requirement, will assist in minimizing transaction costs and is thus a desirable feature.

1.2.22 Warranties

No software may be installed on State-owned computer equipment without the prior notification of, and the receipt of approval from, the Information Services Unit (ISU) of the Department of Corrections. The IDOC/IDJJ Information Services Unit (ISU) or the Illinois Central Management Services (CMS) may conduct its own virus checks on media before installation.

1.2.23 Data
1.2.23.1 Contractor equipment, whether provided to the State for the State to own at its locations, or used at the vendor location, shall have the capability to communicate with the State’s System of Record. Network interface equipment shall be provided by the State at Contractor expense. The Contractor is responsible for all telecommunications installation and rental and/or usage on Telco lines used for data communications.

1.2.23.2 The Contractor’s location shall be capable of receiving and transmitting data to or from other State vendors and the State itself. The Contractor must provide and support Web, TCP/IP and FTP access. The Contractor shall provide and maintain Internet access and provide the State with necessary domain names and URLs involved with its server.

1.2.24 Voice

The Contractor understands that all 800 numbers used in accessing Department units and any that may be added during the life of the contract shall be the property of the Contractor. The carrier will bill usage charges on such lines to the Contractor directly. Any additional features to the 800 lines that might affect their cost will be at the expense of the Contractor.

1.2.25 Language

The Contractor must provide the ability to communicate with Spanish speakers. At least one Spanish-speaking individual shall be available at the Contractor location 24 hours per day, seven days per week. The Contractor will also attempt to have a Polish-speaking individual available.

1.2.26 Interactive Voice Response (IVR) System

1.2.26.1 The Contractor will continue to operate, maintain and program an interactive voice response system that will be programmed to collect, but not be limited to, parolee calls. This may be expanded to include other calls as mandated by IDOC/IDJJ with no cost for additional programming or consulting for enhancements. Information from IVR calls will be recorded in the history notes and left for the Parole Agent in any case.

1.2.26.2 The IVR system should contain a Spanish speaking option for offenders to choose.

1.2.27 Communications Records

The Contractor shall maintain a record of all calls, inbound and outbound, and are retrieveable.

1.2.28 Communication Response

The Contractor shall ensure that 95% of the incoming calls are answered within the first four (4) rings. Contractor shall maintain an abandoned call rate of less than 1%.

1.2.29 Supervision of Operators/PCCC staff
1.2.29.1 Contractor shall provide supervisors for each shift to ensure that all operators/PCCC staff are under direct supervision at all times.

1.2.29.2 A Supervisor shall be available on site at all times to respond to problems and questions, which cannot be resolved by the Operators/PCCC staff.

1.2.30 Telephone Service

1.2.30.1 Contractor shall provide and maintain inbound and outbound telephone service.

1.2.30.2 Contractor is responsible for contracting with and making payments to the telephone service provider.

1.2.30.3 Contractor shall remain current with all payments or liabilities resulting from this contract and shall be responsible for payment of all accrued telecommunication charges up to and including the final day of the contract.

1.2.30.4 Contractor shall transfer ownership of any telephone numbers that were used in the fulfillment of the contract to the IDOC/IDJJ or other agency/entity as designated by the IDOC/IDJJ upon completion or termination or the contract.

1.2.30.5 The IDOC/IDJJ shall not pay for or offer any consideration for the transfer of the number(s).

1.2.31 Technical Specifications – Telecommunications Equipment

1.2.31.1 Contractor shall provide communications equipment from a recognized manufacturer and ensure that the equipment is well maintained and minimally provides the following:

1.2.31.1.1 Automatic Number Identification (ANI); both inter-lata and intra-lata and Dialed Number Identification System (DNIS);

1.2.31.1.2 A minimum of 120 central office trunks with expansion to 160 trunks;

1.2.31.1.3 A minimum of 85 multi-line stations with expansion to 100 multi-line stations;

1.2.31.1.4 A minimum of 85 (3 line) digital display sets with ability to have all central office lines terminated on each set; The telecommunication system and telecommunication sets shall be fully digital;

1.2.31.1.5 All telephone sets shall be equipped with display that is capable of Automatic Number Identification and Dialed Number Identification Service;

1.2.31.1.6 Telecommunication equipment shall be programmed to ensure that any call placed on hold may not exceed 30 seconds without equipment notification of operator;

1.2.31.1.7 All wiring necessary for both "voice" and "data" shall be level 5 twisted pair and all wiring shall be done to conform to the local city codes.
1.2.32 Knowledge Base (KB)

1.2.32.1 The Contractor shall enter and maintain the KNOWLEDGE BASE in the database and provide word search capabilities for operator assistance in taking appropriate action and follow up to all communications.

1.2.32.2 The Contractor KB will instruct proper operator response to each call and follow up on communications.

1.2.32.3 The KB shall provide all information necessary to ensure ease of use and accessibility by the Operators of exact procedures to be followed.

1.2.32.4 The KB shall be revised or changed by or upon written approval by the IDOC/IDJJ Duty Chief, Chief of Parole, or designee.

1.2.32.5 The KB shall include definitions of IDOC/IDJJ terminology and cross references to Administrative Directives where applicable.

1.2.32.6 The Contractor and its staff shall comply with all provisions of this KB and shall not deviate from the KB except by written authority from the Director and designee.

1.2.32.7 The Contractor shall enter all data into the databases in compliance with the KB within five (5) minutes of receiving any calls, messages, requests, or approvals to change schedules, etc.

1.2.32.8 The Contractor is not authorized to respond to questions from entities not specifically covered by the KB.

1.2.33 IDOC/IDJJ Contacts Database

1.2.33.1 Contractor shall maintain all current information in the database regarding IDOC/IDJJ contact persons relevant to this service, including, but not limited to:

1.2.33.1.1 Names and pager numbers of applicable staff.

1.2.33.1.2 Name, location, address, telephone number and FAX number of each Parole office.

1.2.33.1.3 Pager numbers or telephone numbers for other IDOC/IDJJ personnel may also be required to be maintained in the database as directed by the IDOC/IDJJ.

1.2.33.1.4 Agent Check-In/Check-Out times.

1.2.33.2 The IDOC/IDJJ shall be responsible for providing current information to the Contractor to ensure compliance with this Section.

1.2.34 Data Retrieval

1.2.34.1 The Contractor shall provide a data retrieval system to ensure compliance with all specifications herein.
1.2.34.2 The Contractor shall provide capabilities for the data to be available on-line for access by various Parole personnel throughout the state on a 24 hour per day, 7 day per week basis.

1.2.34.3 The data retrieval system shall relay information via Fax, Website or E-mail to IDOC/IDJJ staff and Electronic/GPS monitoring vendors.

1.2.34.4 Data retrieval through this system shall remain active on-line in the Contractor's system for as long as an offender is active and for an additional three (3) years after the offender's termination from electronic monitoring for any reason.

1.2.34.5 Data on offenders released for longer than three (3) years shall be archived, but shall be capable of being loaded back to on-line within twenty-four hours of notification from the IDOC/IDJJ.

1.2.34.6 The Contractor shall make available in the format requested either digital/electronic or via hard copy any data files required to facilitate an audit within 5 working days of notification from the IDOC/IDJJ.

1.2.34.7 No data shall be made available to any person who is not an authorized employee of the Contractor or an authorized representative of IDOC/IDJJ without prior written permission of IDOC/IDJJ.

1.2.34.8 All data files shall be the property of the IDOC/IDJJ for the term of the contract; at termination of the contract for any reason, all data files shall be relinquished to the IDOC/IDJJ in a mutually agreed upon manner.

1.2.35 Information Security

1.2.35.1 The Contractor shall ensure that all data and information maintained in compliance with this contract be subject to the IDOC/IDJJ Administrative Directives regarding confidential information.

1.2.35.2 Freedom of information Act requests received by the Contractor related to IDOC/IDJJ data shall be referred to the IDOC/IDJJ for response within 24 hours of receipt by the Contractor.

1.2.35.3 Service providers (contracted or otherwise) shall not be provided access to the information in the system unless directly and specifically authorized by IDOC/IDJJ. Service providers that may be considered for such access include the halfway back programs, Spotlight Reentry Center, and TASC.

1.2.35.4 Preferred Provider Program - As authorized by IDOC/IDJJ, the PCCC staff shall provide to any agency identified as a Preferred Provider information and access to the system, including data entry and email or verbal retrieval of information, as outlined in the "Preferred Provider Agreement". This agreement will be kept at the Contractor's offices and also on the Contractor’s web-based system. Only IDOC/IDJJ may approve Preferred Providers. The Contractor shall conduct training for Preferred Provider agencies and personnel and maintain on-file current hard copies of every authorized
employee and agency that is part of the Preferred Provider program. Agencies and employees shall be provided by the Contractor with a unique authorization number. Reviews will be conducted annually and documentation of annual re-authorization will be kept by the Contractor.

1.2.36 Offender Supervision Fee Collection System

The Contractor will maintain an offender fee collection system and web-based payment record of collected supervision fees per offender.

1.2.36.1 All Offenders will be presented with two (2) self-addressed remittance envelopes upon their initial visit (first day of Parole) with their Parole Agent. Envelopes will have remittance information to be completed before submitting payment. The Parole Agent will distribute one additional envelope during face-to-face meetings on months to follow. Contractor will provide Parole with a sufficient supply of pre-addressed envelopes to cover the needs of the Supervision Fee-paying population.

1.2.36.2 The Parole Agent will place the “start date” and “check fee collection required” status in the case management system or ask the Operator to change the status. Parole will enter the employment information including start date, contact information, etc., into the Contractor’s system. All start dates will be on the 1st or 15th of each month. Rates can be prorated based on the day of the month. Offenders will be charged the weekly mandatory supervision fees after their first full week of employment and fees will be required regardless of full time or part-time employment status until the offender is revoked, MSR, or are no longer employed.

1.2.36.3 Supervision fee standards shall be developed by IDOC/IDJJ for legitimate hardship of offenders. The Contractor will incorporate fee reduction and waiver fields into the system to calculate fee information and reason for hardship.

1.2.36.4 The Parole Agent will need to check within the case management system if the payment amount of the $30.00 twice per month of $60.00 once per month has been received.

1.2.36.5 The Offender will need to clearly print the following information on each coupon, which is attached to the envelope, prior to submitting: Offender’s name, IDOC/IDJJ number, payment amount, date submitted, and return address.

1.2.36.6 All payments submitted by the offender will need to be in the form of a cashier’s check or money order made out to the Contractor. No personal checks should be accepted.

1.2.36.7 Contractor will create an electronic record system which will track the following information on each offender.

- IDOC/IDJJ #
- Name of the Offender
- Start date
- Release date
• Payment Amount
• Fees owed and dates
• Fees paid and dates
• Vendor shall provide a report to IDOC/IDJJ on a monthly basis from the electronic record system as outlined above.

1.2.36.8 A designated financial institution directed by the Contractor will make the daily downloads into the case management system which records the amount of fees collected from each offender into the individual offender case files.

1.2.36.9 Web-based reports will be available for IDOC/IDJJ to track the following:

• Individual offender fee status
• Reports for the Parole Agent, supervisor, district, and statewide
• Exception reports for delinquent payments
• Monthly reconciliation and receivables reports

1.2.36.10 To ensure prompt payment by offenders, the Contractor will incorporate a script to review delinquent payments during offenders’ monthly telephone check-ins. Outbound calls to offenders can also be incorporated into the fee collection process.

1.2.36.11 All Supervision fee amounts collected from the Offender Supervision Fee Collection System shall be reimbursed to the IDOC/IDJJ by the Contractor. Contractor shall receive a per transaction maintenance fee from IDOC/IDJJ for each offender payment collected and processed for the Offender Supervision Fee Collection system. The maintenance fee shall be $2.50 per transaction and the Contractor shall deduct that fee amount from each Supervision Fee collected. Contractor shall send a check to the IDOC/IDJJ at the end of each month for all supervision fees collected from the previous month minus their per transaction maintenance fees. IDOC/IDJJ will deposit these Supervision Fee amounts into the 523 Fund.

1.2.37 Quality Control Program

The Contractor shall have a formal Quality Control Program in place that shall detect errors in monitoring, prevent future errors, and provide quality assurance for the services provided under this contract. The Quality Control Program shall include a routine review process that addresses all areas of the Contractor’s performance, and each mandatory service described above.

1.2.38 Hosted System

1.2.38.1 System Architecture – Contractor’s computer system architecture must be consistent with a web-based, three-tiered distributed service-oriented approach to application design and development.

1.2.38.2 Redundancy – System servers must be backed up with local near real-time redundant servers and two distant redundant servers located at a geographically redundant location that is served by separate electric providers and separate electrical grids. Redundant locations shall be served by separate telecommunications NAP’s (Network Access Points) to assure data access.
1.2.38.3 System Backups – Data backups must be performed every five (5) minutes; full system backups must be performed daily; and the switchover from primary server to backup server must be automatic and immediate. An optional disaster recovery off-site function for all sever components and replicated data must be provided. The Recovery Time Objective (RTO) and Recovery Point Objective (RPO) for off-site systems should be less than 12 hours and 4 hours respectively. The off-site redundant system should be housed at a separate geographical location (> 100 miles) in case of a catastrophic event.

1.2.38.4 System Reliability – Contractor must disclose all system failures since January 1, 2008 and must not have had a single unscheduled system outage longer than 2 hours in duration during that time span.

1.2.38.5 Emergency Readiness – Contractor must have a written Disaster Recovery Plan and make it available to Agency upon request.

1.2.38.6 Sustainability – System and monitoring servers must have at least two levels of backup power as well as multiple Internet and communications providers at local and geographically redundant facilities.

1.2.38.7 Data Security/Confidentiality – Contractor must ensure that agency data is secure across the following dynamics: physical access, network access, data access, employee access. All entries and modifications to offender information must be recorded with the associated login information.

1.2.38.8 Data Retention – Contractor must store Agency's data permanently with multiple redundancies and transaction records for fast retrieval. The data must be made available to Agency within 48 hours of request, even after contract termination. The information must be available in a standard transaction file format at no charge to the Department.

1.2.38.9 Near Real-Time Updates - The database must be updated in near real-time to ensure that all data is accurate and current in the software and reports.

1.2.38.10 Service Level Agreement – The Contractor must maintain and support the application through an off-site hosting service. The Contractor must provide the Agency with a comprehensive Service Level Agreement (SLA) that fully describes the level of performance and allowable levels of down time associated with the hosting service at the time of award of contract.

1.2.38.11 Service Availability - The Contractor must guarantee 99% service availability of the hosted system measured in 5 minute intervals.

1.2.38.12 Scheduled Outages - All scheduled changes/outages must be completed between 2:00 AM and 6:00 AM on Saturday or Sunday. Contractor must publish a notice of scheduled maintenance at least 48 hours in advance via the system website. The Agency must be notified of ALL planned outages and must give approval to any outage outside the scheduled change window. The Contractor must provide monthly uptime reports to the Agency for all components of the system.
1.2.38.13 Hardware and Software Upgrades and Modifications - All software installations and upgrades of any out of the box product will be the responsibility of the Contractor. Contractor will also be responsible for upgrading other software and hardware required to maintain the hosted environment. The Agency must be notified of all future upgrades and modifications to the application, in accordance with the Service Level Agreement.

1.2.38.14 Change Management - Contractor must have documented change management policy and procedures in place and share them with the Agency upon request.

1.2.38.15 Escalation Policy - The Contractor must provide a published escalation policy for problems that cannot be resolved by first-line personnel upon contract award.

1.2.38.16 Emergency Contact - Emergency contact should be available during all non-business hours with a two (2) hour response time seven (7) days a week.

1.2.38.17 Audit Trail - The system must maintain an audit trail of all database transactions (add, change, delete) identifying the individual performing the transaction, the date and the time, and the original data in instances where changes are made.

1.2.38.18 Compliance Audit and Fines - Contractor is responsible for any software compliance audit and fines.

1.2.38.19 Security Audit - Contractor must perform an annual security audit, including a vulnerability assessment. Upon request from the Agency, Contractor shall provide the Agency with reports regarding security testing.

1.2.38.20 Security Incidents - Contractor must have a documented security incident policy and procedure and must provide a copy to the Agency upon request.

1.2.38.21 Confidentiality and Access - Contractor must assure confidentiality of Agency data and have policies and procedures, and processes in place to ensure confidentiality of data. Contractor will make these documents available to the Agency upon request.

1.2.38.22 Personal Information Protection Act – Contractor must comply with this Act Illinois' Personal Information Protection Act Public Act 94-36 addresses the protection of personal information such as social security numbers, driver’s license number, or credit/debit card numbers. The Act sets a policy that all public and private entities must follow in cases in which there is the unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of personal information maintained by the data collector. In cases where a breach occurs, notification must be given to the individuals affected immediately after the breach is discovered.

1.2.38.23 State Ownership of Data - Contractor agrees that the State of Illinois is the owner of all data associated with the Illinois Department of Corrections maintained on these systems.
1.2.38.24 Migration of Data to Another Vendor - Contractor agrees to provide technical assistance transferring the data to a new or replacement system at no additional cost.

1.2.39 Document maintenance, retention, and dissemination

1.2.39.1 Contractor shall maintain all documents submitted to them to include warrants, arrest reports, parole violation reports, notification of charges, RAP sheets, and others as determined necessary by IDOC/IDJJ for a period of no less than six months after the offender is returned to IDOC/IDJJ custody or discharges from custody.

1.2.39.2 Contractor shall convert the documents above into digital/electronic files if not received in such a format.

1.2.39.3 Contractor shall have the ability to accept scanned documents from an outside source.

1.2.39.4 Contractor shall disseminate documents to designated entities upon request of IDOC/IDJJ.

1.3. MILESTONES AND DELIVERABLES: Contractor shall provide and maintain a Parole Division Communications and Control Center and related case management services according to the terms and conditions set forth in this document. The Center must be located in the State of Illinois.

1.4. VENDOR / STAFF SPECIFICATIONS:

1.4.1 Personnel Qualifications

1.4.1.1 Contractor shall recruit and interview only candidates who have provided documentation of past experience.

1.4.1.2 Contractor shall interview each candidate with special focus on technical expertise, communication skills, emotional stability, and motivation.

1.4.1.3 IDOC/IDJJ Deputy Chiefs, Chief of Parole, Deputy Director of Aftercare Services or designee may be involved in the interviewing process for at least the shift supervisors.

1.4.1.4 The final selection of all employees and subcontractors shall be subject to approval of IDOC/IDJJ and approval of such shall be administered on a timely basis.

1.4.1.5 Contractor shall engage qualified personnel to provide coverage for the service according to the schedule of specifications and job descriptions and the following minimum qualifications:

1.4.1.5.1 Supervisors shall have a minimum of a high school graduation or equivalent, one year of college and two years of related supervisory experience.

1.4.1.5.2 Operators shall have minimum of a high school graduation or equivalent.

1.4.1.5.3 Operators shall be required to have familiarity with personal computers as well as the ability to type at least 50 words per minute, corrected for errors.
1.4.1.5.4 There will be one operator or supervisor fluent in Spanish on duty at all times. Contractor will make every effort to attempt to provide a Polish speaking operator.

1.4.1.5.5 All personnel provided shall meet the minimum requirements established by the Illinois Department of Central Management Services for comparable positions unless specifically exempted by IDOC/IDJJ in writing.

1.4.2 Compliance with Laws, Contract Rules, and Security

1.4.2.1 The Contractor and its personnel, including volunteers, and sub-contractors shall be subject to a complete background investigation by the IDOC/IDJJ before any personnel, volunteers, or subcontractors begin to provide specific services for the IDOC/IDJJ. Subsequent background investigations may be conducted periodically to review the background of individuals.

1.4.2.2 The Contractor and its personnel shall complete in its entirety the appropriate Request for Background Investigation Information as determined by the Central Screening Unit. The request for information includes but is not limited to the disclosure of the name, date of birth, and social security number of Contractor and Contractor’s employees, volunteers, and sub-contractors to facilitate background checks of individuals. IDOC/IDJJ shall provide the requestor with the appropriate background investigation packet for completion.

1.4.2.3 All applicants with access to IDOC/IDJJ data shall be required to provide a urine sample as part of their background investigation in compliance with IDOC/IDJJ policy. In addition, all contractual personnel who perform onsite services may be required to undergo a urinalysis or blood test if there is reasonable suspicion to believe they are under the influence of or using alcohol, controlled substances including marijuana and shall be subject to random drug testing.

1.4.2.4 All personnel shall comply with all current and future State, Federal, and Local laws and regulations, court orders, Department Rules, Administrative Directives, American Correctional Association (ACA) Standards, and policies and procedures of IDOC/IDJJ and the Center. Should these changes result in charges to the Contractor, negotiations will be opened.

1.4.2.5 Contractor shall ensure that its staff complies with the terms of the contract specifications.

1.4.2.6 Initial and continued employment of staff shall be subject to approval of IDOC/IDJJ.

1.4.3 Personnel Records

1.4.3.1 Personnel files on all contract employees shall be on file at the Center. These records shall be made available to the IDOC/IDJJ upon request. These files shall include but not be limited to evaluations and salary payroll records.

1.4.3.2 Contractor’s staff shall properly complete employee evaluations for those employees under their direct supervision, in accordance with applicable state rules, as requested by IDOC/IDJJ.

1.4.4 Job Descriptions
1.4.4.1 Contractor shall distribute a written job description approved by the IDOC/IDJJ to each member of its staff, which clearly delineates his/her assigned responsibilities. Contractor shall monitor performance of contractor’s staff to ensure adequate job performance in accordance with these job descriptions and other provisions of this contract and review them with the IDOC/IDJJ.

1.4.4.2 Only IDOC/IDJJ functions shall be delegated to Contractor’s employees or independent contractors as delineated in the job descriptions approved by the IDOC/IDJJ. Corporate functions and tasks of the Contractor shall not be performed at IDOC/IDJJ expense or during IDOC/IDJJ working hours or with IDOC/IDJJ equipment. Contractor shall provide for necessary corporate responsibilities such as submission of payroll documents and timekeeping, personnel functions, billing tasks, to be performed through sources outside of direct service hours outlined in this agreement.

1.4.5 Employee Training and Orientation

1.4.5.1 Contractor shall be responsible for ensuring that all Contractor’s program personnel are provided with orientation regarding responsibilities. Orientation regarding Centers’ operation will be the responsibility of the Contractor.

1.4.5.2 Contractor, upon request, shall provide a minimum of 80 annual hours of training and consulting services to the IDOC/IDJJ at the Contractor’s facility or other site as approved by the IDOC/IDJJ.

1.4.6 Staffing and Schedules

1.4.6.1 All work shall be performed on-site at the Center, except as is otherwise expressly agreed to by all parties.

1.4.6.2 The IDOC/IDJJ is contracting for a level of service to be provided by the Contractor, which is to be maintained at all times. Should the Contractor’s personnel normally assigned to provide such services not be available, the Contractor shall provide appropriate replacement personnel to cover those services. The Contractor shall ensure that all replacements have had prior approval as required in these specifications.

1.4.7 Administrative Personnel

1.4.7.1 The Contractor shall provide administrative personnel to administer the contract.

1.4.7.2 Contractor’s administrative personnel shall be available to the IDOC/IDJJ upon request to address administrative issues.

1.4.7.3 If there is an urgent administrative problem, IDOC/IDJJ shall make contact with the Contractor and Contractor shall respond within 2 hours.

1.4.8 Security

1.4.8.1 Contractor’s personnel shall be subject to and shall comply with all security regulations and procedures of the Department of Corrections and the Center. Violation of regulations may result in the personnel being denied access to the Center. In this event, the Contractor shall provide alternate personnel to supply services described herein, subject to IDOC/IDJJ approval.
1.4.8.2 The vendor's location shall be restricted to authorized employees, authorized persons requiring access during the normal course of business or Department of Corrections personnel only. Any security issues may be inspected by officials of the Department of Corrections at any time without notice.

1.4.8.3 The vendor's facility should have video surveillance throughout the building that records employee activity 24 x 7. All surveillance videos will need to be maintained for a period of 18 months. Facility must have key card access on all doors to allow only authorized personnel into center.

1.5. TRANSPORTATION AND DELIVERY: NA.

1.6. SUBCONTRACTING

Subcontractors are allowed.

For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by the contract. If subcontractors will be utilized, Vendor must identify below the names and addresses of all subcontractors it will be entering into a contractual agreement that has a total value of $50,000 or more in the performance of this Contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money to the extent the information is known that each subcontractor is expected to receive pursuant to the Contract. Attach additional sheets as necessary.

1.6.1. Will subcontractors be utilized? ☒ Yes ☐ No

- Subcontractor Name: Anchor Staffing

  Amount to be paid: Approx $900,000 annually

  Address: 9901 S Western Ave # 203, Chicago, IL 60643

  Description of work: Staffing services

- Subcontractor Name: Case Management Solutions, INC

  Amount to be paid: Approx. $300,000 annually

  Address: 1000 corporate BLVD, Suite A, Aurora, IL 60505

  Description of work: Outsourced programming

All subcontracts must include the Standard Certifications and Financial Disclosures and Conflicts of Interest completed and signed by the subcontractor. If you are using a subcontractor(s) and are awarded a contract, you must provide to the State the Financial Disclosures and Conflicts of Interest for each subcontractor.

1.6.2. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, Vendor will be required to promptly notify, in writing, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each
new or replaced subcontractor will receive pursuant to the Contract. Any subcontracts entered into prior to award of the Contract are done at the Vendor’s and subcontractor’s risk.

1.7. WHERE SERVICES ARE TO BE PERFORMED: Unless otherwise disclosed in this section all services shall be performed in the United States. If the Vendor performs the services purchased hereunder in another country in violation of this provision, such action may be deemed by the State as a breach of the contract by Vendor.

Vendor shall disclose the locations where the services required shall be performed and the known or anticipated value of the services to be performed at each location. If the Vendor received additional consideration in the evaluation based on work being performed in the United States, it shall be a breach of contract if the Vendor shifts any such work outside the United States.

- Location where services will be performed: Protocol, 1000 Corporate Blvd, Aurora, IL 60505
  
  Value of services performed at this location: total amount of contract

Include Contract Section 1. and related attachments in Packet 1
2. PRICING

2.1 FORMAT OF PRICING:

2.1.1 Vendor shall submit pricing in the format shown below, based on the terms and conditions set forth in section 1 of this Contract.

2.1.2 Pricing shall be submitted in the following format: The pricing component shall be proposed for a flat per offender/per day rate. This component shall also factor in the Vendor’s cost for the operation and staffing of the Call Center and any needed system maintenance, upgrades, etc.

Component: Daily Rate for per offender per day service to include Vendor’s daily operation cost and staffing of the call center as well as needed system, maintenance, upgrades, etc.

YEAR 1 - $___64/offender/day
YEAR 2 - $___66/offender/day
YEAR 3 - $___68/offender/day

2.2 TYPE OF PRICING: The Illinois Office of the Comptroller requires the State to indicate whether the contract value is firm or estimated at the time it is submitted for obligation. The total value of this contract is Estimated.

2.3 MAXIMUM AMOUNT: The total payments under this contract shall not exceed N/A without a formal change order. The maximum amount will be entered by the State prior to execution of the contract.

2.4 EXPENSES ALLOWED: Expenses are not allowed.

2.5 DISCOUNT: The State may receive a NA % discount for payment within NA days of receipt of correct invoice. This discount will not be a factor in making the award.

2.6 VENDOR’S PRICING: Attach additional pages if necessary or if the format of pricing specified above in Section 2.1 requires additional pages.

2.6.1 Offeror’s Price for the Initial Term: Per Section 2.1.2.

2.6.2 Renewal Compensation: If the contract is renewed, the price shall be at the same rate as for the initial term unless a different compensation or formula for determining the renewal compensation is stated in this section.

2.6.2.1 Agency/University Formula for Determining Renewal Compensation: Per Section 2.6.2.2.
2.6.2.2 Offeror's Price for Renewal(s):

Daily Rate for per offender per day service to include Vendor's daily operation cost and staffing of the call center as well as needed system, maintenance, upgrades, etc.

YEAR 4 - $____.70/offender/day__________

YEAR 5 - $____.72/offender/day__________

YEAR 6 - $____.74/offender/day__________

Include Contract Section 2. and related attachments in Packet 2
3. **TERM AND TERMINATION**

3.1 **TERM OF THIS CONTRACT:** The term of the contract shall commence upon the 3-30-15 / 3-29-18

3.1.1 In no event will the total term of the contract, including the initial term, any renewal terms and any extensions, exceed 10 years.

3.1.2 Vendor shall not commence billable work in furtherance of the contract prior to final execution of the contract except when permitted pursuant to 30 ILCS 500/20-80.

3.2 **RENEWAL:**

3.2.1. Any renewal is subject to the same terms and conditions as the original contract unless otherwise provided in the pricing section. The State may renew this contract for any or all of the option periods specified, may exercise any of the renewal options early, and may exercise more than one option at a time based on continuing need and favorable market conditions, when in the best interest of the State. The contract may neither renew automatically nor renew solely at the Vendor's option.

3.2.2. Pricing for the renewal term(s), or the formula for determining price, is shown in the pricing section of this contract.

3.2.3. The State reserves the right to renew for a total of 3 years in any one of the following manners:

3.2.3.1 One renewal covering the entire renewal allowance;

3.2.3.2 Individual one-year renewals up to and including the entire renewal allowance; or

3.2.3.3 Any combination of full or partial year renewals up to and including the entire renewal allowance.

3.3 **TERMINATION FOR CAUSE:** The State may terminate this contract, in whole or in part, immediately upon notice to the Vendor if: (a) the State determines that the actions or inactions of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property, or (b) the Vendor has notified the State that it is unable or unwilling to perform the contract.

If Vendor fails to perform to the State's satisfaction any material requirement of this contract, is in violation of a material provision of this contract, or the State determines that the Vendor lacks the financial resources to perform the contract, the State shall provide written notice to the Vendor to cure the problem identified within the period of time specified in the State's written notice. If not cured by that date the State may either: (a) immediately terminate the contract without additional written notice or (b) enforce the terms and conditions of the contract.

For termination due to any of the causes contained in this Section, the State retains its rights to seek any available legal or equitable remedies and damages.
3.4 **TERMINATION FOR CONVENIENCE:** The State may, for its convenience and with 30 days prior written notice to Vendor, terminate this contract in whole or in part and without payment of any penalty or incurring any further obligation to the Vendor.

3.4.1 The Vendor shall be entitled to compensation upon submission of invoices and proof of claim for supplies and services provided in compliance with this contract up to and including the date of termination.

3.5 **AVAILABILITY OF APPROPRIATION:** This contract is contingent upon and subject to the availability of funds. The State, at its sole option, may terminate or suspend this contract, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases the Department's funding by reserving some or all of the Department's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) the Department determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. Contractor will be notified in writing of the failure of appropriation or of a reduction or decrease.

4. **STANDARD BUSINESS TERMS AND CONDITIONS**

4.1 **PAYMENT TERMS AND CONDITIONS:**

4.1.1 Late Payment: Payments, including late payment charges, will be paid in accordance with the State Prompt Payment Act and rules when applicable. 30 ILCS 540; 74 Ill. Adm. Code 900. This shall be Vendor’s sole remedy for late payments by the State. Payment terms contained on Vendor’s invoices shall have no force and effect.

4.1.2 Minority Contractor Initiative: Any Vendor awarded a contract under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30 ILCS 500) of $1,000 or more is required to pay a fee of $15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller’s Administrative Fund. 15 ILCS 405/23.9.

4.1.3 Expenses: The State will not pay for supplies provided or services rendered, including related expenses, incurred prior to the execution of this contract by the Parties even if the effective date of the contract is prior to execution.

4.1.4 Prevailing Wage: As a condition of receiving payment Vendor must (i) be in compliance with the contract, (ii) pay its employees prevailing wages when required by law, (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the State upon request. Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The prevailing wages are revised by the Department of Labor and are available on the Department’s official website, which shall be deemed proper notification of any rate changes under this subsection. Vendor is responsible for contacting the Illinois Department of Labor to ensure understanding of prevailing wage requirements at 217-782-6206 or [http://www.state.il.us/agency/idol/index.htm](http://www.state.il.us/agency/idol/index.htm).
4.1.5 Federal Funding: This contract may be partially or totally funded with Federal funds. If federal funds are expected to be used, then the percentage of the good/service paid using Federal funds and the total Federal funds expected to be used will be provided in the award notice.

4.1.6 Invoicing: By submitting an invoice, Vendor certifies that the supplies or services provided meet all requirements of the contract, and the amount billed and expenses incurred are as allowed in the contract. Invoices for supplies purchased, services performed and expenses incurred through June 30 of any year must be submitted to the State no later than July 31 of that year; otherwise Vendor may have to seek payment through the Illinois Court of Claims. 30 ILCS 105/25. All invoices are subject to statutory offset. 30 ILCS 210.

4.1.6.1 Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. If necessary, Vendor may request the applicable Agency/University state tax exemption number and federal tax exemption information.

4.1.6.2 Vendor shall invoice at the completion of the contract unless invoicing is tied in the contract to milestones, deliverables, or other invoicing requirements agreed to in the contract.

4.1.6.3 Invoices may be submitted twice a month in the following format:

<table>
<thead>
<tr>
<th>Dates of Service</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Cost Amount</th>
</tr>
</thead>
</table>

Enclosed with each invoice should be additional supporting documentation to include each offender number and the days of service for each offender.

Send IDOC invoices to:

<table>
<thead>
<tr>
<th>Agency/University:</th>
<th>IDOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>Alyssa Williams-Schafer</td>
</tr>
<tr>
<td>Address:</td>
<td>1301 Concordia Court</td>
</tr>
<tr>
<td>City, State Zip</td>
<td>Springfield, IL 62794</td>
</tr>
</tbody>
</table>

Send IDJJ invoices to:

<table>
<thead>
<tr>
<th>Agency/University:</th>
<th>IDJJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>Deputy Director of Aftercare Services</td>
</tr>
<tr>
<td>Address:</td>
<td>707 N 15th Street</td>
</tr>
<tr>
<td>City, State Zip</td>
<td>Springfield, IL 62701</td>
</tr>
</tbody>
</table>
4.2 ASSIGNMENT: This contract may not be assigned, transferred in whole or in part by Vendor without the prior written consent of the State.

4.3 SUBCONTRACTING: For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by the contract. Vendor must receive prior written approval before use of any subcontractors in the performance of this contract. Vendor shall describe, in an attachment if not already provided, the names and addresses of all authorized subcontractors to be utilized by Vendor in the performance of this contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this contract. If required, Vendor shall provide a copy of any subcontracts within 15 days after execution of this contract. All subcontracts must include the same certifications that Vendor must make as a condition of this contract. Vendor shall include in each subcontract the subcontractor certifications as shown on the Standard Subcontractor Certification form available from the State. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, then Vendor must promptly notify, by written amendment to the Contract, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each new or replaced subcontractor will receive pursuant to the Contract.

4.4 AUDIT/RETENTION OF RECORDS: Vendor and its subcontractors shall maintain books and records relating to the performance of the contract or subcontract and necessary to support amounts charged to the State pursuant 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 three 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 three years from the later of final payment under the term or completion of the subcontract. If federal funds are used to pay contract costs, the Vendor and its subcontractors must retain its records for five years. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the procuring Agency/University, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or 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 and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for 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 or subcontractors shall not impose a charge for audit or examination of the Vendor’s books and records. 30 ILCS 500/20-65.

4.5 TIME IS OF THE ESSENCE: Time is of the essence with respect to Vendor’s performance of this contract. Vendor shall continue to perform its obligations while any dispute concerning the contract is being resolved unless otherwise directed by the State.

4.6 NO WAIVER OF RIGHTS: Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party’s right to exercise or enforce that or other rights in the future.

4.7 FORCE MAJEURE: Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence, including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel the contract without penalty if performance does not resume within 30 days of the declaration.
4.8 CONFIDENTIAL INFORMATION: Each Party, including its agents and subcontractors, to this contract may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this contract. Vendor shall preserve all information received from the State or to which it gains access pursuant to this contract is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. 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 disclosing Party, either during the period of the contract or thereafter. The receiving Party 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 end of the contract, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third Party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

4.9 USE AND OWNERSHIP: All work performed or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work for hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Vendor hereby assigns to the State all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Vendor may have to such work including any so-called "moral rights" in connection with the work. Vendor acknowledges the State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to confidentiality provisions of this contract.

All software used under this contract, including software developed during the term of this contract, is the sole and exclusive property of Vendor or a third party licensor, and no license or other rights granted to the State of Illinois during the term of this contract shall survive termination or expiration of the contract. Upon termination of the contract all data will be the property of the State of Illinois and the Vendor shall transmit data to the State of Illinois in a suitable format.

4.10 INDEMNIFICATION AND LIABILITY: The Vendor shall indemnify and hold harmless the State of Illinois, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; (c) any act, activity or omission of Vendor or any of its employees, representatives, subcontractors or agents; or (d) any actual or alleged claim that the services or goods provided under the contract infringing, misappropriating, or otherwise violating any intellectual property (patent, copyright, trade secret, or trademark) rights of a third party. Neither Party shall be liable for incidental, special, consequential or punitive damages.

4.11 INSURANCE: Vendor shall, at all times during the term and any renewals maintain and provide a Certificate of Insurance naming the State as additionally insured for all required bonds and insurance. Certificates may not be modified or canceled until at least 30 days' notice has been provided to the State. Vendor shall provide: (a) General Commercial Liability occurrence form in amount of $1,000,000
per occurrence (Combined Single Limit Bodily Injury and Property Damage) and $2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto, (Combined Single Limit Bodily Injury and Property Damage) in amount of $1,000,000 per occurrence; and (c) Worker’s Compensation Insurance in amount required by law. Insurance shall not limit Vendor’s obligation to indemnify, defend, or settle any claims.

4.12 INDEPENDENT CONTRACTOR: Vendor shall act as an independent contractor and not an agent or employee of, or joint venture with the State. All payments by the State shall be made on that basis.

4.13 SOLICITATION AND EMPLOYMENT: Vendor shall not employ any person employed by the State during the term of this contract to perform any work under this contract. Vendor shall give notice immediately to the Agency’s director if Vendor solicits or intends to solicit State employees to perform any work under this contract.

4.14 COMPLIANCE WITH THE LAW: The Vendor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders, federal circulars and all license and permit requirements in the performance of this contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of this contract.

4.15 BACKGROUND CHECK: Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Vendor’s and subcontractors’ officers, employees or agents. Vendor or subcontractor shall reassign immediately any such individual who, in the opinion of the State, does not pass the background check.

4.16 APPLICABLE LAW: This contract shall be construed in accordance with and is subject to the laws and rules of the State of Illinois. The Department of Human Rights’ Equal Opportunity requirements (44 Ill. Adm. 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. The official text of cited statutes is incorporated by reference. An unofficial version can be viewed at [www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp).

4.17 ANTI-TRUST ASSIGNMENT: If Vendor does not pursue any claim or cause of action it has arising under federal or state antitrust laws relating to the subject matter of the contract, then upon request of the Illinois Attorney General, Vendor shall assign to the State rights, title and interest in and to the claim or cause of action.

4.18 CONTRACTUAL AUTHORITY: The Agency that signs for the State of Illinois shall be the only State entity responsible for performance and payment under the contract. When the Chief Procurement Officer or authorized designee signs in addition to an Agency, they do so as approving officer and shall have no liability to Vendor. When the Chief Procurement Officer or authorized designee, or State Purchasing Officer signs a master contract on behalf of State agencies, only the Agency that places an order with the Vendor shall have any liability to Vendor for that order.

4.19 NOTICES: Notices and other communications provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by courier (UPS, Federal Express or other similar and reliable carrier), by e-mail, or by fax showing the date and time of successful receipt. Notices shall be sent to the individuals who signed the contract using the contact information following
the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change the contact information.

4.20 MODIFICATIONS AND SURVIVAL: Amendments, 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 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. In the event of a conflict between the State’s and the Vendor’s terms, conditions and attachments, the State’s terms, conditions and attachments shall prevail.

4.21 PERFORMANCE RECORD / SUSPENSION: Upon request of the State, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of the contract. The State may consider Vendor’s performance under this contract and compliance with law and rule to determine whether to continue the contract, suspend Vendor from doing future business with the State for a specified period of time, or to determine whether Vendor can be considered responsible on specific future contract opportunities.

4.22 FREEDOM OF INFORMATION ACT: This contract and all related public records maintained by, provided to or required to be provided to the State are subject to the Illinois Freedom of Information Act (FOIA) (50 ILCS 140) notwithstanding any provision to the contrary that may be found in this contract.

4.23 SCHEDULE OF WORK: Any work performed on State premises shall be done during the hours designated by the State and performed in a manner that does not interfere with the State and its personnel.

4.24 WARRANTIES FOR SUPPLIES AND SERVICES:

4.24.1 Vendor warrants that the supplies furnished under this contract will: (a) conform to the standards, specifications, drawing, samples or descriptions furnished by the State or furnished by the Vendor and agreed to by the State, including but not limited to all specifications attached as exhibits hereto; (b) be merchantable, of good quality and workmanship, and free from defects for a period of twelve months or longer if so specified in writing, and fit and sufficient for the intended use; (c) comply with all federal and state laws, regulations and ordinances pertaining to the manufacturing, packing, labeling, sale and delivery of the supplies; (d) be of good title and be free and clear of all liens and encumbrances and; (e) not infringe any patent, copyright or other intellectual property rights of any third party. Vendor agrees to reimburse the State for any losses, costs, damages or expenses, including without limitations, reasonable attorney’s fees and expenses, arising from failure of the supplies to meet such warranties.

4.24.2 Vendor shall insure that all manufacturers’ warranties are transferred to the State and shall provide a copy of the warranty. These warranties shall be in addition to all other warranties, express, implied or statutory, and shall survive the State’s payment, acceptance, inspection or failure to inspect the supplies.

4.24.3 Vendor warrants that all services will be performed to meet the requirements of the contract in an efficient and effective manner by trained and competent personnel. Vendor shall monitor performances of each individual and shall reassign immediately any individual who is not
performing in accordance with the contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the contract or State policies.

4.25 REPORTING, STATUS AND MONITORING SPECIFICATIONS:

4.25.1. Vendor shall immediately notify the State of any event that may have a material impact on Vendor's ability to perform the contract.

4.25.2. By August 31 of each year, Vendor shall report to the Agency or University the number of qualified veterans and certain ex-offenders hired during Vendor's last completed fiscal year. For the purposes of this section, qualified veteran is defined in 30 ILCS 500/45-67 and ex-offender is defined in 30 ILCS 500/45-70.

4.26 EMPLOYMENT TAX CREDIT: Vendors who hire qualified veterans and certain ex-offenders may be eligible for tax credits. 35 ILCS 5/216, 5/217. Please contact the Illinois Department of Revenue (telephone #: 217-524-4772) for information about tax credits.
5. STATE SUPPLEMENTAL PROVISIONS

☐ Agency/University Definitions

Click here to enter text.

☐ Required Federal Clauses, Certifications and Assurances

Click here to enter text.

☐ Public Works Requirements (construction and maintenance of a public work) 820 ILCS 130/4.

Click here to enter text.

☐ Prevailing Wage (janitorial cleaning, window cleaning, building and grounds, site technician, natural resources, food services, and security services, if valued at more than $200 per month or $2,000 per year or printing) 30 ILCS 500/25-60.

Click here to enter text.

☐ Agency/University Specific Terms and Conditions

Click here to enter text.

☐ Other (describe)

Click here to enter text.
STATE OF ILLINOIS
STANDARD CERTIFICATIONS

Vendor acknowledges and agrees that compliance with this subsection in its entirety for the term of the contract and any renewals is a material requirement and condition of this contract. By executing this contract Vendor certifies compliance with this subsection in its entirety, and is under a continuing obligation to remain in compliance and report any non-compliance.

This subsection, in its entirety, applies to subcontractors used on this contract. Vendor shall include these Standard Certifications in any subcontract used in the performance of the contract using the Standard Certification form provided by the State.

If this contract extends over multiple fiscal years, including the initial term and all renewals, Vendor and its subcontractors shall confirm compliance with this section in the manner and format determined by the State by the date specified by the State and in no event later than July 1 of each year that this contract remains in effect.

If the Parties determine that any certification in this section is not applicable to this contract it may be stricken without affecting the remaining subsections.

4.1. As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:

- the contract may be void by operation of law,
- the State may void the contract, and
- the Vendor and it subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

4.2. Vendor certifies it and its employees will comply with applicable provisions of the United States Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and applicable rules in performance of this contract.

4.3. Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies he/she is not in default on an educational loan. 5 ILCS 385/3.

4.4. Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies it he/she has not received (i) an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code or (ii) an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. 30 ILCS 105/15a; 40 ILCS 5/14-108.3; 40 ILCS 5/16-133.

4.5. Vendor certifies that it is a legal entity authorized to do business in Illinois prior to submission of a bid, offer, or proposal. 30 ILCS 500/1-15.80, 20-43.
STATE OF ILLINOIS
STANDARD CERTIFICATIONS

4.6. To the extent there was a current Vendor providing the services covered by this contract and the employees of that Vendor who provided those services are covered by a collective bargaining agreement, Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or offer; and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit who perform substantially similar work to the work that will be performed pursuant to this contract. This does not apply to heating, air conditioning, plumbing and electrical service contracts. 30 ILCS 500/25-80.

4.7. Vendor certifies it has neither been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5.

4.8. If Vendor has been convicted of a felony, Vendor certifies 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.

4.9. 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, Vendor certifies at least five 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 State shall declare the contract void if this certification is false. 30 ILCS 500/50-10.5.

4.10. Vendor certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e), amended by Pub. Act No. 97-0895 (August 3, 2012).

4.11. Vendor certifies that it 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 State may declare the contract void if this certification is false 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 500/50-11, 50-60.

4.12. Vendor certifies that it 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 and acknowledges that failure to comply may result in the contract being declared void. 30 ILCS 500/50-12.

4.13. Vendor certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years, and is therefore not barred from being awarded a contract. 30 ILCS 500/50-14.

4.14. Vendor certifies it has neither paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor 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.
STATE OF ILLINOIS
STANDARD CERTIFICATIONS


4.16. Vendor certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38.

4.17. Vendor certifies that if it has hired a person required to register under the Lobbyist Registration Act to assist in obtaining any State contract, that none of the lobbyist’s costs, fees, compensation, reimbursements, or other remuneration were billed to the State. 30 ILCS 500/50-38.

4.18. Vendor certifies it 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.

4.19. Vendor certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency/University grants an exception. 30 ILCS 565.

4.20. Drug Free Workplace

4.20.1. If Vendor employs 25 or more employees and this contract is worth more than $5,000, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.

4.20.2. If Vendor is an individual and this contract is worth more than $5000, Vendor certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580.

4.21. Vendor certifies that 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 United States Department of Commerce. 30 ILCS 582.

4.22. Vendor certifies it 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 5/33 E-3, E-4.

4.23. Vendor certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105.

4.24. Vendor certifies it 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.

4.25. Vendor 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 or indentured labor under penal sanction. 30 ILCS 583.
STATE OF ILLINOIS
STANDARD CERTIFICATIONS

4.26. 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. 30 ILCS 584.

4.27. Vendor certifies that any violation of the Lead Poisoning Prevention Act, as it applies to owners of residential buildings, has been mitigated. 410 ILCS 45.

4.28. Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor’s family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over $25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

4.29. Vendor certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at (www.dhs.state.il.us/iitaa) 30 ILCS 587.

4.30. Vendor certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code. 30 ILCS 500/20-160 and 50-37. Vendor will not make a political contribution that will violate these requirements.

In accordance with section 20-160 of the Illinois Procurement Code, Vendor certifies as applicable:

☐ Vendor is not required to register as a business entity with the State Board of Elections.

or

☒ Vendor has registered with the State Board of Elections. As a registered business entity, Vendor acknowledges a continuing duty to update the registration as required by the Act.

4.31. Vendor certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or a subcontract that are manufactured in the United States. 30 ILCS 517.

4.32. A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity and authorized to do business in Illinois prior to submitting a bid or offer. 30 ILCS 500/20-43. If you do not meet these criteria, then your bid or offer will be disqualified.

Vendor must make one of the following four certifications by checking the appropriate box. If C or D is checked, then Vendor must attach to this form the requested documentation.

A. ☐ Vendor certifies it is an individual acting as a sole proprietor and is therefore not subject to the requirements of section 20-43 of the Procurement Code.
B. Vendor certifies that it is a legal entity, and was authorized to do business in Illinois as of the date for submitting this bid or offer. The State may require Vendor to provide evidence of compliance before award.

C. Vendor certifies it is a legal entity, and is a foreign corporation performing activities that do not constitute transacting business in Illinois as defined by Illinois Business Corporations Act (805 ILCS 5/13.75). A vendor claiming exemption under the Act must include a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.

D. Vendor certifies it is a legal entity, and is an entity otherwise recognized under Illinois law as eligible for a specific form of exemption similar to those found in the Illinois Business Corporation Act (805 ILCS 5/13.75). A vendor claiming exemption under a specific law must provide a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.

4.33. Vendor certifies that, for the duration of this contract it will:

- post its employment vacancies in Illinois and border states on the Department of Employment Security's IllinoisJobLink.com website or its successor system; or
- will provide an online link to these employment vacancies so that this link is accessible through the IllinoisJobLink.com website it successor system; or
- is exempt from 20 ILCS 1005/1005-47 because the contract is for construction-related services as that term is defined in section 1-15.20 of the Procurement Code; or the contract is for construction and vendor is a party to a contract with a bona fide labor organization and performs construction. (20 ILCS 1005/1005-47).
Section 1.3.2—Authorization to Conduct Business Certificate

Please find a certificate evidencing Protocol's authorization to conduct business in the State of Illinois on the following page.
STATE OF ILLINOIS

REFERENCES

Provide references from established firms or government agencies other than the procuring agency/university that can attest to Offeror's experience and ability to perform the contract that is the subject of this solicitation.

J.1 Firm/Government Agency/University (name): Colorado Department of Corrections, Division of Adult Parole, Community Corrections and YOS

Contact Person (name, email address, address, and phone): Mike Miles, Assistant Director, 8800 Sheridan Blvd, Westminster, CO 80031. Office: 303 426 6198 x 4121

Date of Supplies/Services Provided: 8/8/2006 to current date

Type of Supplies/Services Provided: Number of offenders tracked – 8,889. Number of officers/staff using the system – 2,230. Service provisions – case management, 24 hour contact facility, IVR, warrant processing, data entry, outbound verification, EM/GPS support, fee collection

J.2 Firm/Government Agency/University (name): Track Group

Contact Person (name, email address, address, and phone): Derek Cassell, 1215 Lakeview Court, Romeoville, IL 60446, 877-260-2010

Date of Supplies/Services Provided: January 2009-Current

Type of Supplies/Services Provided: Number of offenders tracked - 13,459. Number of officers/staff using the system – 291. Service provision – IVR, text message fee and court reminders, billing, invoicing, case management, 24 hour contact facility, fee collection

J.3 Firm/Government Agency/University (name): Cook County Sheriff’s Department, Electronic Monitoring Division, Sheriff’s Women’s Justice Programs and Bootcamp

Contact Person (name, email address, address, and phone): Greg Shields, Director, 2323 S. Rockwell 6th Floor, Chicago, IL 60608. Office: 773-843-7319

Date of Supplies/Services Provided: 2/1/2009 to current date

Type of Supplies/Services Provided: Number of offenders tracked - 2,241. Number of officers/staff using the system – 406. Service provision - case management, 24 hour contact facility, data entry, outbound verification, EM support

Offeror Name: Protocol Criminal Justice, Inc.

Return Mailing Address: 1000 Corporate Boulevard, Aurora, IL, 60504-6401
To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that

PROTOCOL CRIMINAL JUSTICE, INC., INCORPORATED IN FLORIDA AND LICENSED TO TRANSACT BUSINESS IN THIS STATE ON DECEMBER 06, 2013, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE RELATING TO THE PAYMENT OF FRANCHISE TAXES, AND AS OF THIS DATE, IS A FOREIGN CORPORATION IN GOOD STANDING AND AUTHORIZED TO TRANSACT BUSINESS IN THE STATE OF ILLINOIS.

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 30TH day of SEPTEMBER A.D. 2014.
The Financial Disclosures and Conflicts of Interest form ("form") must be accurately completed and submitted by the vendor, parent entity(ies), and subcontractors. There are nine steps to this form and each must be completed as instructed in the step heading and within the step. A bid, offer, or proposal that does not include this form shall be considered non-responsive. The Agency/University will consider this form when evaluating the bid, offer, or proposal or awarding the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing entities must provide an updated form.

Separate forms are required for the vendor, parent entity(ies), and subcontractors.

This disclosure is submitted for:

- [ ] Vendor
- [ ] Vendor's Parent Entity(ies) (100% ownership)
- [ ] Subcontractor(s) > $50,000 (annual value)
- [ ] Subcontractor's Parent Entity(ies) (100% ownership) > $50,000 (annual value)

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<tr>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Contract Number</td>
<td>N/A</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Protocol Criminal Justice, Inc.</td>
</tr>
<tr>
<td>Doing Business As (DBA)</td>
<td>N/A</td>
</tr>
<tr>
<td>Disclosing Entity</td>
<td>Protocol Criminal Justice, Inc.</td>
</tr>
<tr>
<td>Disclosing Entity's Parent</td>
<td>B.I. Incorporated</td>
</tr>
<tr>
<td>Entity</td>
<td></td>
</tr>
<tr>
<td>Subcontractor</td>
<td>N/A</td>
</tr>
<tr>
<td>Instrument of Ownership or</td>
<td>Corporate Stock (C-Corporation, S-Corporation, Professional Corporation, Service Corporation)</td>
</tr>
</tbody>
</table>
You must select one of the six options below and select the documentation you are submitting. You must provide the documentation the applicable section requires with this form.

☐ Option 1 – Publicly Traded Entities

1.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% ($106,447.20) of the annual salary of the Governor.

OR

1.B. ☐ Attach a copy of the Federal 10-K or provide a web address of an electronic copy of the Federal 10-K, and skip to Step 3.

☐ Option 2 – Privately Held Entities with more than 200 Shareholders

2.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% ($106,447.20) of the annual salary of the Governor.

OR

2.B. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership share in excess of 5% and attach the information Federal 10-K reporting companies are required to report under 17 CFR 229.401.

☒ Option 3 – All other Privately Held Entities, not including Sole Proprietorships

3.A. ☒ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% ($106,447.20) of the annual salary of the Governor.

☐ Option 4 – Foreign Entities

4.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% ($106,447.20) of the annual salary of the Governor.

OR

4.B. ☐ Attach a copy of the Securities Exchange Commission Form 20-F or 40-F and skip to Step 3.

☐ Option 5 – Not-for-Profit Entities

☐ Complete Step 2, Option B.

☐ Option 6 – Sole Proprietorships

☐ Skip to Step 3.
FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

STEP 2
DISCLOSURE OF FINANCIAL INTEREST OR BOARD OF DIRECTORS
(All vendors, except sole proprietorships, must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

Complete either Option A (for all entities other than not-for-profits) or Option B (for not-for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

OPTION A – Ownership Share and Distributive Income

Ownership Share – If you selected Option 1.A., 2.A., 2.B., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of ownership if said percentage exceeds 5%, or the dollar value of their ownership if said dollar value exceeds $106,447.20.

☐ Check here if including an attachment with requested information in a format substantially similar to the format below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Percentage of Ownership</th>
<th>$ Value of Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.I. Incorporated</td>
<td>6400 Lookout Road, Boulder, CO, 80303</td>
<td>100%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Distributive Income – If you selected Option 1.A., 2.A., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of the disclosing vendor’s total distributive income if said percentage exceeds 5% of the total distributive income of the disclosing entity, or the dollar value of their distributive income if said dollar value exceeds $106,447.20.

☐ Check here if including an attachment with requested information in a format substantially similar to the format below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>% of Distributive Income</th>
<th>$ Value of Distributive Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

State of Illinois Chief Procurement Office General Services
IFB or RFP Solicitation: Forms A Section: Financial Disclosures and Conflicts of Interest
V.14.1
FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

Please certify that the following statements are true.

I have disclosed all individuals or entities that hold an ownership interest of greater than 5% or greater than $106,447.20.

☐ Yes  ☐ No

I have disclosed all individuals or entities that were entitled to receive distributive income in an amount greater than $106,447.20 or greater than 5% of the total distributive income of the disclosing entity.

☐ Yes  ☐ No

OPTION B – Disclosure of Board of Directors (Not-for-Profits)

If you selected Option 5 in Step 1, list members of your board of directors. Please include an attachment if necessary.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

STEP 3

DISCLOSURE OF LOBBYIST OR AGENT

(Complete only if bid, offer, or contract has an annual value over $25,000)

(Subcontractors with subcontract annual value of more than $50,000 must complete)

☐ Yes  ☐ No. Is your company represented by or do you employ a lobbyist required to register under the Lobbyist Registration Act (lobbyist must be registered pursuant to the Act with the Secretary of State) or other agent who is not identified through Step 2, Option A above and who has communicated, is communicating, or may communicate with any State/Public University officer or employee concerning the bid or offer? If yes, please identify each lobbyist and agent, including the name and address below.

If you have a lobbyist that does not meet the criteria, then you do not have to disclose the lobbyist’s information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Relationship to Disclosing Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Describe all costs/fees/compensation/reimbursements related to the assistance provided by each representative lobbyist or other agent to obtain this Agency/University contract: N/A
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

STEP 4

PROHIBITED CONFLICTS OF INTEREST
(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

Step 4 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above. Please provide the name of the person for which responses are provided: N/A

1. Do you hold or are you the spouse or minor child who holds an elective office in the State of Illinois or hold a seat in the General Assembly? □ Yes □ No

2. Have you, your spouse, or minor child been appointed to or employed in any offices or agencies of State government and receive compensation for such employment in excess of 60% ($106,447.20) of the salary of the Governor? □ Yes □ No

3. Are you or are you the spouse or minor child of an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority? □ Yes □ No

4. Have you, your spouse, or an immediate family member who lives in your residence currently or who lived in your residence within the last 12 months been appointed as a member of a board, commission, authority, or task force authorized or created by State law or by executive order of the Governor? □ Yes □ No

5. If you answered yes to any question in 1-4 above, please answer the following: Do you, your spouse, or minor child receive from the vendor more than 7.5% of the vendor’s total distributable income or an amount of distributable income in excess of the salary of the Governor ($177,412.00)? □ Yes □ No

6. If you answered yes to any question in 1-4 above, please answer the following: Is there a combined interest of self with spouse or minor child more than 15% in the aggregate of the vendor’s distributable income or an amount of distributable income in excess of two times the salary of the Governor ($354,824.00)? □ Yes □ No

STEP 5

POTENTIAL CONFLICTS OF INTEREST RELATING TO PERSONAL RELATIONSHIPS
(Complete only if bid, offer, or contract has an annual value over $25,000)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

Step 5 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above.

Please provide the name of the person for which responses are provided: N/A

1. Do you currently have, or in the previous 3 years have you had State employment, including contractual employment of services? □ Yes □ No

2. Has your spouse, father, mother, son, or daughter, had State employment, including contractual employment for services, in the previous 2 years? □ Yes □ No

State of Illinois Chief Procurement Office General Services
IFB or RFP Solicitation: Forms A Section: Financial Disclosures and Conflicts of Interest
V.14.1
FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

3. Do you hold currently or have you held in the previous 3 years elective office of the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois? □ Yes □ No

4. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding elective office currently or in the previous 2 years? □ Yes □ No

5. Do you hold or have you held in the previous 3 years 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? □ Yes □ No

6. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding appointive office currently or in the previous 2 years? □ Yes □ No

7. Do you currently have or in the previous 3 years had employment as or by any registered lobbyist of the State government? □ Yes □ No

8. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) that is or was a registered lobbyist? □ Yes □ No

9. Do you currently have or in the previous 3 years had compensated employment 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

10. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) who is or was a compensated employee 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

STEP 6

EXPLANATION OF AFFIRMATIVE RESPONSES
(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

If you answered “Yes” in Step 4 or Step 5, please provide on an additional page a detailed explanation that includes, but is not limited to the name, salary, State agency or university, and position title of each individual. N/A
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

STEP 7

POTENTIAL CONFLICTS OF INTEREST

RELATING TO DEBARMENT & LEGAL PROCEEDINGS

(Complete only if the annual value of the contract(s) is $25,000 or more)

Subcontractors with a contract's annual value of more than $50,000 must complete.

This step must be completed for each person disclosed in Step 2, Option A, Step 3, and for each entity and sole proprietor disclosed in Step 1.

Please provide the name of the person or entity for which responses are provided: Protocol Criminal Justice, Inc.

1. Within the previous ten years, have you had debarment from contracting with any governmental entity?  
   □ Yes  □ No

2. Within the previous ten years, have you had any professional licensure discipline?  
   □ Yes  □ No

3. Within the previous ten years, have you had any bankruptcies?  
   □ Yes  □ No

4. Within the previous ten years, have you had any adverse civil judgments and administrative findings?  
   □ Yes  □ No

5. Within the previous ten years, have you had any criminal felony convictions?  
   □ Yes  □ No

If you answered “Yes”, please provide a detailed explanation that includes, but is not limited to the name, State agency or university, and position title of each individual. N/A

STEP 8

DISCLOSURE OF CURRENT AND PENDING CONTRACTS

(Complete only if the annual value of the contract(s) is $25,000 or more)

If you selected Option 1, 2, 3, 4, or 6 in Step 1, do you have any contracts, pending contracts, bids, proposals, subcontracts, leases or other ongoing procurement relationships with units of State of Illinois government?  
□ Yes □ No.

If “Yes”, please specify below. Attach an additional page in the same format as provided below, if desired.

<table>
<thead>
<tr>
<th>Agency/University</th>
<th>Project Title</th>
<th>Status</th>
<th>Value</th>
<th>Contract Reference/P.O./Illinois Procurement Bulletin #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Dept. of Corrections</td>
<td>Automated Management System</td>
<td>Contract</td>
<td>$5,820,000/year</td>
<td>0910038</td>
</tr>
</tbody>
</table>

State of Illinois Chief Procurement Office General Services
IPB or RFP Solicitation: Forms A Section: Financial Disclosures and Conflicts of Interest
V.14.1
Please explain the procurement relationship: Prime Contractor

STEP 9
SIGN THE DISCLOSURE
(All vendors must complete regardless of annual bid, offer, or contract value)
(subcontractors with subcontract annual value of more than $50,000 must complete)

This disclosure is signed, and made under penalty of perjury for all for-profit entities, by an authorized officer or employee on behalf of the bidder or offeror pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code. This disclosure information is submitted on behalf of:

Name of Disclosing Entity: Protocol Criminal Justice, Inc

Signature: [Redacted] Date: December 9, 2014

Printed Name: Henry Conforti

Title: Vice President, Protocol Operations

Phone Number: (630) 820-5021

Email Address: HConforti@protocolgs.com
STATE OF ILLINOIS
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

The Financial Disclosures and Conflicts of Interest form ("form") must be accurately completed and submitted by the vendor, parent entity(ies), and subcontractors. There are nine steps to this form and each must be completed as instructed in the step heading and within the step. A bid, offer, or proposal that does not include this form shall be considered non-responsive. The Agency/University will consider this form when evaluating the bid, offer, or proposal or awarding the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing entities must provide an updated form.

Separate forms are required for the vendor, parent entity(ies), and subcontractors.

This disclosure is submitted for:

☐ Vendor
☒ Vendor’s Parent Entity(ies) (100% ownership)
☐ Subcontractor(s) >$50,000 (annual value)
☐ Subcontractor’s Parent Entity(ies) (100% ownership) > $50,000 (annual value)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Parole Communications and Control Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Procurement Bulletin Number</td>
<td>14-83881</td>
</tr>
<tr>
<td>Contract Number</td>
<td>N/A</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Protocol Criminal Justice, Inc.</td>
</tr>
<tr>
<td>Doing Business As (DBA)</td>
<td>N/A</td>
</tr>
<tr>
<td>Disclosing Entity</td>
<td>B.I. Incorporated</td>
</tr>
<tr>
<td>Disclosing Entity’s Parent Entity</td>
<td>The GEO Group, Inc.</td>
</tr>
<tr>
<td>Subcontractor</td>
<td>N/A</td>
</tr>
<tr>
<td>Instrument of Ownership or Beneficial Interest</td>
<td>Corporate Stock (C-Corporation, S-Corporation, Professional Corporation, Service Corporation) ☐ If you selected Other, please describe: N/A</td>
</tr>
</tbody>
</table>
FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

STEP 1
SUPPORTING DOCUMENTATION SUBMITTAL
(All vendors complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

You must select one of the six options below and select the documentation you are submitting. You must provide the documentation the applicable section requires with this form.

☐ Option 1 – Publicly Traded Entities

1.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% ($106,447.20) of the annual salary of the Governor.

OR

1.B. ☐ Attach a copy of the Federal 10-K or provide a web address of an electronic copy of the Federal 10-K, and skip to Step 3.

☐ Option 2 – Privately Held Entities with more than 200 Shareholders

2.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% ($106,447.20) of the annual salary of the Governor.

OR

2.B. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership share in excess of 5% and attach the information Federal 10-K reporting companies are required to report under 17 CFR 229.401.

☒ Option 3 – All other Privately Held Entities, not including Sole Proprietorships

3.A. ☒ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% ($106,447.20) of the annual salary of the Governor.

☐ Option 4 – Foreign Entities

4.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% ($106,447.20) of the annual salary of the Governor.

OR

4.B. ☐ Attach a copy of the Securities Exchange Commission Form 20-F or 40-F and skip to Step 3.

☐ Option 5 – Not-for-Profit Entities

☐ Complete Step 2, Option B.

☐ Option 6 – Sole Proprietorships

☐ Skip to Step 3.
Complete either Option A (for all entities other than not-for-profits) or Option B (for not-for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

**OPTION A – Ownership Share and Distributive Income**

Ownership Share – If you selected Option 1.A., 2.A., 2.B., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of ownership if said percentage exceeds 5%, or the dollar value of their ownership if said dollar value exceeds $106,447.20.

☐ Check here if including an attachment with requested information in a format substantially similar to the format below.

**TABLE – X**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Percentage of Ownership</th>
<th>$ Value of Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>The GEO Group, Inc.</td>
<td>521 Northwest 53rd Street, Boca Raton, FL 33487</td>
<td>100%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Distributive Income – If you selected Option 1.A., 2.A., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of the disclosing vendor’s total distributive income if said percentage exceeds 5% of the total distributive income of the disclosing entity, or the dollar value of their distributive income if said dollar value exceeds $106,447.20.

☐ Check here if including an attachment with requested information in a format substantially similar to the format below.

**TABLE – Y**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>% of Distributive Income</th>
<th>$ Value of Distributive Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

Please certify that the following statements are true.

I have disclosed all individuals or entities that hold an ownership interest of greater than 5% or greater than $106,447.20.

☐ Yes ☐ No

I have disclosed all individuals or entities that were entitled to receive distributive income in an amount greater than $106,447.20 or greater than 5% of the total distributive income of the disclosing entity.

☐ Yes ☐ No

OPTION B – Disclosure of Board of Directors (Not-for-Profits)

If you selected Option 5 in Step 1, list members of your board of directors. Please include an attachment if necessary.

<table>
<thead>
<tr>
<th>TABLE – Z</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

STEP 3
DISCLOSURE OF LOBBYIST OR AGENT
(Complete only if bid, offer, or contract has an annual value over $25,000)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

☐ Yes ☐ No. Is your company represented by or do you employ a lobbyist required to register under the Lobbyist Registration Act (lobbyist must be registered pursuant to the Act with the Secretary of State) or other agent who is not identified through Step 2, Option A above and who has communicated, is communicating, or may communicate with any State/Public University officer or employee concerning the bid or offer? If yes, please identify each lobbyist and agent, including the name and address below.

If you have a lobbyist that does not meet the criteria, then you do not have to disclose the lobbyist’s information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Relationship to Disclosing Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Describe all costs/fees/compensation/reimbursements related to the assistance provided by each representative lobbyist or other agent to obtain this Agency/University contract: N/A

State of Illinois Chief Procurement Office General Services
IF3 or RFP Solicitation: Forms A Section: Financial Disclosures and Conflicts of Interest
V.14.1
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

STEP 4
PROHIBITED CONFLICTS OF INTEREST
(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

Step 4 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above. Please provide the name of the person for which responses are provided: N/A

1. Do you hold or are you the spouse or minor child who holds an elective office in the State of Illinois or hold a seat in the General Assembly? □ Yes □ No

2. Have you, your spouse, or minor child been appointed to or employed in any offices or agencies of State government and receive compensation for such employment in excess of 60% ($106,447.20) of the salary of the Governor? □ Yes □ No

3. Are you or are you the spouse or minor child of an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority? □ Yes □ No

4. Have you, your spouse, or an immediate family member who lives in your residence currently or who lived in your residence within the last 12 months been appointed as a member of a board, commission, authority, or task force authorized or created by State law or by executive order of the Governor? □ Yes □ No

5. If you answered yes to any question in 1-4 above, please answer the following: Do you, your spouse, or minor child receive from the vendor more than 7.5% of the vendor’s total distributable income or an amount of distributable income in excess of the salary of the Governor ($177,412.00)? □ Yes □ No

6. If you answered yes to any question in 1-4 above, please answer the following: Is there a combined interest of self with spouse or minor child more than 15% in the aggregate of the vendor’s distributable income or an amount of distributable income in excess of two times the salary of the Governor ($354,824.00)? □ Yes □ No

STEP 5
POTENTIAL CONFLICTS OF INTEREST RELATING TO PERSONAL RELATIONSHIPS
(Complete only if bid, offer, or contract has an annual value over $25,000)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

Step 5 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above.

Please provide the name of the person for which responses are provided: N/A

1. Do you currently have, or in the previous 3 years have you had State employment, including contractual employment of services? □ Yes □ No

2. Has your spouse, father, mother, son, or daughter, had State employment, including contractual employment for services, in the previous 2 years? □ Yes □ No
FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

3. Do you hold currently or have you held in the previous 3 years elective office of the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois? □ Yes □ No

4. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding elective office currently or in the previous 2 years? □ Yes □ No

5. Do you hold or have you held in the previous 3 years 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? □ Yes □ No

6. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding appointive office currently or in the previous 2 years? □ Yes □ No

7. Do you currently have or in the previous 3 years had employment as or by any registered lobbyist of the State government? □ Yes □ No

8. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) that is or was a registered lobbyist? □ Yes □ No

9. Do you currently have or in the previous 3 years had compensated employment 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

10. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) who is or was a compensated employee 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

STEP 6
EXPLANATION OF AFFIRMATIVE RESPONSES
(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

If you answered “Yes” in Step 4 or Step 5, please provide on an additional page a detailed explanation that includes, but is not limited to the name, salary, State agency or university, and position title of each individual. N/A

State of Illinois Chief Procurement Office General Services
IFB or RFP Solicitation: Forms A Section: Financial Disclosures and Conflicts of Interest
V.14.1
This step must be completed for each person disclosed in Step 2, Option A, Step 3, and for each entity and sole proprietor disclosed in Step 1.

Please provide the name of the person or entity for which responses are provided: B.I. Incorporated

1. Within the previous ten years, have you had debarment from contracting with any governmental entity?
   □ Yes □ No

2. Within the previous ten years, have you had any professional licensure discipline?
   □ Yes □ No

3. Within the previous ten years, have you had any bankruptcies?
   □ Yes □ No

4. Within the previous ten years, have you had any adverse civil judgments and administrative findings?
   □ Yes □ No

5. Within the previous ten years, have you had any criminal felony convictions?
   □ Yes □ No

If you answered “Yes”, please provide a detailed explanation that includes, but is not limited to the name, State agency or university, and position title of each individual. N/A

If you selected Option 1, 2, 3, 4, or 6 in Step 1, do you have any contracts, pending contracts, bids, proposals, subcontracts, leases or other ongoing procurement relationships with units of State of Illinois government?

□ Yes □ No.

If “Yes”, please specify below. Attach an additional page in the same format as provided below, if desired.

<table>
<thead>
<tr>
<th>Agency/University</th>
<th>Project Title</th>
<th>Status</th>
<th>Value</th>
<th>Contract Reference/P.O./Illinois Procurement Bulletin #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Department of Corrections</td>
<td>Electronic and GPS Monitoring</td>
<td>Contract</td>
<td>$6,500,000/year</td>
<td>PBC# 14-83751</td>
</tr>
<tr>
<td>Illinois Department of Corrections</td>
<td>Day Reporting Center</td>
<td>Contract</td>
<td>$3,500,000/year</td>
<td>0903073</td>
</tr>
</tbody>
</table>
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

| Illinois Department of Corrections | Day Reporting Center | Contract | $4,678,044/year | PBC No. 14-83682 |

Please explain the procurement relationship: Prime contractor

STEP 9
SIGN THE DISCLOSURE
(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

This disclosure is signed, and made under penalty of perjury for all for-profit entities, by an authorized officer or employee on behalf of the bidder or offeror pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code. This disclosure information is submitted on behalf of:

Name of Disclosing Entity: B.I. Incorporated

Signature: [Redacted]  Date: 12/9/2014

Printed Name: Ruth Skerjanec

Title: Vice President, Financial Planning

Phone Number: 303.218.1000

Email Address: Ruth.Skerjanec@bi.com
STATE OF ILLINOIS
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

The Financial Disclosures and Conflicts of Interest form ("form") must be accurately completed and submitted by the vendor, parent entity(ies), and subcontractors. There are nine steps to this form and each must be completed as instructed in the step heading and within the step. A bid, offer, or proposal that does not include this form shall be considered non-responsive. The Agency/University will consider this form when evaluating the bid, offer, or proposal or awarding the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing entities must provide an updated form.

Separate forms are required for the vendor, parent entity(ies), and subcontractors.

This disclosure is submitted for:

- [ ] Vendor
- [x] Vendor’s Parent Entity(ies) (100% ownership)
- [ ] Subcontractor(s) >$50,000 (annual value)
- [ ] Subcontractor’s Parent Entity(ies) (100% ownership) > $50,000 (annual value)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Parole Communications and Control Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Procurement Bulletin Number</td>
<td>14-83881</td>
</tr>
<tr>
<td>Contract Number</td>
<td>N/A</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Protocol Criminal Justice, Inc.</td>
</tr>
<tr>
<td>Doing Business As (DBA)</td>
<td>N/A</td>
</tr>
<tr>
<td>Disclosing Entity</td>
<td>The GEO Group, Inc.</td>
</tr>
<tr>
<td>Disclosing Entity's Parent Entity</td>
<td>N/A</td>
</tr>
<tr>
<td>Subcontractor</td>
<td>N/A</td>
</tr>
<tr>
<td>Instrument of Ownership or Beneficial Interest</td>
<td>Corporate Stock (C-Corporation, S-Corporation, Professional Corporation, Service Corporation) [ ] If you selected Other, please describe: N/A</td>
</tr>
</tbody>
</table>
FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

STEP 1
SUPPORTING DOCUMENTATION SUBMITTAL
(All vendors complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

You must select one of the six options below and select the documentation you are submitting. You must provide the documentation the applicable section requires with this form.

☐ Option 1 – Publicly Traded Entities

1.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% ($106,447.20) of the annual salary of the Governor.

OR

1.B. ☒ Attach a copy of the Federal 10-K or provide a web address of an electronic copy of the Federal 10-K, and skip to Step 3.

☐ Option 2 – Privately Held Entities with more than 200 Shareholders

2.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% ($106,447.20) of the annual salary of the Governor.

OR

2.B. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership share in excess of 5% and attach the information Federal 10-K reporting companies are required to report under 17 CFR 229.401.

☐ Option 3 – All other Privately Held Entities, not including Sole Proprietorships

3.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% ($106,447.20) of the annual salary of the Governor.

☐ Option 4 – Foreign Entities

4.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% ($106,447.20) of the annual salary of the Governor.

OR

4.B. ☐ Attach a copy of the Securities Exchange Commission Form 20-F or 40-F and skip to Step 3.

☐ Option 5 – Not-for-Profit Entities

☐ Complete Step 2, Option B.

☐ Option 6 – Sole Proprietorships

☐ Skip to Step 3.
FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

STEP 2
DISCLOSURE OF FINANCIAL INTEREST OR BOARD OF DIRECTORS
(All vendors, except sole proprietorships, must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than $50,000 must complete).

Complete either Option A (for all entities other than not-for-profits) or Option B (for not-for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

OPTION A – Ownership Share and Distributive Income

Ownership Share – If you selected Option 1.A., 2.A., 2.B., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of ownership if said percentage exceeds 5%, or the dollar value of their ownership if said dollar value exceeds $106,447.20.

☐ Check here if including an attachment with requested information in a format substantially similar to the format below.

<table>
<thead>
<tr>
<th>TABLE – X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

Distributive Income – If you selected Option 1.A., 2.A., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of the disclosing vendor’s total distributive income if said percentage exceeds 5% of the total distributive income of the disclosing entity, or the dollar value of their distributive income if said dollar value exceeds $106,447.20.

☐ Check here if including an attachment with requested information in a format substantially similar to the format below.

<table>
<thead>
<tr>
<th>TABLE – Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>
FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

Please certify that the following statements are true.

I have disclosed all individuals or entities that hold an ownership interest of greater than 5% or greater than $106,447.20.

☐ Yes ☐ No

I have disclosed all individuals or entities that were entitled to receive distributive income in an amount greater than $106,447.20 or greater than 5% of the total distributive income of the disclosing entity.

☐ Yes ☐ No

OPTION B – Disclosure of Board of Directors (Not-for-Profits)

If you selected Option 5 in Step 1, list members of your board of directors. Please include an attachment if necessary.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

STEP 3

DISCLOSURE OF LOBBYIST OR AGENT

(Complete only if bid, offer, or contract has an annual value over $25,000)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

☐ Yes ☐ No. Is your company represented by or do you employ a lobbyist required to register under the Lobbyist Registration Act (lobbyist must be registered pursuant to the Act with the Secretary of State) or other agent who is not identified through Step 2, Option A above and who has communicated, is communicating, or may communicate with any State/Public University officer or employee concerning the bid or offer? If yes, please identify each lobbyist and agent, including the name and address below.

If you have a lobbyist that does not meet the criteria, then you do not have to disclose the lobbyist’s information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Relationship to Disclosing Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Describe all costs/fees/compensation/reimbursements related to the assistance provided by each representative lobbyist or other agent to obtain this Agency/University contract: N/A
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

STEP 4
PROHIBITED CONFLICTS OF INTEREST
(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

Step 4 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above. Please provide the name of the person for which responses are provided: N/A

1. Do you hold or are you the spouse or minor child who holds an elective office in the State of Illinois or hold a seat in the General Assembly? □ Yes □ No

2. Have you, your spouse, or minor child been appointed to or employed in any offices or agencies of State government and receive compensation for such employment in excess of 60% ($106,447.20) of the salary of the Governor? □ Yes □ No

3. Are you or are you the spouse or minor child of an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority? □ Yes □ No

4. Have you, your spouse, or an immediate family member who lives in your residence currently or who lived in your residence within the last 12 months been appointed as a member of a board, commission, authority, or task force authorized or created by State law or by executive order of the Governor? □ Yes □ No

5. If you answered yes to any question in 1-4 above, please answer the following: Do you, your spouse, or minor child receive from the vendor more than 7.5% of the vendor’s total distributable income or an amount of distributable income in excess of the salary of the Governor ($177,412.00)? □ Yes □ No

6. If you answered yes to any question in 1-4 above, please answer the following: Is there a combined interest of self with spouse or minor child more than 15% in the aggregate of the vendor’s distributable income or an amount of distributable income in excess of two times the salary of the Governor ($354,824.00)? □ Yes □ No

STEP 5
POTENTIAL CONFLICTS OF INTEREST RELATING TO PERSONAL RELATIONSHIPS
(Complete only if bid, offer, or contract has an annual value over $25,000)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

Step 5 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above.

Please provide the name of the person for which responses are provided: N/A

1. Do you currently have, or in the previous 3 years have you had State employment, including contractual employment of services? □ Yes □ No

2. Has your spouse, father, mother, son, or daughter, had State employment, including contractual employment for services, in the previous 2 years? □ Yes □ No

State of Illinois Chief Procurement Office General Services
IFB or RFP Solicitation: Forms A Section: Financial Disclosures and Conflicts of Interest
V.14.1
FINANCIAL DISCLOSURES AND CONFLICTS OF INTERESTS

3. Do you hold currently or have you held in the previous 3 years elective office of the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois? □ Yes □ No

4. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding elective office currently or in the previous 2 years? □ Yes □ No

5. Do you hold or have you held in the previous 3 years 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? □ Yes □ No

6. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding appointive office currently or in the previous 2 years? □ Yes □ No

7. Do you currently have or in the previous 3 years had employment as or by any registered lobbyist of the State government? □ Yes □ No

8. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) that is or was a registered lobbyist? □ Yes □ No

9. Do you currently have or in the previous 3 years had compensated employment 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

10. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) who is or was a compensated employee 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

STEP 6
EXPLANATION OF AFFIRMATIVE RESPONSES
(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

If you answered "Yes" in Step 4 or Step 5, please provide on an additional page a detailed explanation that includes, but is not limited to the name, salary, State agency or university, and position title of each individual.
STEP 7
POTENTIAL CONFLICTS OF INTEREST
RELATING TO DEBARMENT & LEGAL PROCEEDINGS
(Complete only if bid, offer, or contract has an annual value over $25,000)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

This step must be completed for each person disclosed in Step 2, Option A, Step 3, and for each entity and sole proprietor disclosed in Step 1.

Please provide the name of the person or entity for which responses are provided: The GEO Group, Inc.

1. Within the previous ten years, have you had debarment from contracting with any governmental entity? [ ] Yes [ ] No
2. Within the previous ten years, have you had any professional licensure discipline? [ ] Yes [ ] No
3. Within the previous ten years, have you had any bankruptcies? [ ] Yes [ ] No
4. Within the previous ten years, have you had any adverse civil judgments and administrative findings? [ ] Yes [ ] No
5. Within the previous ten years, have you had any criminal felony convictions? [ ] Yes [ ] No

If you answered “Yes”, please provide a detailed explanation that includes, but is not limited to the name, State agency or university, and position title of each individual. N/A

STEP 8
DISCLOSURE OF CURRENT AND PENDING CONTRACTS
(Complete only if bid, offer, or contract has an annual value over $25,000)
(Subcontractors with subcontract annual value of more than $50,000 must complete)

If you selected Option 1, 2, 3, 4, or 6 in Step 1, do you have any contracts, pending contracts, bids, proposals, subcontracts, leases or other ongoing procurement relationships with units of State of Illinois government?

[ ] Yes [ ] No.

If “Yes”, please specify below. Attach an additional page in the same format as provided below, if desired.

<table>
<thead>
<tr>
<th>Agency/University</th>
<th>Project Title</th>
<th>Status</th>
<th>Value</th>
<th>Reference/P.O./Illinois Procurement Bulletin #</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Please explain the procurement relationship: N/A

State of Illinois Chief Procurement Office General Services
IFB or RFP Solicitation: Forms A Section: Financial Disclosures and Conflicts of Interest
V.14.1
STEP 9
SIGN THE DISCLOSURE

This disclosure is signed, and made under penalty of perjury for all for-profit entities, by an authorized officer or employee on behalf of the bidder or offeror pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code. This disclosure information is submitted on behalf of:

Name of Disclosing Entity: The GEO Group, Inc

Signature: [Redacted]

Printed Name: Shayn March

Title: VP of Finance and Treasurer

Phone Number: (561) 999-7526

Email Address: SMarch@GeoGroup.com

Date: December 9, 2014
December 11, 2014

Illinois Department of Corrections
1301 Concordia Street
Information Services Building
Springfield, IL 62702
ATTN: Mike Knauer

Re: Parole Communications and Control Center, RFP # 14-83881
Due December 11, 2014, 3:30 PM CST

Dear Mr. Knauer:

Protocol Criminal Justice, Inc. (Protocol), a wholly-owned subsidiary of BI Incorporated, is honored by the opportunity to submit a formal Request for Proposal (RFP) in response to the Illinois Department of Corrections' (IDOC) need for a Parole Communications and Control Center (PCCC). Protocol is the only single-source criminal justice partner in the nation that can offer the IDOC a fully integrated and customizable PCCC solution backed by evidence of effectiveness and positive outcomes for the supervision, monitoring, and surveillance of parolees released into Illinois communities.

Protocol has been providing fully automated and integrated case management services, including 24-hour monitoring operations services, to state and county agencies since 1993. Protocol currently tracks more than 50,000 offenders on Parole/Probation, pre-trial, electronic monitoring, and curfew within 20 states across the nation. Through performance of our contracts, Protocol also provides fee collection services and acts as a communication liaison for agencies, law enforcement, offenders, and the public.

Beyond our experience nationwide, our company and its staff members offer the Department more than two decades of experience working specifically with IDOC. In 1993, Protocol began a pilot program with IDOC that included the management of approximately 300 offender cases. Today, as the current provider of IDOC's PCCC services, our company supports more than 28,000 parolees—at various levels of intensity for each and every releasee in the community—with a continuum of case management and 24-hour assistance. During Protocol's 21 year tenure as the PCCC provider of record, IDOC has experienced measurable improvements in the quality and productivity of PCCC operations and services; Agents meet and often exceed the state's case management standards and response to serious incidents are monitored and documented—effectively reducing agency risk while improving public safety.

While pointing to a long history of successful collaboration with the IDOC, Protocol will not rely solely on our past performance fulfilling PCCC objectives. As demonstrated throughout our proposal, we continually strive to differentiate ourselves as the only vendor that can provide the lowest risk and most enhanced value to the state—not only through our expertise and experience, but also through our forward-thinking philosophies and dedicated commitment to innovation. We remain excited and prepared to continue our partnership with the Department and its Agents during the next PCCC contract term.

If clarifications or additional information is required during RFP response evaluations, please do not hesitate to contact Mr. Henry Conforti, Vice President of Protocol Operations, by phone at 630.820.5021 or by email at hconforti@protocolgs.com.

Sincerely,

[Redacted]

Matt Swando, BI Divisional Vice President
Telephone: 303.218.1101 | Fax: 303.218.1250 | Email: matt.swando@bi.com
Table of Contents

Section 1.0—Offer to the State of Illinois ................................................................. 1
Section 2.0—Exceptions to Solicitation and Contract Terms and Conditions .......... 2
Section 3.0—Subcontractor Disclosure .................................................................. 3
Section 4.0—References ......................................................................................... 4
Section 1.0—Offer to the State of Illinois

Please find a completed Offer to the State of Illinois form on the following pages.
C. Project Title / Reference # IDOC/IDJJ Parole Communications and Control Center

The undersigned authorized representative of the identified Offeror hereby submits this Offer to perform in full compliance with the subject solicitation. By completing and signing this Form, the Offeror makes an Offer to the State of Illinois that the State may accept.

Offeror should use this Form as a final check to ensure that all required documents are completed and included with the Offer. Offeror must mark each blank below as appropriate; mark N/A when a section is not applicable to this solicitation. Offeror understands that failure to meet all requirements is cause for disqualification.

C.1. SOLICITATION AND CONTRACT REVIEW: Offeror reviewed the Request for Proposal, including all referenced documents and instructions, completed all blanks, provided all required information, and demonstrated how it will meet the requirements of the State of Illinois.

☑ Yes ☐ No

C.2. ADDENDA: Offeror acknowledges receipt of any and all addendums to the solicitation and has taken those into account in making this Offer.

☑ Yes ☐ No ☒ N/A

C.3. VENDOR CONFERENCE: If attendance was mandatory, Offeror attended the Vendor Conference.

☐ Yes ☐ No ☒ N/A

C.4. OFFER SUBMISSION: Offeror is submitting the correct number of copies, in a properly labeled container(s), to the correct location, and by the due date and time.

☑ Yes ☐ No

C.5. FORMS A SECTION or FORMS B SECTION: Offeror is properly submitting either FORMS A or FORMS B, but not both.

☑ Yes ☐ No

C.6. BOND: If applicable, Offeror is submitting its Bid Bond or Performance Bond.

☐ Yes ☐ No ☒ N/A

C.7. SMALL BUSINESS SET-ASIDE: Offeror is a qualified small business in the Small Business Set-Aside Program at the time Offers are due.

☐ Yes ☒ No ☐ N/A
C.8. PACKET 1 – SPECIFICATIONS/QUALIFICATIONS/STATEMENT OF WORK

☒ Yes ☐ No

C.8.1 Offeror’s Proposed Solution to Meet the State’s Requirements
☒ Yes ☐ No

C.8.2 Milestones and Deliverables
☒ Yes ☐ No

C.8.3 Offeror/Staff Specifications
☒ Yes ☐ No

C.8.4 Transportation and Delivery Terms
☒ Yes ☐ No ☒ N/A

C.8.5 Where Services Are to Be Performed
☒ Yes ☐ No ☒ N/A

C.9. PACKET 2 – PRICING

☒ Yes ☐ No

C.10. PACKET 3 – OFFER

☒ Yes ☐ No

C.10.1 Offer
☒ Yes ☐ No

C.10.2 Exceptions to Solicitation Contract Terms and Conditions
☒ Yes ☐ No ☒ N/A

C.10.3 Supplemental Provisions
☒ Yes ☐ No ☒ N/A

C.10.4 Subcontractor Disclosures
☒ Yes ☐ No ☒ N/A

C.10.5 References
☒ Yes ☐ No ☒ N/A

C.11. PACKET 4 – FORMS A

☒ Yes ☐ No

C.11.1 Business and Directory Information
☒ Yes ☐ No

C.11.2 Illinois Department of Human Rights Public Contracts Number
☒ Yes ☐ No

C.11.3 Standard Certifications
☒ Yes ☐ No

C.11.4 Disclosure of Business Operations in Iran
☒ Yes ☐ No

C.11.5 Financial Disclosures and Conflicts of Interest
☒ Yes ☐ No

C.11.6 Taxpayer Identification Number
☒ Yes ☐ No

C.12. PACKET 4 – FORMS B

☐ Yes ☒ No

C.12.1 Illinois Procurement Gateway Registration #
☐ Yes ☒ No

C.12.2 Certifications Timely to this Solicitation
☐ Yes ☒ No

C.12.3 Disclosures of Lobbyists and Pending Contracts
☐ Yes ☒ No
C.13. PACKET 5 – REDACTED OFFER
☑ Yes ☐ No

C.14. PACKET 6 – BEP UTILIZATION PLAN
C.14.1 Does this solicitation contain a BEP goal? ☑ Yes ☐ No
C.14.2 Minorities, Females, Persons with Disabilities Participation and Utilization Plan ☑ Yes ☐ No ☐ N/A

C.15. PACKET 7 – VSB UTILIZATION PLAN
C.15.1 Does this solicitation contain a VSB goal? ☐ Yes ☑ No
C.15.2 Veteran Small Business Participation and Utilization Plan ☐ Yes ☐ No ☐ N/A

C.16. PREFERENCES

The Illinois Procurement Code provides various preferences to promote business opportunities in Illinois.

Does Offeror make any claims for preferences? If so, please mark the applicable preference(s) and include a listing of the items that qualify for the preference at the end of this section and a description of why the preference applies. Agency/University reserves the right to determine whether the preference indicated applies to Offeror.

☑ Resident Bidder (30 ILCS 500/45-10).
☐ Soybean Oil-Based Ink (30 ILCS 500/45-15).
☐ Recycled Materials (30 ILCS 500/45-20).
☐ Recycled Paper (30 ILCS 500/45-25).
☐ Environmentally Preferable Supplies (30 ILCS 500/45-26).
☐ Correctional Industries (30 ILCS 500/45-30).
☐ Sheltered Workshops for the Severely Handicapped (30 ILCS 500/45-35).
☐ Gas Mileage (30 ILCS 500/45-40).
☐ Small Businesses (30 ILCS 500/45-45).
☐ Illinois Agricultural Products (30 ILCS 500/45-50).
☐ Corn-Based Plastics (30 ILCS 500/45-55).
☐ Disabled Veterans (30 ILCS 500/45-57).
☐ Vehicles Powered by Agricultural Commodity-Based Fuel (30 ILCS 500/45-6)
☐ Biobased Products (30 ILCS 500/45-75).
☐ Historic Preference Area (30 ILCS 500/45-80).
☐ Procurement of Domestic Products (30 ILCS 517).
☐ Public Purchases in Other State (30 ILCS 520).
☐ Illinois Mined Coal Act (30 ILCS 555).
☐ Steel Products Procurement (30 ILCS 565).
[Blank]

Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575).

Veteran's Preference (330 ILCS 55).

Items that Qualify and Explanation:

Resident BIdder (30 ILCS 500/45-10)

Listing of the Items That Qualify

Our company has the following offices that are bona fide establishments for transacting business within Illinois:

Protocol Headquarters
1000 Corporate Boulevard
Aurora, IL, 60504-6401

Description of Why Preference Applies:

In compliance with 30 ILCS 500/45-10, our company is authorized to transact business in Illinois (as evidenced by our Certificate of Good Standing, which has been provided as part of Packet 4 of our proposal). Our company also has existing, bona fide establishments for transacting business within Illinois (as evidenced by our above list of applicable offices).

Signature of Authorized Representative: [Redacted]

Printed Name of Signatory: Henry Conforti

Vendor Name: Protocol Criminal Justice, Inc.

Date: December 9, 2014
Section 2.0—Exceptions to Solicitation and Contract Terms and Conditions

Please find a completed Exceptions to Solicitation and Contract Terms and Conditions form on the following page.
STATE OF ILLINOIS
EXCEPTIONS TO SOLICITATION AND CONTRACT TERMS AND CONDITIONS

G. Protocol Criminal Justice, Inc. agrees with the terms and conditions set forth in the State of Illinois Request for Proposal (Reference Number: RFP # 14-83881), including the standard terms and conditions, Agency/University supplemental provisions, certifications, and disclosures, with the following exceptions:

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<th>Excluding certifications required by statute to be made by the Offeror, both Parties agree that all of the duties and obligations that the Offeror owes to Agency/University for the work performed shall be pursuant to the solicitation, resulting contract, and Offeror's exceptions accepted by the State thereto as set forth below.</th>
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Section 3.0—Subcontractor Disclosure

Please find a completed Subcontractor Disclosure form on the following page.
STATE OF ILLINOIS
SUBCONTRACTOR DISCLOSURE

I.1. Will subcontractors be utilized? ☑ Yes ☐ No

I.2. The maximum percentage of the goods or services that are the subject of this offer and the resulting contract that may be subcontracted is Click here to enter text.

I.3. Please identify below the names and addresses of all subcontractors that will be utilized in the performance of this Contract with a total value of $50,000 or more, together with a description of the work to be performed by the subcontractor and the anticipated amount of money to the extent the information is known that each subcontractor is expected to receive pursuant to the Contract.

Subcontractor Name: Anchor Staffing, Inc

Anticipated/Estimated Amount to Be Paid: $873,000.00

Address: 9901 S. Western Ave, Suite 203, Chicago, IL 60643

Description of work: Anchor Staffing, Inc. will provide highly skilled, qualified staff members to assist as Correctional Specialists in the Parole Communications and Command Center.

Subcontractor Name: Case Management Solutions, Inc.

Anticipated/Estimated Amount to Be Paid: $300,000.00

Address: 1000 Corporate Boulevard, Suite A, Aurora, IL 60505

Description of Work: IT software support services, including software development.

If additional space is necessary to provide subcontractor information, please attach an additional page. All subcontracts must include the Standard Certifications and the Disclosures and Conflicts of interest, completed and signed by the subcontractor.

I.4. All subcontracts over $50,000 must include the same certifications that Vendor must make as a condition of the contract. Vendor shall include in each subcontract the subcontractor certifications as shown on the Standard Certification form available from the State.
Anchor Staffing, Inc.

Vendor acknowledges and agrees that compliance with this subsection in its entirety for the term of the contract and any renewals is a material requirement and condition of this contract. By executing this contract Vendor certifies compliance with this subsection in its entirety, and is under a continuing obligation to remain in compliance and report any non-compliance.

This subsection, in its entirety, applies to subcontractors used on this contract. Vendor shall include these Standard Certifications in any subcontract used in the performance of the contract using the Standard Certification form provided by the State.

If this contract extends over multiple fiscal years, including the initial term and all renewals, Vendor and its subcontractors shall confirm compliance with this section in the manner and format determined by the State by the date specified by the State and in no event later than July 1 of each year that this contract remains in effect.

If the Parties determine that any certification in this section is not applicable to this contract it may be stricken without affecting the remaining subsections.

1. As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:

   • the contract may be void by operation of law,

   • the State may void the contract, and

   • the Vendor and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

2. Vendor certifies it and its employees will comply with applicable provisions of the United States Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and applicable rules in performance of this contract.

3. Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies he/she is not in default on an educational loan. 5 ILCS 385/3.

4. Vendor, if an Individual, sole proprietor, partner or an individual as member of a LLC, certifies it he/she has not received (i) an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code or (ii) an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. 30 ILCS 105/15a; 40 ILCS 5/14-108.3; 40 ILCS 5/16-133.

5. Vendor certifies that it is a legal entity authorized to do business in Illinois prior to submission of a bid, offer, or proposal. 30 ILCS 500/1-15.80, 20-43.
6. To the extent there was a current Vendor providing the services covered by this contract and the employees of that Vendor who provided those services are covered by a collective bargaining agreement, Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the contract subject to its bid or offer; and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit who perform substantially similar work to the work that will be performed pursuant to this contract. This does not apply to heating, air conditioning, plumbing and electrical service contracts. 30 ILCS 500/25-80.

7. Vendor certifies it has neither been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5.

8. If Vendor has been convicted of a felony, Vendor certifies 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.

9. 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, Vendor certifies at least five 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 State shall declare the contract void if this certification is false. 30 ILCS 500/50-10.5.

10. Vendor certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e), amended by Pub. Act No. 97-0895 (August 3, 2012).

11. Vendor certifies that it 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 State may declare the contract void if this certification is false 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 500/50-11, 50-60.

12. Vendor certifies that it 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 and acknowledges that failure to comply may result in the contract being declared void. 30 ILCS 500/50-12.

13. Vendor certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years, and is therefore not barred from being awarded a contract. 30 ILCS 500/50-14.

14. Vendor certifies it has neither paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor 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.

16. Vendor certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38.

17. Vendor certifies that if it has hired a person required to register under the Lobbyist Registration Act to assist in obtaining any State contract, that none of the lobbyist’s costs, fees, compensation, reimbursements, or other remuneration were billed to the State. 30 ILCS 500/50-38.

18. Vendor certifies it 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.

19. Vendor certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency/University grants an exception. 30 ILCS 565.

20. Drug Free Workplace

20.1 If Vendor employs 25 or more employees and this contract is worth more than $5,000, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.

20.2 If Vendor is an individual and this contract is worth more than $5000, Vendor certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580.

21. Vendor certifies that 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 United States. Department of Commerce. 30 ILCS 582.

22. Vendor certifies it 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 5/33 E-3, E-4.

23. Vendor certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105.

24. Vendor certifies it 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.

25. Vendor 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 or indentured labor under penal sanction. 30 ILCS 583.

26. 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. 30 ILCS 584.
27. Vendor certifies that any violation of the Lead Poisoning Prevention Act, as it applies to owners of residential buildings, has been mitigated. 410 ILCS 45.

28. Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor’s family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over $25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

29. Vendor certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at (www.dhs.state.il.us/litaa) 30 ILCS 587.

30. Vendor certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code. 30 ILCS 500/20-160 and 50-37. Vendor will not make a political contribution that will violate these requirements.

In accordance with section 20-160 of the Illinois Procurement Code, Vendor certifies as applicable:

☐ Vendor is not required to register as a business entity with the State Board of Elections.

or

☒ Vendor has registered with the State Board of Elections. As a registered business entity, Vendor acknowledges a continuing duty to update the registration as required by the Act.

31. Vendor certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or a subcontract that are manufactured in the United States. 30 ILCS 517.

32. A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity and authorized to transact business or conduct affairs in Illinois prior to submitting a bid or offer. 30 ILCS 500/20-43. If you do not meet these criteria, then your bid or offer will be disqualified.

Vendor must make one of the following four certifications by checking the appropriate box. If C or D is checked, then Vendor must attach to this form the requested documentation.

A. ☐ Vendor certifies it is an individual acting as a sole proprietor and is therefore not subject to the requirements of section 20-43 of the Procurement Code.

B. ☒ Vendor certifies that it is a legal entity, and was authorized to transact business or conduct affairs in Illinois as of the date for submitting this bid or offer. The State may require Vendor to provide evidence of compliance before award.
C. ☐ Vendor certifies it is a legal entity, and is a foreign corporation performing activities that do not constitute transacting business in Illinois as defined by Illinois Business Corporations Act (805 ILCS 5/13.75). A vendor claiming exemption under the Act must include a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.

D. ☐ Vendor certifies it is a legal entity, and is an entity otherwise recognized under Illinois law as eligible for a specific form of exemption similar to those found in the Illinois Business Corporation Act (805 ILCS 5/13.75). A vendor claiming exemption under a specific law must provide a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.

33. Vendor certifies that, for the duration of this contract it will:

• post its employment vacancies in Illinois and border states on the Department of Employment Security’s IllinoisJobLink.com website or its successor system; or

• will provide an online link to these employment vacancies so that this link is accessible through the IllinoisJobLink.com website or its successor system; or

• is exempt from 20 ILCS 1005/1005-47 because the contract is for construction-related services as that term is defined in section 1-15.20 of the Procurement Code; or the contract is for construction and vendor is a party to a contract with a bona fide labor organization and performs construction. (20 ILCS 1005/1005-47).

Anchor Staffing, Inc.

[Signature]

Date [March 5, 2015]

Joyce Johnson, President/CEO
Certificate of Registration

Registration No. 13842

Anchor Staffing Inc.
9901 S. Western Ave Suite 206
Chicago IL 60643

Information for this business last updated on:
Friday, November 13, 2009
STATE OF ILLINOIS
STANDARD CERTIFICATIONS

CASE MANAGEMENT SOLUTIONS INC. 1000 CORPORATE BLVD., SUITE A, AURORA ILLINOIS 60505 (vendor)

Vendor acknowledges and agrees that compliance with this subsection in its entirety for the term of the contract and any renewals is a material requirement and condition of this contract. By executing this contract Vendor certifies compliance with this subsection in its entirety, and is under a continuing obligation to remain in compliance and report any non-compliance.

This subsection, in its entirety, applies to subcontractors used on this contract. Vendor shall include these Standard Certifications in any subcontract used in the performance of the contract using the Standard Certification form provided by the State.

If this contract extends over multiple fiscal years, including the initial term and all renewals, Vendor and its subcontractors shall confirm compliance with this section in the manner and format determined by the State by the date specified by the State and in no event later than July 1 of each year that this contract remains in effect.

If the Parties determine that any certification in this section is not applicable to this contract it may be stricken without affecting the remaining subsections.

1. As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:
   • the contract may be void by operation of law,
   • the State may void the contract, and
   • the Vendor and it subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

2. Vendor certifies it and its employees will comply with applicable provisions of the United States Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and applicable rules in performance of this contract.

3. Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies he/she is not in default on an educational loan. 5 ILCS 385/3.

4. Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies it he/she has not received (i) an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code or (ii) an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. 30 ILCS 105/15a; 40 ILCS 5/14-108.3; 40 ILCS 5/16-133.

5. Vendor certifies that it is a legal entity authorized to do business in Illinois prior to submission of a bid, offer, or proposal. 30 ILCS 500/1-15.80, 20-43.
6. To the extent there was a current Vendor providing the services covered by this contract and the employees of that Vendor who provided those services are covered by a collective bargaining agreement, Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or offer; and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit who perform substantially similar work to the work that will be performed pursuant to this contract. This does not apply to heating, air conditioning, plumbing and electrical service contracts. 30 ILCS 500/25-80.

7. Vendor certifies it has neither been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5.

8. If Vendor has been convicted of a felony, Vendor certifies 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.

9. 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, Vendor certifies at least five 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 State shall declare the contract void if this certification is false. 30 ILCS 500/50-10.5.

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11. Vendor certifies that it 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 State may declare the contract void if this certification is false 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 500/50-11, 50-60.

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13. Vendor certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years, and is therefore not barred from being awarded a contract. 30 ILCS 500/50-14.

14. Vendor certifies it has neither paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor 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.

16. Vendor certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38.

17. Vendor certifies that if it has hired a person required to register under the Lobbyist Registration Act to assist in obtaining any State contract, that none of the lobbyist's costs, fees, compensation, reimbursements, or other remuneration were billed to the State. 30 ILCS 500/50-38.

18. Vendor certifies it 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.

19. Vendor certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency/University grants an exception. 30 ILCS 565.

20. Drug Free Workplace

   20.1 If Vendor employs 25 or more employees and this contract is worth more than $5,000, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.

   20.2 If Vendor is an individual and this contract is worth more than $5000, Vendor certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580.

21. Vendor certifies that 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 United States. Department of Commerce. 30 ILCS 582.

22. Vendor certifies it 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 5/33 E-3, E-4.

23. Vendor certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105.

24. Vendor certifies it 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.

25. Vendor 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 or indentured labor under penal sanction. 30 ILCS 583.

26. 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. 30 ILCS 584.

27. Vendor certifies that any violation of the Lead Poisoning Prevention Act, as it applies to owners of residential buildings, has been mitigated. 410 ILCS 45.
28. Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor’s family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over $25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

29. Vendor certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at (www.dhs.state.il.us/iitaa) 30 ILCS 587.

30. Vendor certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code. 30 ILCS 500/20-160 and 50-37. Vendor will not make a political contribution that will violate these requirements.

In accordance with section 20-160 of the Illinois Procurement Code, Vendor certifies as applicable:

☑ Vendor has registered with the State Board of Elections. As a registered business entity, Vendor acknowledges a continuing duty to update the registration as required by the Act.

31. Vendor certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or a subcontract that are manufactured in the United States. 30 ILCS 517.

32. A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity and authorized to transact business or conduct affairs in Illinois prior to submitting a bid or offer. 30 ILCS 500/20-43. If you do not meet these criteria, then your bid or offer will be disqualified.

Vendor must make one of the following four certifications by checking the appropriate box. If C or D is checked, then Vendor must attach to this form the requested documentation.

A. ☐ Vendor certifies it is an individual acting as a sole proprietor and is therefore not subject to the requirements of section 20-43 of the Procurement Code.

B. ☑ Vendor certifies that it is a legal entity, and was authorized to transact business or conduct affairs in Illinois as of the date for submitting this bid or offer. The State may require Vendor to provide evidence of compliance before award.

C. ☐ Vendor certifies it is a legal entity, and is a foreign corporation performing activities that do not constitute transacting business in Illinois as defined by Illinois Business Corporations Act (805 ILCS 5/13.75). A vendor claiming exemption under the Act must include a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon...
request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.

D. □ Vendor certifies it is a legal entity, and is an entity otherwise recognized under Illinois law as eligible for a specific form of exemption similar to those found in the Illinois Business Corporation Act (805 ILCS 5/13.75). A vendor claiming exemption under a specific law must provide a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.

33. Vendor certifies that, for the duration of this contract it will:

- post its employment vacancies in Illinois and border states on the Department of Employment Security’s IllinoisJobLink.com website or its successor system; or
- will provide an online link to these employment vacancies so that this link is accessible through the IllinoisJobLink.com website or its successor system; or
- is exempt from 20 ILCS 1005/1005-47 because the contract is for construction-related services as that term is defined in section 1-15.20 of the Procurement Code; or the contract is for construction and vendor is a party to a contract with a bona fide labor organization and performs construction. (20 ILCS 1005/1005-47).
Certificate of Registration

STATE BOARD OF ELECTIONS

Registration No. 29317

CASE MANAGEMENT SOLUTIONS INC
1000 CORPORATE BLVD
SUITE A
AURORA IL 60505

Information for this business last updated on:
Wednesday, December 03, 2014

Certificate produced on Wednesday, December 03, 2014 at 4:30 PM
STATE OF ILLINOIS
ILLINOIS DEPARTMENT OF HUMAN RIGHTS PUBLIC CONTRACT NUMBER

2.1. If Offeror employed fifteen or more full-time employees at the time of submission of their response to this solicitation or any time during the previous 365-day period leading up to submission, it must have a current IDHR Public Contract Number or have proof of having submitted a completed application for one prior to the solicitation opening date. 775 ILCS 5/2-101. If the Agency/University cannot confirm compliance, it will not be able to consider a Vendor's bid or offer. Please complete the appropriate sections below:

Name of Company (and DBA): Protocol Criminal Justice, Inc.

☐ (check if applicable) The number is not required as the company has not met or exceeded the number of employees that makes registration necessary under the requirements of the Human Rights Act described above.

IDHR Public Contracts Number: 137186-00 Expiration Date: October 1, 2019.

2.2. If number has not yet been issued, provide the date a completed application for the number was submitted to IDHR: N/A.

2.3. 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 IDHR number as a condition of contract eligibility. 44 ILL. ADMIN. CODE 750.210(a).

2.4. 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 900000-00-0.

2.5. If Offeror’s organization holds an expired number, it must re-register with the Department of Human Rights.

2.6. Offeror may obtain an application form by:

2.6.1. Telephone: Call the IDHR Public Contracts Unit at (312) 814-2431 between Monday and Friday, 8:30 AM - 5:00 PM, CST. (TDD (312) 263-1579).

2.6.2. Internet: You may download the form from the Department of Human Rights’ website at (http://www2.illinois.gov/dhr/PublicContracts/Pages/default.aspx).

2.6.3. Mail: Write to the Department of Human Rights, Public Contracts Unit, 100 West Randolph Street, Suite 10-100, Chicago, IL 60601.
NOTICE OF ELIGIBILITY FOR PUBLIC CONTRACTS

This Notice of Eligibility documents receipt by the Illinois Department of Human Rights (DHR) of a properly completed and signed Employer Report Form (Form PC-1) filed by the above-named employer in compliance with 44 Ill. Adm. Code 750/210(a). The IDHR Bidder Eligibility Number appearing above must be supplied, upon request, to contracting agencies.

The use of this Bidder Eligibility Number is restricted to the employer name above. The Department’s Public Contracts Unit must be notified in writing when any change is made in the employer’s name and/or address. Any significant change involving the employer’s form of organization, corporate affiliation, or workforce composition must also be reported in writing and may require the filing of a new Employer Report Form. Employers should be aware that the use of any business name other than that reported to the Department on any contract bid may preclude verification of eligibility by the Department or a contracting agency and may consequently result in denial.

THE ELIGIBILITY NUMBER EXPIRES FIVE YEARS FROM THE “ELIGIBILITY DATE” APPEARING ABOVE. No additional notice of the expiration date will be provided. Eligibility for the award of state contracts may expire at an earlier date if it is relinquished by the employer or revoked by the Department after finding that a public contractor or eligible bidder has engaged in unlawful discrimination or failed to comply with affirmative action requirements mandated by the Illinois Human Rights Acts (775 ILCS 5/1-101 et. seq.) (Act) and the public contracts portions of Department Rules (44 Ill. Admin. Code 750) (Rules). The Department may audit any eligible bidder or contractors found to have violated the Act and/or the Rules are subject to contract cancellation, bid eligibility revocation, and such other penalties as may be provided for by the Act. Issuance of this Notice does not, by itself, constitute Department approval of the employer’s non-discrimination and affirmative action plans, policies, or practices.

This notice does not certify the Employer as a minority or female business enterprise, and does not constitute pre-qualification with regard to financial, insurance, or bonding capacity, or compliance with any requirement other than the bidder registration requirement referenced in the first paragraph. Employers should contact the agency with which they wish to do business for information regarding any other requirements governing contracting with that agency.

This notice should be kept with other important business documents. Employers requiring further information regarding their duties as eligible bidders and public contractors are encouraged to contact the Public Contracts Unit at the address printed below or telephone 312-814-2431.

IDHR PCU (01-2010)

100 West Randolph Street, Suite 10-100, Chicago, IL 60601, (312) 814-6200, TTY (866) 740-3953,
Housing Line (800) 662-3942
222 South College Street, Room 101, Springfield, IL 62704, (217) 785-5100
2309 West Main Street, Marion, IL 62959 (618) 993-7463

www.illinois.gov/idhr
6. In accordance with 30 ILCS 500/50-36, each bid, offer, or proposal submitted for a State contract, other than a small purchase defined in Section 20-20 of the Illinois Procurement Code, shall include a disclosure of whether or not the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortia or projects commissioned by the Government of Iran and:

- more than 10% of the company’s revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the company’s revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral - extraction products or services to the Government of Iran or a project or consortium created exclusively by that Government; and the company has failed to take substantial action; or

- the company has, on or after August 5, 1996, made an investment of $20 million or more, or any combination of investments of at least $10 million each that in the aggregate equals or exceeds $20 million in any 12- month period that directly or significantly contributes to the enhancement of Iran’s ability to develop petroleum resources of Iran.

A bid, offer, or proposal that does not include this disclosure shall not be considered responsive. We may consider this disclosure when evaluating the bid, offer, or proposal or awarding the contract.

☒ There are no business operations that must be disclosed to comply with the above cited law.

☐ The following business operations are disclosed to comply with the above cited law:

N/A
STATE OF ILLINOIS
BUSINESS AND DIRECTORY INFORMATION

1.1. Name of Business (official name and DBA)

Protocol Criminal Justice, Inc.

1.2. Business Headquarters (address, phone and fax)

1000 Corporate Boulevard
Aurora, IL 60504-6401
(630) 820-5035
(630) 820-7065

1.3. If a Division or Subsidiary of another organization provide the name and address of the parent

B.I. Incorporated, a Subsidiary of The GEO Group, Inc.
6400 Lookout Rd
Boulder, CO, 80301

The GEO Group, Inc.
One Park Place, Suite 700
621 Northwest 53rd Street
Boca Raton, FL 33487

1.4. Billing Address

1000 Corporate Boulevard
Aurora, IL 60504-6401

1.5. Name of Chief Executive Officer

George Zoley

1.6. Company Web Site Address

N/A

1.7. Type of Organization (sole proprietor, corporation, etc.—should be same as on Taxpayer ID form below

Corporation

1.8. Length of time in business

21 years

1.9. Annual Sales for Offeror’s most recently completed fiscal year

$11.6 million
1.10. Show number of full-time employees, on average, during the most recent fiscal year

170

1.11. Is your company at least 51% owned and controlled by individuals in one of the following categories? If "Yes," please check the category that applies: N/A

1.11.1. Minority (30 ILCS 575/2(A)(1) & (3)) □ Yes

1.11.2. Female (30 ILCS 575/2(A)(2) & (4)) □ Yes

1.11.3. Person with Disability (30 ILCS 575/2(A)(2.05) & (2.1)) □ Yes

1.11.4. Disadvantaged (49 CFR 26) □ Yes

1.11.5. Veteran (30 ILCS 500/45-57) □ Yes

1.11.6. Small Business (30 ILCS 500/45-45) □ Yes
Estimated Volume of Work

It is estimated that the successful vendor will need the capability to process, at a minimum, between 512,000 and 528,000 transactions per month. Approximately 257,000 will be the result of live inbound telephone calls; in addition to the inbound calls an additional 121,000 are processed via the Integrated Voice Response (IVR). IVR offender calls are received for automated check ins, EM schedule verifications and EM offenders leaving or returning to host site from scheduled movement. Approximately 81,000 will be the result of email, data entry, faxes and web site entries into the case management system. Outbound calls average 74,000 per month and there is an average of 87,000 electronic detention and GPS violations processed each month as specified in the contract. The average inbound call takes approximately 3 minutes, 45 seconds, which includes time after the call for data entry. Also monthly transactions include 1,500 parole violation warrants which takes approximately 13 minutes per warrant, 12 statewide serious incident reports with an average work time of 40 minutes per report.

Traffic occurs 24 hours a day, 7 days a week, and 365(6) days a year. Approximate distribution across a 24-hour period is as follows:

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<td>23:00-24:00</td>
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</table>
I. Policy

A. Authority

730 ILCS 5/3-2-2

20111 Administrative Code 112 and 504

B. References

A.D. 01.12.105

A.D. 01.12.111

A.D. 05.01.130

Policy Statement

It is the policy of the Parole Division to report all unusual incidents involving situations that occur involving any employee, inmate or parolee, and property damage or is considered media sensitive.

II. Procedure

A. Applicability
B. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

C. **Facility Review**

A facility review of this parole directive shall be conducted at least annually.

D. **Requirements**

1. Initial reporting of all unusual incidents shall be verbally reported immediately through the chain of command. The reporting employee shall inquire whether an Incident Report (DC434) is needed.

2. If a DC434 is deemed necessary, it must be submitted through the chain of command within 24 hours.

3. The Parole Commander must report any of the following incidents to the Deputy Chief immediately upon being made aware of the incident. The following incidents to be reported shall include, but is not limited to:

   a. Any media sensitive incidents or situations;

   b. Death of an inmate/parolee or employee;

   c. Any physical assault involving an inmate/parolee or employee;

   d. Use of force by an inmate/parolee or employee (i.e., use of firearm, weapon, chemical agent, physical force, and sexual assault);

   e. Property damage or loss involving an inmate/parolee or employee;

   f. Any inmate/parolee or employee action which may result in prosecution of criminal charges;
g. Any discharge of a firearm; or

h. Any other incidents or situations which the Supervisor deems necessary to reported.

4. Parole Commander (s) shall ensure that a DC434 is completed and submitted via outlook to the Deputy Chief within 24 hours.

5. Parole Commander (s) shall ensure a follow up or final report is submitted within 15 days as appropriate.

Approved By: ___________________________ Date: 07/01/14

Jason C. Garnett, Chief of Parole
I. POLICY

A. Authority

730 ILCS 5/3-2-2

B. Policy Statement

Continued supervision of offenders after release will enhance public safety and provide a continuum of treatment and program services to assist the offender with successful reintegration into society. Offenders placed on electronic monitoring or released on parole or mandatory supervised release shall be supervised by parole staff until discharge in accordance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish supervision levels and to provide written instructions to staff regarding supervision of releasees.

B. Applicability

This directive is applicable to Field Operations within the Bureau of Operations.

C. Internal Audits

An internal audit of this directive shall be conducted at least annually.

D. Designee

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Initial Supervision Levels

1. All offenders released on parole or mandatory supervised release or transferred to Illinois for supervision on or after the effective date of this directive shall be placed in Level I, except as otherwise provided in the following Paragraph.

2. Offenders released from a Level Eight Adult Transition Center who have successfully completed the transition program on or after the effective date of this directive shall be placed in Level II, except for:
a. Offenders on electronic monitoring;
b. Offenders required to register under the Sex Offender Registration Act;
c. Class M or Class X felons;
d. Offenders with indeterminate sentences;

e. Offenders who have an active Order of Protection against them;
f. Offenders identified as Security Threat Group leaders;
g. Offenders adjudicated Guilty but Mentally Ill; and

h. Juveniles.

3. On the effective date of this directive, all current releasees shall be placed in Level I or Level III based on criteria approved by the Deputy Commander of Field Operations.

F. Supervision Standards

1. Level I

Supervision standards for Level I require the releasee to:

a. Have an initial face-to-face contact with a parole agent in the field within 72 hours of release.
b. Contact the Department or its agent at a designated number via telephone once each month.
c. Have one monthly face-to-face contact with a parole agent in the field.
d. Notify the parole agent within 24 hours of any residence problems and obtain verbal approval from the parole agent prior to establishment of a new residence. The approval shall be documented.
e. Notify the parole agent within 24 hours of any arrest, information, indictment, criminal charge, or order of protection and produce a copy of the bond slip, order of protection, or other court order within 24 hours of release from custody.
f. Provide monthly documentation to the parole agent that indicates compliance with any Prisoner Review Board orders or conditions, such as evidence of sex offender registration or verification of participation in required treatment or programs.
g. Be subject to random drug testing.

2. Level II

Supervision standards for Level II require the releasee to:
a. Have an initial face-to-face contact with a parole agent in the field within 72 hours of release.

b. Contact the Department or its agent at a designated number via telephone twice each month.

c. Have one face-to-face contact with a parole agent in the field every 90 days.

d. Notify the parole agent within 24 hours of any residence problems and obtain verbal approval from the parole agent prior to establishment of a new residence. The approval shall be documented.

e. Notify the parole agent within 24 hours of any arrest, information, indictment, criminal charge, or order of protection and produce a copy of the bond slip, order of protection, or other court order within 24 hours of release from custody.

f. Provide monthly documentation to the parole agent that indicates compliance with any Prisoner Review Board orders or conditions, such as evidence of sex offender registration or verification of participation in required treatment or programs.

g. Be subject to random drug testing.

3. **Level III**

Supervision standards for Level III require the releasee to:

a. Contact the Department or its agent at a designated number via telephone twice each month.

b. Have one face-to-face contact with a parole agent in the field every 180 days.

c. Notify the parole agent within 24 hours of any residence problems and obtain verbal approval from the parole agent prior to establishment of a new residence. The approval shall be documented.

d. Notify the parole agent within 24 hours of any arrest, information, indictment, criminal charge, or order of protection and produce a copy of the bond slip, order of protection, or other court order within 24 hours of release from custody.

e. Provide monthly documentation to the parole agent that indicates compliance with any Prisoner Review Board orders or conditions, such as evidence of sex offender registration or verification of participation in required treatment or programs.

f. Be subject to random drug testing.

G. **Level Changes**

1. The following releasees shall remain in Level I unless the Deputy Commander of Field Operations (no designee) grants an exemption:
a. Offenders on electronic monitoring;
b. Offenders required to register under the Sex Offender Registration Act;
c. Class M or Class X felons;
d. Offenders with indeterminate sentences;
e. Offenders who have active Orders of Protection against them;

f. Offenders identified as Security Threat Group leaders;
g. Offenders adjudicated Guilty but Mentally Ill; and
h. Juveniles.

2. After successful completion of the initial 90 days in Level I or Level II, all other releasees shall automatically be reduced to Level III unless in his or her discretion the Parole Supervisor determines otherwise.

3. Releasees shall remain in Level III until discharge unless increased supervision is warranted. A releasee’s level may be increased at any time that, in the parole agent’s discretion, more supervision is warranted.

4. After the initial 90 days, a releasee’s level may be reduced at any time that, in the parole agent’s discretion, decreased supervision is warranted. Decreased supervision may be warranted when, for example, the releasee:

a. Remains arrest free;
b. Has had no documented substance abuse problems;
c. Complies with Prisoner Review Board orders and conditions;
d. Demonstrates a stable life style; and
e. Demonstrates no propensity towards violent or sexually aggressive behavior

Authorized by:

______________________________
Donald N. Snyder Jr.
Director
STATE OF ILLINOIS
TAXPAYER IDENTIFICATION NUMBER

I certify that:

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

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

I am a U.S. person (including a U.S. resident alien).

- If you are an individual, enter your name and SSN as it appears on your Social Security Card.
- If you are a sole proprietor, enter the owner's name on the name line followed by the name of the business and the owner's SSN or EIN.
- If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name on the name line and the D/B/A on the business name line and enter the owner's SSN or EIN.
- If the LLC is a corporation or partnership, enter the entity's business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).
- For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.

Name: Protocol Criminal Justice, Inc
Business Name: Protocol Criminal Justice, Inc.
Taxpayer Identification Number: N/A
or Employer Identification Number: [Blank]

Legal Status (check one):

☐ Individual
☐ Sole Proprietor
☐ Partnership
☐ Legal Services Corporation
☐ Tax-exempt
☐ Corporation providing or billing medical and/or health care services
☒ Corporation NOT providing or billing medical and/or health care services

☐ Governmental
☐ Nonresident alien
☐ Estate or trust
☐ Pharmacy (Non-Corp.)
☐ Pharmacy/Funeral Home/Cemetery (Corp.)
☐ Limited Liability Company

(select applicable tax classification)

☐ D = disregarded entity
☐ C = corporation

Signature of Authorized Representative: [Blank]

Date: December 9, 2014
PRIME CONTRACTOR SUBMISSION BEP UTILIZATION PLAN REVIEW

AGENCY NAME: IDOC
BEP SUBMITTING TO: MICHAEL KNAUER
PBC NUMBER: 14-83681
SOLICITATION NUMBER: 22034810
SOLICITATION TITLE: PAROLE COMMUNICATIONS & CONTROL CENTER
BEP CONTRACT GOAL
BEP GOAL TOTAL THIS PRIME: 15.00%
PRIME CONTRACTOR NAME: PROTOCOL CRIMINAL JUSTICE, INC
BID SUBMISSION DATE: December 11, 2014
RECEIVED DATE: December 12, 2014
BEP DECISION DATE: January 5, 2014
PREPARED BY: JEANETTA CARDINE

☐ RESPONSIVE (DUE TO A GOOD FAITH EFFORT)
☒ RESPONSIVE (DUE TO BEP SUBCONTRACTOR UTILIZATION)
☐ NON-RESPONSIVE (DUE TO A NON ACCEPTABLE BEP VENDOR)
☐ NON-RESPONSIVE (DUE TO A LACK OF A "GOOD FAITH EFFORT").

BEP Subcontractor(s) identified by the prime:

BEP VENDOR NAME: ANCHOR STAFFING
% OF BEP GOAL: 15.00%
$ AMOUNT OF BEP GOAL: 1,000,000.00
BEP VENDOR ACCEPTED: YES
REASON(S) WHY NOT ACCEPTED:
COMMENTS: CERTIFIED BEP VENDOR

GENERAL COMMENTS:

BEP WILL DEEM THIS U-PLAN RESPONSIVE WITH THE CAVEAT THAT PRIME VENDOR PROTOCOL CRIMINAL JUSTICE, INC WILL UTILIZE A CERTIFIED BEP VENDOR TO SATISFY THE 15% BEP GOAL FOR EVERY YEAR OF THE CONTRACT. PROTOCOL CRIMINAL JUSTICE, INC'S LOI EXPLANATION WAS NOT ENTIRELY CLEAR BASED ON IT'S UTILIZATION OF THE BEP SUBCONTRACTOR. BEP ACCEPTS THE LOI STATEMENT OF THE 15% GOAL FOR THE ENTIRE LIFE OF THE CONTRACT. BEP WILL MONITOR THE CONTRACT UTILIZATION.
Date 01/06/2015

Vendor Number-----: 731630737 00 - ANCHOR STAFFING INC
IGPS Status-------: 1 Qualified Vendor
BEP Class Codes---: W B N Cert. Type--: FMB
Prev BEP Class----: N N N SBSP Vendor: YES
BEP Certification--: C - CMSDC
BEP Letter Code----: 22 - CMSDC approval
Cert Denied Code--: -
Gross Sales--------: 5,040,147
Initial App Recvd--: 07/11/2002
Cert Notify Type---: R - Recognition Affidavi
Cert Notify Sent---: 07/01/2014
Cert Returned-----:

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Vendor Name: Protocol
Solicitation Title: Parole Communications & Control Center
IPB#/ PBC #: 14-8988
Bid Opening Date/Time: 12/11/14

Vendor's failure to provide or complete any of the following items may require clarification from the Vendor. Please contact your agency APO or SPO for guidance.

1. Correct number of copies submitted ✓ Yes ☑ No ☑ N/A
2. Electronic copies submitted, if applicable ✓ Yes ☑ No ☑ N/A
3. Pricing sealed separately, if applicable ✓ Yes ☑ No ☑ N/A
4. Attended mandatory vendor conference, if applicable ☑ Yes ☑ No ✓ N/A
   (reference vendor conference sign in sheet)
5. Offer letter completed and signed ✓ Yes ☑ No ☑ N/A
   Acknowledgement of Amendments/ Addendums, if applicable ✓ Yes ☑ No ☑ N/A
   Bid bond or other security included, if applicable ✓ Yes ☑ No ☑ N/A
   Vendor has identified exceptions to terms & conditions, specifications, ✓ Yes ☑ No ☑ N/A
   - Claim for Domestic Products preference ✓ Yes ☑ No ☑ N/A
   - Confidential Information identified ✓ Yes ☑ No ☑ N/A
6. Business and Directory Information completed ✓ Yes ☑ No ☑ N/A
   DHR # provided, if applicable ✓ Yes ☑ No ☑ N/A
   Iran Business Operations Disclosure provided ✓ Yes ☑ No ☑ N/A
7. Financial Disclosures/Conflict of Interest Disclosures completed ✓ Yes ☑ No ☑ N/A
8. Completed Minority, Female, Person w/Disability Status & Subcontracting ✓ Yes ☑ No ☑ N/A
   Utilization Plan and Letter of Intent sealed separately, if applicable ✓ Yes ☑ No ☑ N/A
9. Veteran Business Program Utilization Plan ✓ Yes ☑ No ☑ N/A
10. Taxpayer Identification Number Completed ✓ Yes ☑ No ☑ N/A
11. References Provided, if applicable ✓ Yes ☑ No ☑ N/A
12. Board of Elections Registration Certificate included, if applicable ✓ Yes ☑ No ☑ N/A
13. Authorized to do business in Illinois (i.e. Business in Good Standing) ✓ Yes ☑ No ☑ N/A
14. Resumes provided, if applicable ✓ Yes ☑ No ☑ N/A
15. Certified small business vendor, if applicable ✓ Yes ☑ No ☑ N/A
16. Subcontractors utilized ✓ Yes ☑ No ☑ N/A
17. Work location disclosure completed ✓ Yes ☑ No ☑ N/A
18. Contract signed and completed, if applicable ✓ Yes ☑ No ☑ N/A
19. Forms A, Financial Disclosures ✓ Yes ☑ No ☑ N/A
20. Forms B, Financial Disclosures, registered on IPG ✓ Yes ☑ No ☑ N/A
21. Other ✓ Yes ☑ No ☑ N/A

IDOC V 15.0 7.2014
**SPO DETERMINATION FORM**

**STEP #1 AGENCY PROCUREMENT METHOD REVIEW AND APPROVAL**

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Estimated Cost of Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOC - Corrections</td>
<td>116,400,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Procurement Method</th>
<th>Small Business Set-Aside (Y/N)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parole Div/RFP for Communications and Control Center</td>
<td>RFP</td>
<td>No</td>
</tr>
</tbody>
</table>

**Brief Description (Include Special Conditions and existing Contract # if any action against an existing contract)**

Carol O'Connor  
PBC # 14-83881

5 year contract (10/1/14-9/30/19) with a 5 year renewal option (10/1/19-9/30/24). This request is for an RFP to provide and maintain a Parole Division Communications and Control Center and related case management for IDOC/Field Services/Parolees. The IDOC is in need of a contract for IT website development, hosting and service to maintain a web-based interface which will allow Agents to gain access via cellular laptop or hard data line and to monitor communications regarding parolees and/or committed felons and assist in managing the everyday duties of the DOC operations center 24/7/365. This contract was originally awarded in FY05 and continued as a Sole Source from FY10 until present (OB# 0910038, PBC 09-37685). The estimated cost for services is $116,400,000.00 over a 10 year period. This contract is needed to ensure Public Safety to the citizens of Illinois.

**Critical Contract Dates**  
Contract dates: 10/1/14-9/30/19, renewal dates 10/1/19-9/30/24

**APO Signature verifying submission**  
Michael Knauer  
Date February 5, 2014

**SPO Signature verifying receipt**  
Richard Welch  
Date February 7, 2014

**SPO Signature denying approval**  
Date

(APO should attach any additional documentation that may assist the SPO in this determination)

**SPO's Comments/Recommendations regarding Approval/Disapproval of Procurement Method**

**SPO Signature approving method**  
Richard Welch  
Date February 7, 2014

State of Illinois  
SPO Determination Form  
V. 12.3
STEP #2 SOLICITATION REVIEW AND APPROVAL

2.1. Agency's Submission of Draft Solicitation Document to SPO

APO Signature verifying submission ________________________________ Date ______________

SPO Signature verifying receipt ________________________________ Date ______________

SPO Signature denying approval ________________________________ Date ______________

SPO's Comments/Recommendations regarding Approval/Disapproval of Draft Solicitation

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2.2. Agency's Re-Submission if Necessary

APO Signature verifying re-submission ________________________________ Date ______________

SPO Signature verifying receipt ________________________________ Date ______________

2.3. SPO's Publishing of Solicitation on Illinois Procurement Bulletin

SPO Signature approving Draft Solicitation ________________________________ Date ______________

Date Published ______________ Date Opening ______________
STEP #3 NOTICE OF INTENT TO AWARD REVIEW AND APPROVAL

3.1. Agency’s Creation of Notice of Award in Illinois Procurement Bulletin

Notice Type ___________________________ Date Created ___________________________

APO Signature verifying submission ___________________________ Date ___________________________

SPO Signature verifying receipt ___________________________ Date ___________________________

SPO Signature denying approval ___________________________ Date ___________________________

(APO shall attach additional documentation that assists the SPO in this determination)

SPO’s Comments/Recommendations regarding Approval/Disapproval of Draft Notice


3.2. Agency’s Re-Submission if Necessary

APO Signature verifying re-submission ___________________________ Date ___________________________

SPO Signature verifying receipt ___________________________ Date ___________________________

3.3. SPO’s Publishing of Intent to Award on Illinois Procurement Bulletin

SPO’s Signature approving Draft Notice ___________________________ Date ___________________________

Date Published ___________________________ Date Closing ___________________________

3.4. SPO’s Reasons for Contract Award Decision

The SPO sets forth the reasoning for the contract award decision by checking the appropriate box below.

☐ The rationale described by the purchasing agency in the recommendation to award and executive summary seems reasonable, and serves as the basis for the contract decision.

☐ The contract was procured through the Invitation for Bid process, and the contract has been awarded to the lowest priced responsive and responsible bidder.

☐ The contract is an amendment germane to the original contract, reasonable in size and scope, and in the best interest of the State. The award decision is based on the purchasing agency’s justification presented in their request for amendment.

☐ The contract is a renewal in accordance with the terms of the existing contract. The award decision is based on justification presented by the purchasing agency in their request for renewal.

☐ Other (Description here)


State of Illinois
SPO Determination Form
V. 12.3

Page 3 of 4
STEP #4 CONTRACT REVIEW AND APPROVAL

4.1. Agency's Provision of Contract to SPO

Contract Number

APO Signature verifying submission
Mike Knauer

Date
March 16, 2015

SPO Signature verifying receipt

Date

SPO Signature denying approval

Date

SPO's Comments/Recommendations regarding Approval/Disapproval of Contract:

4.2. Agency's Re-Submission if Necessary

APO Signature verifying re-submission

Date

SPO Signature verifying receipt

Date

4.3. SPO's Approval for Contract Execution

SPO's Signature approving Contract
Jan Elizabeth Morrow

Date
March 19, 2015

Date the SPO signs the Contract

Date
SERVICE PROCUREMENT AND CONTRACTING CHECKLIST

(October 2011 Revised)

Contracts that include services within the scope of bargaining unit work are allowed in certain circumstances. However, all such agreements shall be in accordance with Article XXIX, page 104; the Personal Service Contract Memorandum of Understanding (PSC MOU), page 287-288 of the 2008 AFSCME collective bargaining agreement; or the Mediated Resolution Memorandum when the work performed would arguably be performed by AFSCME represented employees if the work was performed by State Personnel.

In compliance with these agreement(s), agencies must identify and document the provisions under which the services are to be contracted. Please check the applicable paragraph below and maintain substantiating documentation:

Name: Communications & Control Ctr RFP PBC/Contract # 14-83881 Term: 10/1/14-9/30/24 Amount: 116,400,000

Work Location: IDOC / STATEWIDE Date of Vacancy (if applicable) N/A

Scope of Services: Procure services to provide and maintain a web-based interface (Parole Division Communications and Control Center) and related case management for IDOC/Field Services/Parolees.

Assessment of Need (attempts to redistribute work or TA, LOA, nature of duties, EPAR #, etc.):

I. AFSCME-Bargaining Unit Work- Same or comparable work is arguably performed by bargaining unit employees. Any contract determined to be inconsistent with guidelines below must be terminated within 45 days.

1. ● Time Limited Work – Work based on one of the following exceptions:

   a. ● Emergency Work – consistent with section 8b.8 of the Personnel Code (20 ILCS 415), may be acquired for a period not to exceed 90 days. With a minimum 14-day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

   b. ● Temporary or Seasonal Work – consistent with section 8b.9 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

   c. ● No Appropriate Eligible List – consistent with section 8b.10 of the Personnel Code, may be acquired for a period not to exceed 6 months out of any 12 month period. With a minimum 14 day written notice, prior to initial termination, this contract may be extended if agreed to by Council 31, in writing, in advance.

2. ◐ Specialized Professional – The work to be performed under this contract requires specialized, professional or technical services which cannot reasonably be provided by employees. Use of contractual resources to perform this work is not restricted. Written notice to Council 31 (date)

3. ● Time Limited Projects - The work to be performed under this contract is for time limited projects required to meet certain agency mandates for which specific funds have been dedicated. These services may be acquired for up to 12 months, renewable for an additional 12 months. Written notice to Council 31 (date)

4. ● Sub-contracting: Written notice provided to Council 31 Pursuant to Article XXIX on (date)

5. ● Written waiver obtained from Council 31 for exceeded time frames set forth in #(I)1. (date)

II. ● Non-AFSCME Bargaining Unit Work – Same or comparable work is not arguably performed by bargaining unit employees as determined by the agency's Bureau of Personnel or Division of Labor Relations.

LR Administrator Signature [REDACTED] Date 2-25-14
February 25, 2014

Mr. Eddie Caumiant  
AFSCME Regional Director  
AFSCME Council #31  
3909 West Ernestine Drive, Suite 2  
Marion, Illinois 62959

Dear Mr. Caumiant:

In accordance with the Personal Services Contracts Memorandum of Understanding of the AFSCME collective bargaining agreement, please consider this correspondence as official notification that the Department of Corrections is contemplating the subcontracting of services to provide and maintain a web-based interface and related case management (Parole, Division Communications and Control Center) for IDOC/Field Services/Parolees. This contract meets the exemption for specialized, professional or technical services.

Should you have any questions, please contact me at 217-558-2200 ext. 5549 to schedule a meeting.

Sincerely,

Edward Jackson  
Assistant Chief- Labor Relations

cc: Robb Craddock  
    Ron Hudson